



# City of Oak Harbor Comprehensive Emergency Management Plan - CEMP

December 2013





**CITY OF OAK HARBOR**

**COMPREHENSIVE EMERGENCY**

**MANAGEMENT PLAN**

**AND**

**IMPLEMENTING PROCEDURES**

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## LETTER OF PROMULGATION

This document is adopted as the City of Oak Harbor's Comprehensive Emergency Management Plan (CEMP), as approved by the City Council. This plan is the City's emergency plan made in response to the heightened awareness, realities, and consequences to natural and technological hazards faced by the City. The plan provides definition and coordination of departmental responsibilities to prepare for, respond to, and recover from emergencies and disasters. The plan is written to comply with applicable federal and state regulations and the City of Oak Harbor Municipal Code Chapter 1.10.

The document is an all-hazards plan, intended for use in any emergency beyond the control or capability of ordinary departmental response. One key objective of this plan is to ensure the most effective use of all City resources during emergency operations.

This plan replaces all previous versions of the City's CEMP with use effective immediately.

Signed:

Submitted by:

\_\_\_\_\_  
Scott Dudley  
Mayor

\_\_\_\_\_  
Ray Merrill  
Director of Emergency Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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<b>ORGANIZATION/AGENCY</b>	<b>ADDRESS/PHONE</b>	<b>INITIAL/DATE</b>
Eric Brooks Island County Dept. of Emergency Services	Island County Courthouse PO Box 5000 · 1 NE 6 <sup>th</sup> Street 679-7370	
C.S. Lombardo Dept. of Emer. Management Naval Air Station Whidbey	3730 N. Charles Porter Ave. Oak Harbor, WA 98278 (360) 257-3337	
WA State Military Department Emergency Management Div.	Camp Murray, WA 98430	
Mike Stamper American Red Cross Island County Chapter	Building 22 on NAS-WI Seaplane Base 245 West Tulagi Avenue Oak Harbor, WA 98278 (360) 293-2911	
Tom Tomasno Whidbey General Hospital	101 N. Main Street Coupeville, WA 98239 (360) 678-5151	
<b>SCHOOLS</b>	<b>ADDRESS/PHONE</b>	<b>INITIAL/DATE</b>
Dr. Lance Gibbons Superintendent Oak Harbor School Dist. #201	350 South Oak Harbor St. Oak Harbor, WA 98277 (360) 679-5800	
Oak Harbor Christian School Principle Dave Zylstra	675 East Whidbey Ave. Oak Harbor, WA 98277 (360) 675-2831	

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## **BASIC PLAN**

### **I. INTRODUCTION**

A) Mission: The City of Oak Harbor is dedicated to protect lives, property, and the environment of its citizens through preparedness and mitigation activities, respond in an effective manner to emergencies and disasters, and coordinate and participate in the recovery effort as a result of such events.

Limitations: The diverse nature of any emergency or disaster makes it likely no single government agency or jurisdiction can handle all potential incidents alone. It is neither implied or inferred that this plan guarantees a perfect emergency or disaster response. No plan can shield individuals from all events. While every reasonable effort will be made to respond to emergencies or disasters, resources and/or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures, and all emergency plans are dependent upon tactical execution that may be imperfect.

B) Purpose

1) This plan describes:

- a. The legal basis for emergency actions by the City government during and following a disaster;
- b. The most likely disaster hazards faced by the City;
- c. The City's management, policies, and operational responsibilities during times of emergency;
- d. The City's planned actions and responsibilities for the four commonly accepted phases of emergency operations:
  - i. Mitigation
  - ii. Preparation
  - iii. Response
  - iv. Recovery
- e. The City's organizational mechanism for emergency planning;  
Operational relationships between the City of Oak Harbor government and other agencies which provide emergency response resources to the City.

C) Scope

- 1) This plan applies to the government of the City of Oak Harbor. Where other agencies and institutions are mentioned, the plan describes understandings or agreements about their expected roles and actions.
- 2) The City of Oak Harbor Director of Emergency Services (DES) coordinates efforts within the City to prepare for, respond to, recover from and mitigate against the threat of disasters and relies on close partnerships with City employees, departments, outside entities, and the community as a whole to meet the mission of emergency services.
- 3) For the purposes of this plan, the term "emergency" means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. A "disaster" means the situation is beyond the capabilities of the

responding organizations or jurisdiction. In general, the term "disaster" will be used in this plan to refer to either an "emergency" or a "disaster" that is covered under this plan.

- 4) The plan provides guidance to the City of Oak Harbor government for the following:
  - a. Prevention, protection, mitigation, preparedness, response and recovery policy;
  - b. Disaster and emergency responsibilities and procedures;
  - c. Training and public education activities; and
  - d. Emergency planning requirement of Title III of the Superfund Amendments and Reauthorization Act of 1986.
- 5) This plan integrates elements of the National Response Framework (NRP), and National Incident Management System (NIMS) including the Incident Command System (ICS), the emergency management method required by State and Federal law. Since NIMS/ICS is the fundamental operating platform, the City of Oak Harbor formatted this plan to reflect the NIMS/ICS operational structure.
- 6) In all emergencies, City of Oak Harbor response efforts will proceed according to these priorities:
  - a. eliminate major threats to life and safety
  - b. maintain essential governmental authority
  - c. eliminate major threats to property and the environment
  - d. restore essential systems and services
  - e. restore normal community and governmental operations
  - f. provide timely and accurate information to the public.

#### D) Organization

- 1) The Mayor is the administrative head of the City government during periods of emergency. Oak Harbor Municipal Code (OHMC) 1.10 provides the Mayor with power to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by disaster. Such orders must be confirmed at the earliest practicable time by the City Council as set forth in OHMC 1.10.090.
- 2) Per OHMC 1.10, the Director of Emergency Services is authorized to coordinate all emergency management functions. The Chief of Oak Harbor Fire Department serves in this role. In the Mayor's absence, the Director may assume emergency powers subject to OHMC 1.10.095.
- 3) An Emergency Preparedness Council, comprised of all City of Oak Harbor department heads, the Mayor, and the Director of Emergency Services is established to review, recommend, and advise City Council on issues pertaining to emergency preparedness.
- 4) The City Council passes emergency ordinances, resolutions and laws governing the City in a disaster event.
- 5) All City Department Heads are members of the Emergency Preparedness Council; along with the Mayor (council chair) and the Director of Emergency Services (vice chair).
- 6) The City will use the NIMS/ICS to manage the disaster response.

## **EMERGENCY PREPAREDNESS COUNCIL/OPERATIONS BOARD**

The Emergency Preparedness Council oversees and provides policy recommendations to the City Council before, during, and after emergency periods, and provides direction for the development and maintenance of the CEMP. The Emergency Preparedness Council shall provide recommendations and direction to the Director of Emergency Services during major emergencies, and shall act as the Emergency Operations Board during major emergencies. The Emergency Preparedness Council/Operations Board consists of the following members:

Mayor.....Council Chair  
Director of Emergency Services/Fire Chief.....Vice Chair  
City Administrator  
Police Chief  
Director of Public Works  
Director of Finance  
Director of Development Services  
Director of Human Resources  
Harbormaster  
Senior Center Director

During actual emergency situations and activation of the Emergency Operations Board, the City Attorney shall be included as a member.

## **DIRECTOR OF EMERGENCY SERVICES**

The Director of Emergency Services (DES) provides direction and coordination for CEMP development and ongoing maintenance and related activities within the City. The DES provides coordination with outside agencies and organizations involved in emergency planning. The DES manages the EOC during activation and interacts with outside agencies to coordinate emergency support activities. The DES recommends emergency planning policy and procedure to the Emergency Preparedness Council.

### **EOC TEAM** (The DES shall assign a chair to this team)

The EOC Team provides direction and support in the development or modification of the plan and all supporting documents. It is recognized that several employees within City Government have specific expertise in areas of emergency disaster management. The team shall be comprised of key operations and management personnel from each City department. Each Department Head/Director will designate personnel to serve on the team. In addition, outside professional and volunteer organizations that are identified as having key roles in preparedness, planning, response and recovery activities will be identified and may be asked to participate. Members of the EOC Team will staff the EOC as necessary during activation and coordinate the activities in their respective areas or divisions of responsibility during major emergencies and disasters.

Each department will have at least one representative on the EOC Team. During a full or partial activation, some or all of the departments/divisions (listed below) will assure a representative is available to staff the EOC. The nature of the event will determine the level

of participation needed. At a minimum, the following departments and divisions within the City will designate representatives:

EXECUTIVE OFFICE

Mayor  
City Administrator  
Council Member

FIRE DEPARTMENT

Administration  
Operations

POLICE DEPARTMENT

Administration  
Operations

FINANCE DEPARTMENT

Administration  
Operations  
Information Services Division

SENIOR CENTER

Administration  
Operations

HUMAN RESOURCES DEPARTMENT

Manger

DEVELOPMENT SERVICES

Administration  
Planning Operations  
Building Division Operations

PUBLIC WORKS DEPARTMENT

Administration  
Public Works – Equipment Rental/Sewer/Storm/Utilities/Water/Parks  
Engineering Operations

MARINA

Harbormaster

LEGAL

City Attorney

OTHERS

Risk Management Representative  
Red Cross Representative  
School District Representative

## **II. EMERGENCY POWERS**

### **A. Authorities**

The City of Oak Harbor CEMP is developed under the authority of the following local, state, and federal statutes and regulations.

1. Revised Code of Washington 38.52.050,(3),(b),(d), 38.52.070, 35.33.081 and 35.33.101.
2. Washington Administrative Codes 118-30.
3. Disaster Relief Act of 1974, USC Title 42, Sec 5121-5202, as amended, Federal Civil Defense Act of 1950, USC Title 50, Sec 2251-2303, as amended, Improved Civil Defense Program 1980, USC Title 50A, Sec 2301-2303.
4. Title III Superfund Amendment and Re-authorization Act of 1986.
5. City of Oak Harbor Municipal Code, Title 1, Chapter 1.10.
6. City of Oak Harbor Ordinance No. 1295, January 2002.

### **B. Assignment of Responsibilities**

1. Mayor
  - a. Prepares and signs Declaration of Emergency.
  - b. Signs Mutual Aid Agreements on behalf of the City.
  - c. Declares special emergency orders as prepared by the Director Emergency Services, i.e. curfews, street use, etc.
  - d. Provides for the accompaniment of visiting officials from other jurisdictions and levels of government.
  - e. Provides leadership to the community and makes announcements to the media.
  - f. Serves as Chair of the Emergency Preparedness Council.
2. City Council
  - a. Provides Declaration of Emergency.
  - b. Appropriates funds to meet emergency needs.
  - c. Maintains Continuity of Government.
  - d. Provides visible leadership to the community.
  - e. Provides direction and control through the Mayor and the Emergency Preparedness Council.
  - f. Other duties as assigned.
3. Director of Emergency Services (Fire Chief).
  - a. Provides overall direction and control of emergency operations during disasters and emergencies.
  - b. Serves as Vice-Chair of Emergency Preparedness Council.

- c. Requests assistance when necessary from Island County Department of Emergency Management, State Emergency Operations Center (SEOC), and the Federal Emergency Management Agency (FEMA).
  - d. Provides for emergency preparedness, mitigation, response, and recovery activities to be carried out within the City.
  - e. Appoints a Public Information Officer (PIO) to coordinate preparation and dissemination of information to the public and the media during emergency events, who shall work with the City's Public Information Officer.
  - f. Develops Emergency Operational Procedures for Emergency Preparedness office and assists other departments in their development; develops training materials and drills to test the plan.
  - g. Coordinates the development and maintenance of the City's CEMP.
  - h. Facilitates the development of associated documents and Emergency Operational Procedures which support the CEMP.
  - i. Coordinates the preparation of disaster assistance paperwork and submits to the appropriate agencies.
  - j. Provides for public information and education on emergency preparedness on an on-going, routine basis.
  - k. Documents emergency preparedness activities and costs.
  - l. Other duties as assigned.
5. Office of the City Attorney
- a. Develops departmental Emergency Operational Procedures as outlined in Section IV, Concept of Operations as appropriate.
  - b. Provides legal advice to City departments, Mayor and City Council as it pertains to disaster response and recovery.
  - c. Reviews all contracts for emergency work.
  - d. Provides legal review of emergency plans and supporting documents to ensure compliance with local, state, and federal laws.
  - e. Provides for identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
  - f. Other duties as assigned.
6. Office of Risk Management – Finance Department
- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations, as appropriate.
  - b. Coordinate, as appropriate, mitigation and preparedness activities within the City as they relate to risk management.
  - c. Develops and is responsible for City facility emergency and evacuation plans.
  - d. Reviews emergency contracts for City liability considerations.
  - e. Coordinate the purchase of appropriate insurance policies for the City.
  - f. Provide for identification and preservation of essential Risk Management records (as listed in departmental Emergency Operational Procedures).
  - g. Provide documentation and claims information to the Director of Emergency Services and the City's insurance carriers following a disaster.
  - h. Other duties as assigned.

7. Finance Department

- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Assists in identifying sources of disaster funds if departmental budgets are exceeded and any budget adjustments that may be required.
- c. Provides information and direction to City departments on requirements for the identification and preservation of essential City records.
- d. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- e. Coordinates disaster-related purchases and expenditures.
- f. Coordinates and reviews the compilation of disaster related financial information.
- g. Documents activities and costs.
- h. Other duties as assigned.

8. Information Services Division – Oak Harbor School District

- a. Develop Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Provides computer support to the EOC.
- c. Coordinates the recovery operations of the City's computer systems following disaster situations.
- d. Provides City departments with guidance and direction for the protection of computer hardware, software, and data.
- e. Provides for the identification and preservation of essential division and Citywide electronic records (as listed in departmental Emergency Operational Procedures).
- f. Provides City departments with guidance and direction for the protection of City telephone systems.
- g. Documents activities and costs.
- h. Other duties as assigned.

9. Developmental Services – Planning Division

- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Coordinates the establishment of Disaster Assistance Centers to support community recovery efforts.
- c. Assists permit processing during recovery.
- d. Provides assistance to Human Resources in employee notification, support, feeding, and shelter programs.
- e. Develops plans to deal with land use, environmental impact, and related mitigation issues before and following disasters.
- f. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- g. Documents activities and costs.
- h. Other duties as assigned.

10. Fire Department

- a. Develop Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Provide command and control for disaster or emergency operations through established incident command systems.
- c. Provide basic life support with coordination of transportation to medical facilities as appropriate.
- d. Provide fire suppression services.
- e. Provide light and limited heavy rescue. Provide expertise on Urban Rescue.
- f. Provide hazardous materials incident response and radiological monitoring. Coordinate with outside agencies as appropriate.
- g. Provide “windshield survey” and initial City-wide damage assessment as appropriate.
- h. Provide initial damage assessment for department facilities and support in City-wide structural damage assessment.
- i. Provide for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- j. Provide support in the dissemination of emergency warning information to the public.
- k. Provide direction and control for evacuation efforts as appropriate (coordinate with Police Department).
- l. Provide Public Information and Press relations support in the EOC, upon request.
- m. Provide support to utility restoration efforts as appropriate.
- n. Coordinate the re-establishment of E-911 service if disrupted.
- o. Document activities and costs.
- p. Other duties as assigned.

11. Parks and Recreation Department

- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Develops plans for and coordinates the utilization of City facilities for temporary emergency shelters.
- c. Coordinates the use of City parks for staging areas for disaster operations, mass casualty care and temporary housing.
- d. Provides support in debris removal, traffic control, road closures and protection of property, if requested.
- e. Develops plans and provides limited temporary shelter for “special needs” individuals.
- f. Develops plans and coordinates volunteer groups to assist “special needs” individuals in their homes.
- g. Provides initial damage assessment for department facilities.
- h. Provide for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- i. Document activities and costs.
- j. Other duties as assigned.

12. Human Resources Department

- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Develops plans for employee notification and support during disaster activities; coordinates City of Oak Harbor Family Area Network information.
- c. Develops plans and coordinates emergency feeding and shelter for City staff during disaster activities.
- d. Coordinates the registration of emergency workers and volunteers.
- e. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- f. Document activities and costs.
- g. Other duties as assigned.

13. Public Works Department

- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Provide debris removal, emergency protective measures, emergency and temporary repairs and/or construction.
- c. Provide for command and control for disaster operation through established Incident Command Systems as appropriate.
- d. Provide light and heavy equipment and supplies.
- e. Provide damage assessment of City infrastructure and emergency restoration of department facilities.
- f. Performs or contracts for major recovery work for City facilities.
- g. Provides barricades for road closures, traffic control measures and operational control of traffic signals within the City.
- h. Provides damage assessment of transportation routes and identifies alternates.
- i. Provides support to City wide evacuation planning and assists in evacuation efforts as appropriate (coordinates with Police/Fire).
- j. Provides field communications support through existing communications equipment.
- k. Provide support in hazardous material incident response to City sewers, streets, waterways, and storm drains.
- l. Assists in streamlining the Public Works permit process for disaster recovery efforts.
- m. Provide for monitoring of rain gauges and other flood warning equipment.
- n. Provide information and recommendations on traffic routes during flooding situations.
- o. Provide for monitoring of water levels in City storage tanks and the water distribution system.
- p. Provide for the monitoring and maintenance of the City sewer infrastructure.
- q. Provides telecommunications support to the EOC.
- r. Provide for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- s. Document activities and costs.
- t. Other duties as assigned.

14. Development Services – Building Division

- a. Develops divisional Emergency Operational Procedures as outlined in Section IV Concept of Operations as appropriate.
- b. Provides assistance in damage assessments of City infrastructure and emergency restoration of department facilities.
- c. Provides initial damage assessment for residential, commercial, and public assembly structures within the community as assigned.
- d. Determines building safety and recommends evacuation as appropriate (coordinates with the EOC). Conducts a drive-by ‘windshield’ assessment of damage(s).
- e. Provides expertise and recommendations for construction, demolition, and mitigation before and after a disaster.
- f. Assists in major recovery work for City facilities.
- g. Streamlines the Building Department permit process for disaster recovery efforts.
- h. Provides for emergency approval of trades people for use in recovery.
- i. Provides for identification and preservation of essential division records (as listed in departmental Emergency Operational Procedures).
- j. Documents activities and costs.
- k. Other duties as assigned.

15. Police Department

- a. Develop Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Provide law enforcement activities within the City.
- c. Provide for command and control for disaster operations through established incident command systems as appropriate.
- d. Provide for assistance in urban search and rescue activities.
- e. Provide “windshield survey” and initial City wide damage assessment as assigned.
- f. Provide emergency traffic control.
- g. Provide direction and control for evacuation efforts as appropriate (coordinates with Fire and Public Works).
- h. Provide support in the dissemination of emergency warning information to the public.
- i. Assists in recommendations for EOC communications equipment.
- j. Provide explosive device identification, handling, and disposal, or coordinate this activity with the appropriate agency.
- k. Provide for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- l. Document costs and activities.
- m. Other duties as assigned.

16. Marina

- a. Develop Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Provide for command and control for disaster operations through established incident command systems as appropriate.
- c. Provide an initial damage assessment to marina facilities and reported findings to the EOC.

- d. Development of a transportation plan including marine vessel and float plane operations to evacuate citizens and the transportation of supplies to support emergency operations.
  - e. Assists in recommendations for EOC communications equipment.
  - f. Provide for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
  - g. Document costs and activities.
  - h. Other duties as assigned.
17. Public Works – Engineering Division
- a. Provides engineering services for City properties and projects.
  - b. Development of Citywide evacuation plans to include transportation, transportation routes, and coordination with supporting agencies and surrounding jurisdictions

### **C. Limitations**

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that in major emergencies and disaster situations that a perfect response to all incidents will be practical or possible. As response resources may be depleted or unavailable and essential systems may be rendered dysfunctional, the City can only make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

## **III. SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

Emergencies and disasters have occurred in Oak Harbor and will likely occur again in the future. Through the development of the Hazard Vulnerability Analysis, it has been determined the City of Oak Harbor is vulnerable to numerous technological and natural hazards. These hazards include: storms (wind, rain, snow, and lightning), earthquake, flood, landslide, common and private carrier accident (vehicular, marine, and aircraft), search and rescue emergencies, civil disturbance, tsunami, terrorist activity, explosion, structural collapse, hazardous material incidents, major fire (including wild land and urban interface fires) and energy and utility system failure.

In addition to these hazards, the potential exists for emergencies occurring outside of the jurisdiction that may affect our jurisdiction negatively. Coordination for response will be critical to the successful implementation of any detailed plans formulated to respond to situations identified in the Vulnerability Analysis.

### **B. Planning Assumptions**

Situations noted could create significant property damage, injury, loss of life, panic of the populace, and disruption of essential services, both inside and outside the City of Oak Harbor. These situations may also create significant financial, psychological and sociological impacts on the City of Oak Harbor and its citizens.

It is assumed that some incidents will occur with enough sufficient warning that appropriate notification will be issued which would ensure some level of preparation. Other disasters will occur with no advanced warning.

It can also be assumed that a major, widespread catastrophe will most likely isolate our jurisdiction, and any significant assistance from nearby communities, counties, state or federal agencies would not occur for at least 72 hours or longer. The City of Oak Harbor will need to rely on available City resources and those of private organizations, businesses, and individuals within the City for the initial response to a disaster that is widespread in the region.

The City of Oak Harbor may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies or disasters that do not affect this City.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

1. It is the policy of the City of Oak Harbor to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.
2. It is the policy of the City that each City Department or division (as appropriate) takes an active role in emergency planning. The planning efforts include the formation of Emergency Operational Procedures for each department that is coordinated in this plan. It is the responsibility of the head of each City department to:
  - a. Provide a designee and alternate(s) assigned as members of the EOC Team to actively participate in the preparation and maintenance of the City's overall Emergency Operations Plan.
  - b. Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.
  - c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
  - d. Develop departmental Emergency Operational Procedures which includes the following:
    - Provides for identification and preservation of essential records.
    - Departmental chain of command.
    - Location for managing departmental emergency operations.
    - Departmental responsibilities, capabilities and resources to include: personnel, facilities, fuel, and equipment.
    - Information needed to manage the department during emergency operations and means of communications for obtaining that information.
    - How the department will coordinate with the EOC.
    - Methods to ensure that all department staff are aware of Emergency Operational Procedures and of the concepts of the Emergency Management Plan.

3. It is the policy of the City that City Departments make staff and resources available at the request of the Director of Emergency Services for training activities and emergency operations assignments.
4. When a major emergency or disaster occurs, City department management shall use the following general checklist as a basis for managing disaster operations:
  - a. Report to the pre-determined site to manage department operations.
  - b. Assess damages to facilities and resources.
  - c. Assess personnel and resources available.
  - d. Assess problems and needs.
  - e. Report situation, damages and capabilities to the EOC.
  - f. Send designated representatives to the EOC to participate as members of the EOC Team and Emergency Preparedness Council.
  - g. Carry out departmental responsibilities and assigned tasks.
  - h. Continue assessment of department resources, needs and actions.
  - i. Continue reports to the EOC regarding actions, problems, needs, damages, etc.
  - j. Keep detailed and accurate records, document actions, costs, situations, etc.
  - k. Maintain day-to-day normal activities as much as practicable.
5. The EOC is activated by the Fire Department at the request of the Mayor, the Director of Emergency Services, or any City department head or their alternates, when the level of operations requires it. Designated staff reports to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.
6. The Emergency Preparedness Council shall be the organization responsible for evaluating a situation to determine if a Declaration of Emergency by the Mayor is necessary. This is recommended and coordinated by the Director of Emergency Services.
7. City Departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner. The Emergency Preparedness Council may be requested by the Mayor to act as advisors in dealing with problems caused by a disaster and in the coordination of the situation. This coordination will be done through the EOC.
8. When a major emergency or disaster occurs, it is anticipated that City Departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the EOC. In the event of a Declaration of Emergency, the deployment of resources will normally be coordinated through the EOC. Resources to be utilized to support City operations may be placed at staging areas until specific assignments can be made.
9. In the event a situation is, or will become, beyond the capabilities of the resources of the City and those provided through mutual aid, the Mayor may request assistance from Island County or Washington State through the Island County Department of Emergency Management.

10. In the event of communications failure in a disaster, any City facility may act as a remote EOC for its local area until coordination can be established from the Oak Harbor Fire Department EOC. In addition, each may serve as a staging area, triage area, communications center or in any other functional capacity appropriate for the situation as assigned.
11. The documentation of registration for emergency workers and other volunteers will be coordinated through the Human Resources Department.

## **B. Emergency Management Concepts**

The basic concepts of comprehensive emergency management deal with mitigation, preparedness, response, and recovery. These four elements are inherent in the City of Oak Harbor Emergency Preparedness organization, and serve as a guideline regarding activities. In order to assist with the Emergency Management Concepts refer to Item A above.

## **C. Direction and Control**

1. Direction and control of emergency management activities rests with the Director of Emergency Services. Overall control during disaster operations will be divided into three levels.
  - a. Policy Group: consists of the Emergency Preparedness Council with the Mayor as Chair, primarily dealing with policy issues brought about by the disaster. This policy group will provide guidance to the City Council for their action where appropriate.
  - b. EOC Team: staffs the Emergency Operation Center, coordinates disaster resources, monitors the disaster situation and reports to the Policy Group.
  - c. Command Posts: operation in field locations and will direct and coordinate disaster field operations. The EOC will provide coordination for the requests from the Command Post(s). Department heads and/or their respective representatives will staff Command Posts as required. Those representatives are authorized to make day-to-day decisions for the activities of their departments.
2. Overall direction, control and coordination will be conducted through the EOC in order to support the overall community response to the disaster and to best coordinate efforts with county, state, and federal agencies ([see Basic Plan, Appendix 2](#)).
3. The primary EOC is located at Oak Harbor Fire Station 81, second floor east wing, and is equipped with alternate power supplies for use during general system failures.
4. Recommendations for EOC activation may come from any level deemed appropriate for the level of disaster. It will be staffed by members of the EOC Team and necessary support staff as required. Initial establishment of the EOC following activation will be the responsibility of the Director of Emergency Services, or other staff as assigned by the Director.
5. Individual City departments may designate alternate locations for coordinating individual department operations. The individual in charge of the coordination shall be responsible

for keeping the EOC informed of their situation and activities and shall act in coordination with and under the direction of the EOC.

6. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
  - a. Protect life.
  - b. Protect public and private property as it relates to the economic base.
  - c. Develop and disseminate public information through the assigned Public Information Officer.
  - d. Restore essential services.
  - e. Minimize economic disruption to the community.
  - f. Preserve existing institutions and organizations.
  - g. Document decisions, costs, lessons learned, etc.
  - h. Insure feedback mechanisms are in place for the community.
7. Communications during an emergency or disaster will be through communications systems currently established within the City organizations. Back up and supporting communication activities will be provided by organized volunteer radio operators.
8. Emergency public information will be communicated to citizens via local media through designated Public Information Officer(s), the Island County Emergency Alert System, and the Public Cable television Civil Emergency Alert System (CEAS), cable channel 10.
9. The Continuity of Government Act RCW 42.14.050 establishes provisions for the continuation of government in the event its leadership is incapacitated. RCW 35.22 and 35a.12.050 provides for the filling of vacancies for third class cities. OHMC Chapter 1.10.040 also references the Continuity of Government.

#### **D. Facilities**

##### **BUILDING LOCATIONS**

CITY HALL	865 SE Barrington Drive
OAK HARBOR POLICE DEPT.	860 SE Barrington Drive
PUBLIC WORKS Streets, Water, Solid Waste, Parks, Equipment Rental Departments, Storm Water, Wastewater Collections and Treatment	1400 NE 16 <sup>th</sup> Avenue
OAK HARBOR FIRE DEPT.	855 East Whidbey Avenue
SENIOR CENTER	51 SE Jerome Street
OAK HARBOR MARINA	1401 SE Catalina Drive

#### **E. Mitigation Activities**

1. Review hazards and risk analysis.
2. Develop capabilities and resources to enhance the City's ability to respond to disasters, whether identified or not in the hazard analysis.
3. Develop contingency plans and Emergency Operational Procedures in support of the All-Hazards Comprehensive Emergency Management Plan and Implementing Procedures.
4. Coordinate with other local, county, state, and federal agencies to assure cohesive working relationships and compatible plans are in place.
5. Conduct mitigation activities to protect City supplies, services, and property.
6. Conduct public education to enhance citizen and business survivability in disasters.
7. Provide guidance to policy makers on legislation needed in the areas of land use, building, and fire codes where mitigation would address disaster potentials.

**F. Preparedness Activities**

1. Conduct training activities with City government, outside agencies, and the public.
2. Coordinate volunteer organizations to assure cohesive working relationships and coordinated responses.
3. Provide timely input to the budget process on an annual basis.
4. Conduct public education to enhance citizen and business survivability.
5. Alert City workers and public as to types of warnings they may receive.

**G. Response Activities**

1. Initiate actions necessary to preserve life and property and the environment utilizing available resources.
2. Make appropriate notifications and initiate actions to place emergency plans into effect.
3. Activate and staff the EOC as required for the situation.
4. Disseminate emergency warning as appropriate.
5. Carry out initial damage assessment and evaluate situation.
6. Coordinate response and support functions with outside agencies and volunteer organizations.
7. Coordinate operations, logistics, planning, and finance functions.

8. Compile event status information and provide timely reports.
9. Prepare and maintain detailed documentation of events and activities.
10. Provide public information and additional warnings as appropriate.
11. Prepare Declaration of Disaster as appropriate.

## **H. Recovery Activities**

1. City personnel shall carry out damage assessment functions and assess community needs.
2. EOC Team shall prioritize recovery projects and assign functions accordingly.
3. EOC team shall coordinate recovery efforts and logistical needs with supporting agencies and organizations.
4. Prepare documentation of events, including logs, cost analyses and estimated recovery costs.
5. Facilitate the establishment of disaster assistance offices to assist private business and citizens with individual recovery.
6. Assess special community needs and provide information and assistance where appropriate.
7. Incorporate the City of Oak Harbor short term and long term community plans into recovery and reconstruction activities.

## **V. RESPONSIBILITIES**

1. Effective administrative records are essential when recovering from disasters. Each City department will assign personnel to be responsible for documentation of disaster costs and utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational expenditures from day to day expenditures (see [Appendix 6](#)).
2. RCW 38.52.070, 35.33.081, and 35.33.101 provide for disaster expenses being incurred from currently appropriated local funds. The Mayor, City Council, and Finance Director will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded (see [Appendix 6](#)).
3. State and Federal requirements mandate agencies submit reports on disaster situations with information concerning: nature, magnitude, and impact, for use in evaluating and providing appropriate response resources and services. These reports include, but are not limited to:
  - Situation Reports
  - Declaration of Emergency
  - Requests for Assistance
  - Damage Assessment

The Director of Emergency Services will be responsible for coordinating the preparation and submission of all required reports and will insure their delivery to the appropriate agencies in a timely manner.

4. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Control Zones.
5. Repair and restoration of damaged facilities may require an environmental impact permit prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act and Flood Control Act.
6. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the State Office of Archeology and Historic Preservation.
7. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age or disability. No special treatment over and above what would normally be expected in the way of City services will be extended to any individual or group in a major emergency or disaster situation.

Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 – Discrimination – Human Rights Commission and Title 44, CFR 205.16 – Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

8. The Mayor and the Director of Emergency Services, following a Declaration of Emergency by the Governor, have the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, RCW 38.52.110 and Oak Harbor Municipal Code 1.10.
9. The Mayor and the Director of Emergency Services are authorized to contract with any person, firm, corporation or entity to provide construction work on a cost basis during emergency or disaster response operations, RCW 38.52.390.
10. All City departments will prepare and maintain an updated list of its personnel, special skills, facilities and equipment resources as part of their Emergency Operational Procedures. Any or all of these resources may be called upon during disaster or emergency situations OHMC 1.10.090.
11. Additional governmental resources may be called upon for assistance through the use of existing mutual aid agreements and through the Island County Department of Emergency Services Department of Emergency Management and the Washington State Division of Emergency Management.

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## APPENDIX 1

# EMERGENCY OPERATIONS PLAN

## OPERATIONS GUIDELINES FOR THE EMERGENCY OPERATIONS CENTER (EOC)

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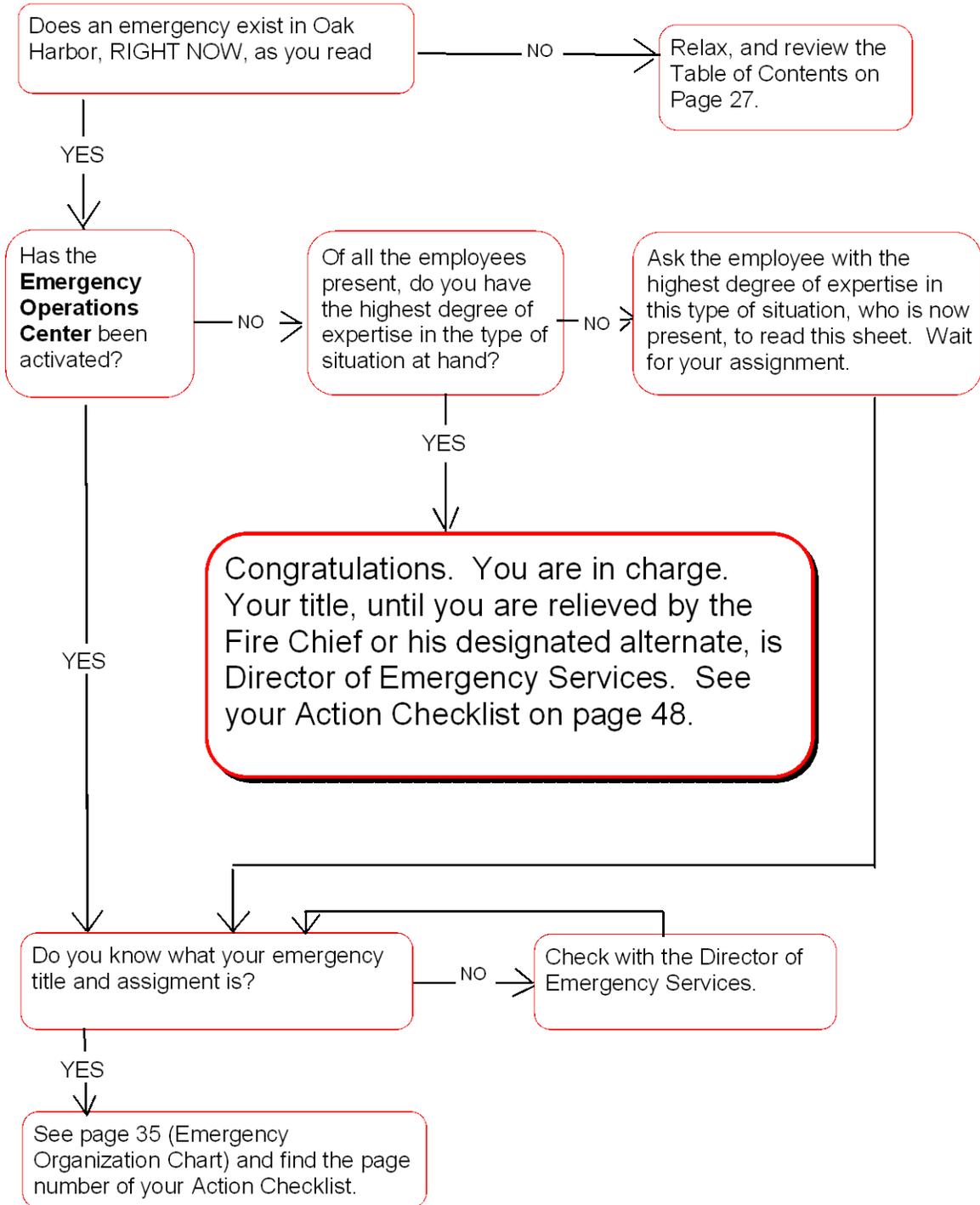
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READ THIS FIRST

**EMERGENCY: A SITUATION THAT REQUIRES IMMEDIATE ACTION BEYOND THE SCOPE OF NORMAL CITY OPERATIONS.**



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## **I. INTRODUCTION**

The City of Oak Harbor is located in an area that has not had a high risk of disaster. However, the Northwest is now being educated on the possibility of a catastrophic earthquake that could dramatically affect our way of life and our continued viability as a growing community. In addition to the potential earthquake activity in this area, it has also been recognized that many other events could severely impact our City. These other possible events are described in the Basic Plan and in the Hazard Vulnerability Analysis, (published under separate cover). The potential for a major disaster is present. The City takes seriously its responsibility to provide advanced information to citizens, to help minimize damage and injury in a disaster, and also to ensure effective communication and efficient service when a disaster occurs. Our obligations extend beyond the initial response to a disaster. The recovery from a disaster and the ability for our City to effectively operate in the weeks, months, or years following a major incident will be a direct result of how well we prepare.

When a disaster strikes, an emergency organization must be mobilized immediately. This plan will help the City make this mobilization quickly and effectively.

This document is a supplement to the CEMP and its Annexes.

## **II. PURPOSE OF THIS DOCUMENT**

1. During emergencies, to answer the questions, “Who’s in charge?” and “What should I do?”
2. During emergencies, to make sure that necessary jobs get done.
3. To provide for continuity of government during emergencies.
4. To help you understand the City of Oak Harbor Emergency Preparedness organization.
5. To provide guidance for disaster education and training.
6. To provide references to more detailed information.

### **III. SCOPE**

This document is designed to be used by any department in any emergency that may strike the City of Oak Harbor. The text of this document is short; if you need more detail, refer to the action checklists in this document, the documents at each work station in the EOC, or one of the documents referred to by reference or footnote.

### **IV. PRIORITIES**

In an emergency, assign response efforts according to these priorities:

1. People trapped whose lives are in immediate danger from fire, flood, etc.
2. Life threatening fires, floods, leaks, etc.
3. Life threatening injuries.
4. Building collapse/major threats to property.
5. Lesser injured people.
6. Essential systems and services.
7. Recovery of fatalities.
8. Continuity of government.

(See [Basic Plan, Appendix 2](#): Direction and Control)

### **V. The Emergency Operations Center (EOC)**

The EOC serves as the center of the City's emergency operations. Under full activation, all of the functions of the Emergency Operations Plan, operating under the Incident Command System (ICS), described on pages 43-47, will be carried out from this location. If the primary location is not usable, the alternate location will be utilized.

#### **A. Primary EOC:**

Oak Harbor Fire Department EOC  
855 East Whidbey Ave.  
Oak Harbor, WA 92877

#### **B. Alternate EOC locations:**

1. Oak Harbor Public Works  
1400 NE 16<sup>th</sup> Avenue  
Oak Harbor, WA 98277
2. Oak Harbor City Hall  
865 SE Barrington Drive  
Oak Harbor, WA 98277
3. Mobile Command Trailer

## VI. ACTIVATION

### A. Who can activate?

Who can activate the CEMP, in whole or in part? The plan becomes active when the EOC is activated. This occurs when:

The Mayor, the Director of Emergency Services (Fire Chief), or his/her alternate, any department head, or the City employee with the highest degree of expertise in the emergency at hand activates the EOC. This person will be in charge (that is, be the Director of Emergency Services) until relieved by the Fire Chief or his/her alternate.

- or -

A state of local emergency has been declared by the Mayor or City Council.

- or -

A state of emergency or state of war emergency exists, either as declared by the governor or as defined in state or federal law.

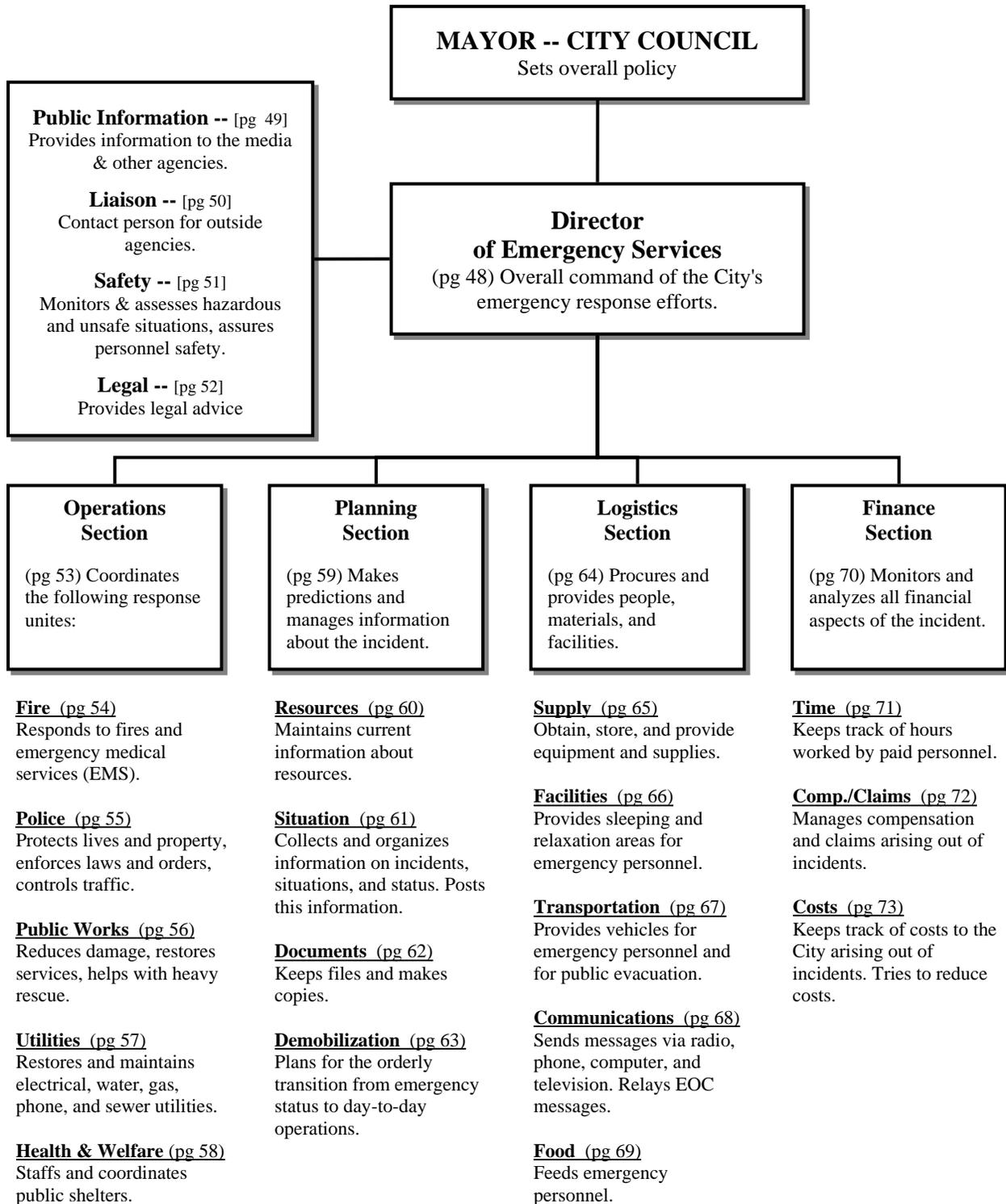
### B. Three levels of activation:

1. First level: Normal Operations. This is the time to familiarize yourself with the contents of this document, the Basic Plan and the Annexes, develop and update resource lists or Emergency Operational Procedures (EOP), and participate in disaster exercises.
2. Second level: Partial Activation. This may involve a smaller emergency that a limited number of responders can handle, or it may involve the early stages of what later becomes a larger problem. During Partial Activation, some positions may not be needed. Use of the EOC will be at the discretion of the Director of Emergency Services.
3. Third level: Full Activation. The EOC is activated, and all or most of the positions needed are filled. This involves an emergency requiring an all-out City (or greater) response effort.

**Examples of Activation**

TYPE	PARTIAL ACTIVATION	FULL ACTIVATION
- Earthquake	Some damage, some objects may fall, windows crack	Injuries/building collapse
- Flood	Impending evacuations	Required evacuation
- Fire	Third alarm or activation of strike teams or task forces from outside the area	Conflagration, campaign fire, etc.
- Accident	50 casualties	100 + casualties
- Civil Unrest	Threatens the safety of others	At the direction of Police Department.
- Hazardous Material spill	Impending evacuation or major disruption to traffic patterns	Required Evacuation

## INCIDENT COMMAND SYSTEM EMERGENCY ORGANIZATION CHART



## **VII. THE EMERGENCY ORGANIZATION**

### **A. Description**

An emergency changes our working relationships. The major changes are:

Several agencies or departments work under the direction of one person, even though they normally work independently.

Special purpose units may form to perform emergency tasks, such as emergency transportation of food. If you serve in such a unit, you become detached from your regular agency or department.

This document describes an emergency organization, complete with titles, job descriptions, and duty checklists. A summary of this organization is on the previous page. This organization is based on the Incident Command System (ICS), which provides clear authority, direction, and communication during emergencies. This system can be used within one agency or department, or by several agencies and departments involved in the same emergency.

The ICS, because of its standardized organizational structure and common organizational and operational terminology, provides a useful and flexible management system that is particularly adaptable to incidents involving multi-departmental or multi-jurisdictional response. The ICS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed.

### **B. Who is in Charge?**

This document is designed so that anyone can step in and follow the action checklist for any emergency position, including the position of Director of Emergency Services. However, it is best to fill the Director's position with qualified people in this order:

1. Fire Chief/Director of Emergency Services.
2. Police Chief
3. Public Works Director
4. The City employee with the highest degree of expertise in the type of emergency at hand.

### C. Emergency Personnel

1. Order of personnel use.

In an emergency, use available personnel in this order:

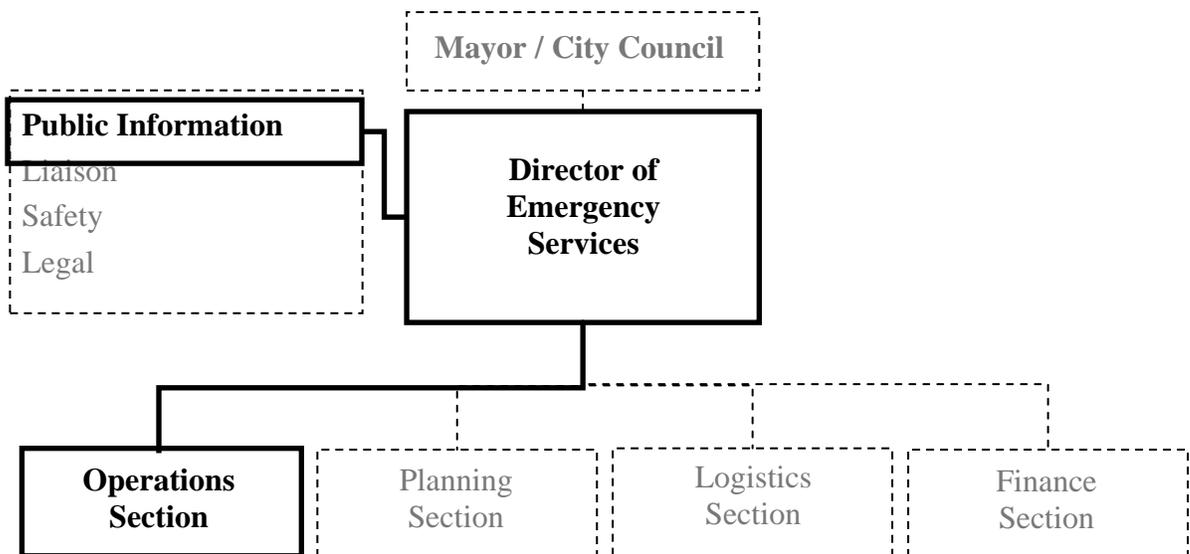
- a. City employees.
- b. Skilled individuals from other organizations.
- c. Independent volunteers.
- d. Citizens pressed into service by the director.

All of the above can be considered “emergency workers.” City employees are automatically designated as such, whereas skilled workers from other organizations, both public and private would be used depending on our agreements and their functions (i.e., other cities would be utilized under Mutual Aid, Red Cross functions under their charter, etc.).

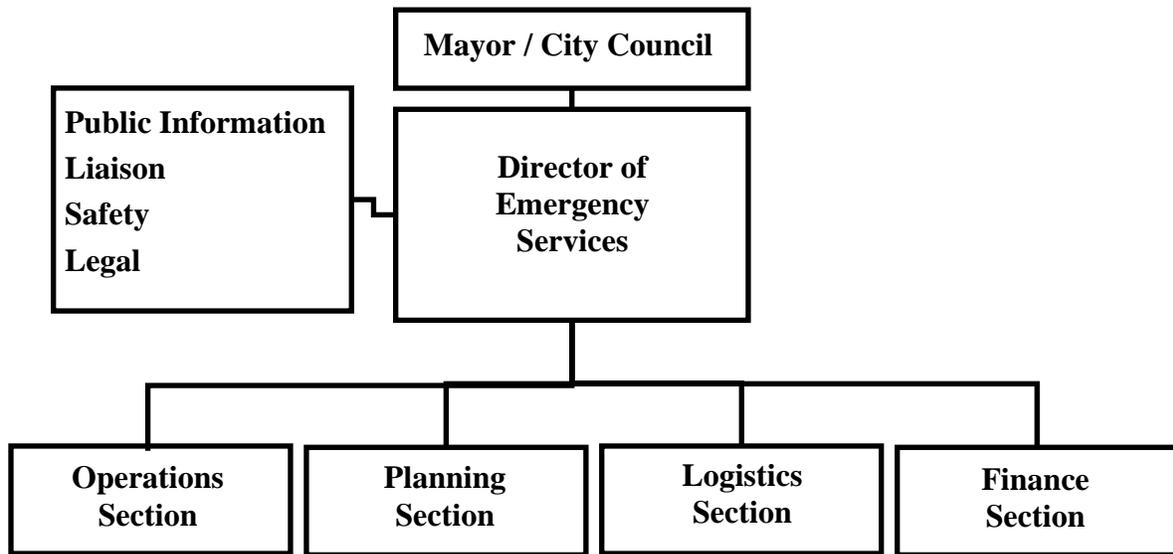
### D. Emergency Organization

During normal City operations, this emergency organization exists only on paper. But, during an emergency it is designed to be activated and expanded as the need arises.

- a. A partially activated organization would look like this:



b. A fully activated emergency organization would look like this:



## **VIII. CONTINUITY OF GOVERNMENT**

### **A. City Council**

To provide for the continuation of the Council during an emergency, the Council may make necessary appointments at the time of the emergency in accordance with state law.

### **B. City Officials**

Depending on the extent of the emergency, the normal City organization may be partially or completely replaced by the emergency organization (described on pages 35 and 36) and City officials may or may not be fully occupied with their emergency roles.

### **C. Temporary Locations**

If any City offices become unusable, the temporary designations for each City department will be used. These designations have (or will be) determined and listed in the Basic Plan and Annexes, or in the Emergency Operational Procedures provided by each department or division within the City.

## **IX. EMERGENCY POWERS**

### **A. Proclamation of an Emergency**

The Mayor has the power to declare a local emergency and to request the Governor to declare a state of emergency.

The City Council will be advised of any proclamation of the Mayor as soon as possible.

### **B. Command and Control**

Under the direction of the Mayor, the Director of Emergency Services has the power to direct staff and civilian responses, and to settle questions of authority and responsibility.

### **C. Emergency Rules and Regulations**

If necessary to protect life, property or to preserve public order and safety, the Mayor may promulgate rules and regulations, provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council. (OHMC 1.10.090).

### **D. Resources**

In a declared emergency, the Mayor and/or the Director of Emergency Services have the authority to buy or commandeer supplies and /or equipment, and may command the aid of citizens.

### **E. Suspension of Regulations**

The Governor has the power to suspend state agency orders, rules, or regulations that may impede emergency responses.

## **X. LEGAL IMMUNITIES**

In a declared emergency, the City and its employees are immune regarding injuries as a result of actions taken during the emergency when acting as emergency workers.

## **XI. EMERGENCY COMMUNICATIONS**

During a major emergency, your ability to communicate with City emergency personnel, other organizations, and the public is critical. However, communications systems may be damaged and overloaded, making communications difficult. There are a number of communication systems available. [\(See ESF-2; Communications.\)](#)

Compass directions will be used as follows:

North: toward Deception Pass

South: toward Coupeville

East: toward Camano Island

West: toward Puget Sound – West Beach – Smith Island

## **XII. OTHER ORGANIZATIONS**

### **A. Mutual Aid**

Since Oak Harbor's resources may be stretched to exhaustion during an emergency, we have mutual aid agreements with other governments. Generally, mutual aid starts locally and ascends in this order:

1. Order of mutual aid
  - a. Island County organizations/departments
  - b. Federal Fire Northwest - NAS Whidbey Island, Fire Department
  - b. Multi-County resources
  - c. State
  - d. Federal
  - e. International

### **B. Financial Aid**

The State helps local governments cover the cost of disasters. To be eligible for this help, the City of Oak Harbor must declare a local Proclamation of Emergency, assess the damage through prescribed methods and forms, and apply for aid in a timely manner. The State office of Emergency Management, (Department of Community Development & Trade) provides details on this information. Federal aid is available through the state at the request of the Governor.

The financial aid application process requires the completion of several forms and the process can linger long after the rest of the emergency organization has been disbanded. Perseverance is imperative. It is also important to follow the proper procedures. The Finance Department, Director of Emergency Services and the City Attorney will develop procedures for this purpose.

### **C. Lines of Authority**

Lines of authority during an emergency are as follows:

1. Governor of Washington
2. Director, Washington Department of Emergency Management
3. Director, Island County Department of Emergency Services
4. Director, Emergency Services, City of Oak Harbor

### **D. Red Cross**

The role of the Red Cross is primarily to open and operate shelters for disaster victims. Other roles may include first aid, damage assessment, help with communications and providing various resources. The Red Cross usually initiates its own emergency response, but it is important to coordinate operations during any emergency responses. See [ESF-6: Mass Care](#).

### **E. Amateur Radio Operators**

The local amateur radio operators are organized and ready to assist with communications in an emergency. They hold regular meetings, drills and roll call sessions. A space is designated for them in the back-up dispatch center for I-COM at the Oak Harbor Fire Department. See [ESF-2, Communications](#).

### **F. Military**

Military aid is usually provided by the National Guard. Their role is to assist, but not substitute for, City response efforts. They can respond in crisis situations without direction from the Governor. However, this is a rare occurrence. To request help from the military, contact the County Department of Emergency Management. See [ESF-15; External Affairs](#).

### **G. Business and Industry**

The Director of Emergency Services may buy supplies and services for use during emergencies. If necessary, he may commandeer what the City needs. The goal is to plan and coordinate such activities with businesses prior to an emergency.

Additionally, businesses in our community have been encouraged to form Business Response Teams, either singly or in conjunction with a group of businesses.

**CHART OF RESPONSIBILITIES BY FUNCTION/TITLE**

TITLE	Director of Emergency Services	Operations Section	Planning Section	Logistics Section	Finance Section
Fire Chief	P	P*			
Police Chief	A	P*			
Public Works Director	A	P*			
Finance Director					P
Comptroller					A
Director, Dev. Services			P		
Harbormaster			A		
Human Resources Dir.				A	
Parks Director				P	
Fire Deputy Chief		P*			
Police Captain		P*			
Equipment & Purchasing Coordinator				P	
Building Official				A	

P – Denotes primary functional responsibility.

A – Denotes alternate responsibility in absence of primary.

\* - EOC Incident Commander dependent upon nature of incident.

- Examples
- FIRE: Earthquake, Haz-Mat, Fire, Plane Crash
  - POLICE: Civil Disorder, Demonstration, Large Public Assembly
  - PUBLIC WORKS: Major Storm, Major Utility interruption

## List of Basic Responsibilities by Major ICS Title

### DIRECTOR OF EMERGENCY SERVICES

RESPONSIBLE PARTY	- Fire Chief
ALTERNATE	- Police Chief
ALTERNATE	- Public Works Director
REPORTS TO	- Mayor/City Council
WORK AREA	- EOC

#### BASIC RESPONSIBILITIES

1. Begins the alerting process for the EOC staff.
2. Reports to the EOC.
3. Officially places the CEMP in effect.
4. Assumes over-all direction and responsibility; makes final major decisions.
5. Monitors and coordinates the situation.
6. Provides emergency alerting and mobilization instructions.
7. Carries out State policies on resource management operations.
8. Conducts de-briefing sessions.

#### STAFF SOURCE(S)

- All City staff, personnel, and resources
- Volunteers in the community
- Resources of the private sector
- Outside public agencies
- Mutual Aid agreements

### PUBLIC INFORMATION OFFICER

RESPONSIBLE PARTY	- City Administrator
ALTERNATE	- Finance Director
REPORTS TO	- Director of Emergency Services
WORK AREA	- EOC

#### BASIC RESPONSIBILITIES

1. Reports to EOC.
2. Establishes contact with news media.
3. Establish information center for the news media.
4. Provide information for all news media.
5. Assist the Director of Emergency Services, Mayor, and City Council with public information and statements of direction to the general public.

#### STAFF SOURCE(S)

- All field units for information
- Section Heads and staff of EOC

## **LIAISON**

RESPONSIBLE PARTY - Harbormaster  
ALTERNATE - Executive Assistant  
REPORTS TO - Director of Emergency Services  
WORK AREA - EOC

### **BASIC RESPONSIBILITIES**

1. Reports to the EOC.
2. Keeps status sheets on location and type of resources in use and available.
3. Compiles statistical information for the Director of Emergency Services, Council, Mayor, and PIO.
4. Maintains pertinent records of actions by Director of Emergency Services and City Council.
5. Acts as the office of record in all official matters.
6. Prepares and publishes after action reports.
7. Assists State in setting up Disaster Field office.

### **STAFF SOURCE(S)**

- City administrative assistants
- City office assistants

## **SAFETY**

RESPONSIBLE PARTY - Fire Safety Officer  
ALTERNATE - Building Official  
REPORTS TO - Director of Emergency Services  
WORK AREA - EOC

### **BASIC RESPONSIBILITIES**

1. Reports to the EOC.
2. Monitors and assesses hazardous or unsafe situations.
3. Assures personnel safety and accountability.
4. Coordinates damage assessment teams to survey structures and prepare damage assessment reports for State and Federal guidelines.
5. Coordinates the inspection and marking of hazardous structures.
6. Prepares plan for utilizing building, planning, and engineering department staff for comprehensive damage assessment.
7. Coordinates with the utility companies on damage assessments.
8. Insures collection of and reporting information.

### **STAFF SOURCE(S)**

- Fire personnel
- Development Services personnel
- Section heads & field personnel
- General public assigned to assessment teams

## **LEGAL**

RESPONSIBLE PARTY - City Attorney  
ALTERNATE - Assistant City Attorney  
REPORTS TO - Director of Emergency Services  
WORK AREA - EOC

### **BASIC RESPONSIBILITIES**

1. Reports to the EOC.
2. Prepares proclamations, emergency ordinances, and other legal documents required by the City Council, Mayor, and Director of Emergency Services.
3. Advises the Director of Emergency Services, the City Council, and the Mayor on the legality and/or legal implications of contemplated emergency actions.
4. Develops the rules, regulations, and laws required for acquisition and/or control of critical resources.
5. Develops or revises necessary ordinances and regulations to provide legal basis for evacuation.

### **STAFF SOURCE(S)**

- City Legal personnel
- City office assistants
- Other attorneys in area

## **OPERATIONS SECTION HEAD/EOC INCIDENT COMMANDER**

RESPONSIBLE PARTY - Fire Chief  
- Police Chief  
- Public Works Director  
- Fire Department Deputy Chief  
- Police Captain  
(Nature of incident dictates)  
ALTERNATE - Ranking member of lead department  
REPORTS TO - Director of Emergency Services  
WORK AREA - EOC

### **BASIC RESPONSIBILITIES**

1. Reports to the EOC.
2. Assumes operational command.
3. Directs and coordinates Operations Section response units functions.
4. Orders damage assessment survey(s).
5. Evaluates/acts on operational information from Incident Command location(s).
6. Determines tactical operational policy (offensive or defensive).
7. Coordinates all emergency efforts.
8. Keeps the Director of Emergency Services and Public Information officer informed.

### **STAFF SOURCE(S)**

- Department heads, assistants, section heads and clerical staff

## **PLANNING SECTION HEAD**

RESPONSIBLE PARTY - Development Services Director  
ALTERNATE - Harbormaster  
REPORTS TO - Director of Emergency Services  
WORK AREA - EOC

### **BASIC RESPONSIBILITIES**

1. Reports to EOC.
2. Manages information collection for graphic display.
3. Displays situation and operational information in the EOC using maps and other visual aids.
4. Evaluates situation information and damage assessments.
5. Disseminates situation intelligence to the Director, Operations Head, and Public Information Officer.
6. Prepares summary reports of the situation for County and State officials.
7. Develops post disaster plans.
8. Prepares after-action reports and assists in de-briefing.

### **STAFF SOURCE(S)**

- Development Services personnel
- All employees as informational source
- General public, news media information
- Clerical staff

## **LOGISTICS SECTION HEAD**

RESPONSIBLE PARTY - Equipment & Purchasing Coordinator  
ALTERNATE - Building Official  
REPORTS TO - Director of Emergency Services  
WORK AREA - EOC

### **BASIC RESPONSIBILITIES**

1. Reports to the EOC.
2. Coordinates food needs for emergency workers.
3. Facilitate sending of messages via radio, phone, and runners.
4. Relays EOC messages.
5. Establish and maintain agreements to use specified buildings as temporary morgues.
6. Coordinates community volunteers.

### **STAFF SOURCE(S)**

- City Clerk
- Parks recreation staff
- Volunteers of community
- Red Cross, Military

## **FINANCE SECTION HEAD**

RESPONSIBLE PARTY - Finance Director  
ALTERNATE - Comptroller  
REPORTS TO - Director of Emergency Services  
WORK AREA - EOC

### **BASIC RESPONSIBILITIES**

1. Reports to the EOC.
2. Maintains fiscal records of all expenditures.
3. Maintains records of hours worked by paid personnel.
4. Ensures departments maintain proper records supporting assistance claims.
5. Coordinates and verifies damage assessment valuations of property loss.
6. Prepares applications and claims for Federal or State assistance.
7. Advises the financial procedures on procurement of supplies and equipment.
8. Evaluate, reallocate and redistributes available resources.
9. Arranges for leasing or rental of equipment required to facilitate recovery.
10. Keeps all pertinent records.
11. Works with State in setting up Disaster Application Centers.

### **STAFF SOURCE(S)**

- Finance department personnel
- Qualified personnel in the private sector

## Action Checklist: Director of Emergency Services

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**YOUR RESPONSIBILITY:** Overall command of the City’s emergency response effort. See pages 42 and 44.

**What You Should Do:**

- Obtain briefing from section heads and/or field command staff
- Identify yourself as Director of Emergency Services (list on the organization chart in the EOC) and wear the identifying vest
- Read this entire checklist
- Assess the situation
- Define the problem
- Appoint and brief the section heads as needed:  
      Operations     Planning     Logistics     Finance
- Establish the priorities (see page 36)
- Develop a strategy with the section heads:
  - Overall strategy (offensive/defensive)
  - Need for evacuation
  - Estimate of incident duration
  - “State of Emergency” declaration
- Direct staff to perform their checklist functions
- Coordinate activities of section heads
- Inform general public
- Determine availability of:
  - Personnel (see Emergency Resources list)       Relief personnel
  - Special Equipment (see inventory list)       Citizen welfare/shelter
- Request incident action plan from planning section
- Conduct incident action plan briefing with:
  - Operations head     Planning head     Logistics head     Finance head
- Execute incident action plan
- Establish liaison as needed:     Other cities     County DES  
                                                   State DEM     Federal
- Evaluate progress of emergency efforts: (set time period review at \_\_\_\_\_ hours)
- Revise incident plan as needed
- Direct Planning head to develop demobilization plan when needed
- Release personnel from EOC as planned
- Re-check this checklist and refer to text of the Emergency Plan as needed

## Action Checklist: Public Information Officer

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**YOUR RESPONSIBILITY:** Responsible for the City’s emergency response effort as outlined on pages 42 and 43.

**What You Should Do:**

- Obtain situation briefing from the Director of Emergency Services
- Identify yourself as Public Information Officer on the organization chart in the EOC and wear the identifying vest
- Read this entire checklist
- Assess the situation
- Appoint and brief staff as needed
- Check on information restrictions with the Director of Emergency Services
- Set up an area (with telephones) designated only for the news media
- Make a checklist of news media personnel and agencies to contact:
  - Local news     TV     County DES
  - Radio             State     Wire services
- Establish liaison with local, county, and state agencies for uniformity of news releases, as needed
- Assemble and prepare releases
- Observe constraints on information release
- Obtain approval from the Director of Emergency Services on all releases
- Transmit and post releases in the EOC and the Policy Room
- Update information
- Prepare post-incident releases and/or summary information for media
- Maintain activity log
- When directed, secure your operations and replenish supplies
- Review CEMP
- Forward all reports to the Director of Emergency Services

## Action Checklist: Liaison

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**YOUR RESPONSIBILITY:** Responsible for the City’s emergency response effort as outlined on pages 42 and 44.

**What You Should Do:**

- \_\_\_\_\_ Obtain situation briefing from the Director of Emergency Services
- \_\_\_\_\_ Identify yourself as Liaison Officer (on the organization chart in the EOC and wear the identifying vest)
- \_\_\_\_\_ Read this entire checklist
- \_\_\_\_\_ Identify outside agency representatives from each agency – include communications link and location
- \_\_\_\_\_ Respond to question from incident personnel for inter-organizational contacts
- \_\_\_\_\_ Monitor incident operations to identify current or potential inter-agency problems
- \_\_\_\_\_ Maintain activity log
- \_\_\_\_\_ Prepare to notify outside agencies of event conclusion, as needed
- \_\_\_\_\_ Review CEMP
- \_\_\_\_\_ Forward all reports to Director of Emergency Services

## Action Checklist: Safety

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**YOUR RESPONSIBILITY:** Responsible for the City’s emergency response effort as outlined on pages 42 and 44.

**What You Should Do:**

- \_\_\_ Obtain situation briefing from the Director of Emergency Services
- \_\_\_ Identify yourself as Safety (on the organization chart in the EOC and wear the identifying vest)
- \_\_\_ Read this entire checklist
- \_\_\_ Identify hazardous or potentially hazardous situations
- \_\_\_ Participate in planning meetings
- \_\_\_ Review incident action plans
- \_\_\_ Exercise authority to stop and prevent unsafe acts
- \_\_\_ Check status of Emergency shelters
- \_\_\_ Check for damaged/unsafe buildings
- \_\_\_ Investigate accidents
- \_\_\_ Review CEMP
- \_\_\_ Maintain activity log
- \_\_\_ Forward all reports to Director of Emergency Services

## Action Checklist: Legal

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**YOUR RESPONSIBILITY:** Overall Responsible for the City’s emergency response effort as outlined on pages 42 and 45.

**What You Should Do:**

- \_\_\_ Obtain situation briefing from the Director of Emergency Services
- \_\_\_ Identify yourself as the Legal Advisor (on the organization chart in the EOC and wear the identifying vest)
- \_\_\_ Read this entire checklist
- \_\_\_ Assess the situation
- \_\_\_ Appoint and brief staff, as needed
- \_\_\_ Ensure that a declaration of local emergency is made in a timely manner
- \_\_\_ Ensure that application for financial aid is made within the guidelines required by the State
- \_\_\_ Review City Code, State Law, WAC, and the CEMP
- \_\_\_ Consult and collaborate with section heads
- \_\_\_ Establish areas of legal responsibility and/or potential liabilities
- \_\_\_ Attend meetings as necessary
- \_\_\_ Maintain activity log
- \_\_\_ When ordered, secure your operation and replenish supplies as needed
- \_\_\_ Forward all reports to the Director of Emergency Services

## Action Checklist: Operations Section Head

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**YOUR RESPONSIBILITY:** Coordinate emergency operation units; Fire, Police, Public Works, Utilities, Health & Welfare, and Communications. Activate operations element of the action plan.

**Note:** This position can be filled by more than one person, if needed for a joint operational command. See pages 42 and 45.

**What You Should Do:**

- \_\_\_ Obtain briefing from the Director of Emergency Services
- \_\_\_ Identify yourself/yourselfs as Operations Section Head (on the organization chart in the EOC and wear the identifying vest(s))
- \_\_\_ Read this entire checklist
- \_\_\_ Open work area, check phones, radios, (identify EOC-Operations)
- \_\_\_ Develop operations portion of the action plan
- \_\_\_ Assign and brief operations personnel in accordance with the action plan
- \_\_\_ Coordinate operations
- \_\_\_ Determine needs and request resources as appropriate
- \_\_\_ Review resource lists and initiate deployment as needed by Operations units
- \_\_\_ Report information, regarding special events, activities, occurrences or problems to the Director of Emergency Services
- \_\_\_ Maintain activity log
- \_\_\_ When directed, secure operations position and replenish supplies
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to the Director of Emergency Services

## Action Checklist: Fire Unit

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**YOUR RESPONSIBILITY:** Coordinate fire field forces. Establish needs and provide resources.

**What You Should Do:**

- \_\_\_ Obtain a briefing from Operations Section Head
- \_\_\_ Identify yourself as Fire (on the organization chart in the EOC and wear the identifying vest)
- \_\_\_ Read this entire checklist
- \_\_\_ Open work area, check phones, radios, (identify EOC-Fire)
- \_\_\_ Assess situation
- \_\_\_ Appoint and brief staff as needed
- \_\_\_ Report situation/status to Operations
- \_\_\_ Consult with Operations Units:
  - \_\_\_ Police
  - \_\_\_ Public Works
  - \_\_\_ Utilities
  - \_\_\_ Health & Welfare
- \_\_\_ Maintain activity log
- \_\_\_ Maintain status of fire equipment availability
  - \_\_\_ Call off duty personnel
  - \_\_\_ Call mutual aid
  - \_\_\_ Ensure relief, food, and rest for working crews
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to Operations Head

## Action Checklist: Police Unit

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**YOUR RESPONSIBILITY:** Protect lives and property, enforce laws and declared orders, control traffic, and combat crime.

**What You Should Do:**

- \_\_\_ Obtain briefing from Operations Section Head
- \_\_\_ Identify yourself as Police (on the organization chart in the EOC and wear the identifying vest)
- \_\_\_ Read this entire checklist
- \_\_\_ Open work area, check phones and radios (identify EOC – Police)
- \_\_\_ Assess situation
- \_\_\_ Appoint and brief staff as needed
- \_\_\_ Report situation / status to Operations
- \_\_\_ Consult with Operations Units
  - \_\_\_ Fire
  - \_\_\_ Public Works
  - \_\_\_ Health & Welfare
  - \_\_\_ Utilities
- \_\_\_ Call off-duty personnel as needed
- \_\_\_ Assess need for police mutual aid, as liaison officer for assistance in this contact
- \_\_\_ Check food and rest needs for crews
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to Operations Section Head





## Action Checklist: Health & Welfare Unit

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**YOUR RESPONSIBILITY:** Provide staffing and coordination for public shelter.

**What You Should Do:**

- \_\_\_ Obtain briefing from the Operations Section Head
- \_\_\_ Identify yourself as Health & Welfare (on the organization chart in the EOC and wear the identifying vest)
- \_\_\_ Read this entire checklist
- \_\_\_ Open work area, joint with the Red Cross; check phones
- \_\_\_ Review incident action plan
- \_\_\_ Report situation-status to Operations
- \_\_\_ Coordinate with Red Cross in providing personnel to staff public shelters
- \_\_\_ Notify Red Cross of needs and coordinate activities
- \_\_\_ Verify shelter locations
- \_\_\_ Establish public notification for aid requests
  - \_\_\_ Phone #    \_\_\_ Contact person
- \_\_\_ Contact County DES for long term assistance through State
- \_\_\_ Check with amateur radio operators in the EOC regarding public welfare inquiries. (Citizen runners will carry individual welfare messages to amateur radio operators at strategic locations)
- \_\_\_ Review CEMP
- \_\_\_ Maintain activity log
- \_\_\_ Forward all reports to Operations Section Head

## Action Checklist: Planning Section Head

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**YOUR RESPONSIBILITY:** Collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. See pages 42 and 56.

**What You Should Do:**

- \_\_\_ Obtain briefing from the Director of Emergency Services
- \_\_\_ Identify yourself as Planning Section Head (on the organization chart and wear the identifying vest)
- \_\_\_ Read this entire checklist
- \_\_\_ Open work area, check phones
- \_\_\_ Appoint Planning Section units as needed
- \_\_\_ Establish information requirements and reporting schedules
- \_\_\_ Assemble information on alternate strategies
- \_\_\_ Identify need for use of special resources
- \_\_\_ Provide periodic predictions on incident potential
- \_\_\_ Compile and display incident status summary information
- \_\_\_ Supervise planning section units:
  - \_\_\_ Resource unit leader
  - \_\_\_ Situation unit leader
  - \_\_\_ Display processor
  - \_\_\_ Field observer(s)
  - \_\_\_ Documentation unit leader
  - \_\_\_ Technical specialist(s)
- \_\_\_ Prepare recommendations for release of resources
- \_\_\_ Review the CEMP
- \_\_\_ Maintain activity log
- \_\_\_ Forward all reports to the Director of Emergency Services

## Action Checklist: Resources Unit

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**YOUR RESPONSIBILITY:** Maintain an inventory of available personnel, equipment, vehicles, etc. and display inventory status in the EOC.

**What You Should Do:**

- \_\_\_ Obtain briefing from Planning Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Review incident action plan
- \_\_\_ Display organizational chart
- \_\_\_ Establish inventory of resources
  - \_\_\_ Operations    \_\_\_ Personnel
  - \_\_\_ Equipment    \_\_\_ Logistics
- \_\_\_ Deliver inventory information to the Planning Section Head
- \_\_\_ Post resources in the EOC
- \_\_\_ Maintain incident resources status log
- \_\_\_ Provide resources summary to situation unit
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to Planning Section Head

## Action Checklist: Situation Unit

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**YOUR RESPONSIBILITY:** Collect and organize incident situations and status information. Provide display of information in the EOC.

**What You Should Do:**

- \_\_\_ Obtain briefing from Planning Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Review incident action plan
- \_\_\_ Prepare EOC Situation/Status display boards
- \_\_\_ Assign other personnel as needed
- \_\_\_ Collect incident data
  - \_\_\_ Address and nature of incidents
  - \_\_\_ Status of each incident
  - \_\_\_ Special Hazards
  - \_\_\_ Persons Evacuated
  - \_\_\_ Shelter activation(s)
  - \_\_\_ Persons injured
  - \_\_\_ Persons dead
  - \_\_\_ Property damage in est. \$ loss
  - \_\_\_ City Resources used
  - \_\_\_ Outside agencies assisting
- \_\_\_ Update situation/status boards at regular intervals (2 hour minimums)
- \_\_\_ Participate in planning section meetings
- \_\_\_ Maintain activity log
- \_\_\_ Assist Planning Section Head in collecting and organizing data from:
  - \_\_\_ Operations    \_\_\_ Logistics    \_\_\_ Director    \_\_\_ Finance
- \_\_\_ Review the CEMP
- \_\_\_ Forward all reports to the Planning Section Head

## Action Checklist: Documents Unit

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<b>Finance</b>	<b>pg. 70</b>
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Comp/Claims	pg. 72
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**YOUR RESPONSIBILITY:** Maintain complete incident files and provide duplication services.

**What You Should Do:**

- \_\_\_ Obtain briefing from the Planning Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Establish incident files
- \_\_\_ Establish duplication service and respond to requests
- \_\_\_ Retain and file duplicate copies of official forms
- \_\_\_ Check accuracy of records
- \_\_\_ Correct errors by checking with appropriate EOC personnel
- \_\_\_ Prepare reports/documents as requested by the Planning Section Head
- \_\_\_ Restore City documents and files after incident
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to the Planning Section Head

## Action Checklist: Demobilization Unit

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**YOUR RESPONSIBILITY:** Prepare the demobilization plan to ensure an orderly transition from emergency to day-to-day status.

**What You Should Do:**

- \_\_\_ Obtain briefing from Planning Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Obtain resource inventory
- \_\_\_ Review incident action plan
- \_\_\_ Prepare demobilization plan
  - \_\_\_ Work station re-supplies
  - \_\_\_ Forwarding of final reports
  - \_\_\_ Release of EOC units/sections
  - \_\_\_ Final status of field units
  - \_\_\_ Identify resource needs of remaining sections
  - \_\_\_ Clean up of EOC
- \_\_\_ Monitor demobilization plan
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to the Planning Section Head

## Action Checklist: Logistics Section Head

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**YOUR RESPONSIBILITY:** Provide facilities services and materials for incident support. See pages 42 and 46.

**What You Should Do:**

- \_\_\_ Obtain briefing from the Director of Emergency Services
- \_\_\_ Identify yourself as the Logistics Section Head (on organization chart in the EOC and wear the identifying vest)
- \_\_\_ Read this entire checklist
- \_\_\_ Open work area, check phones
- \_\_\_ Appoint Logistics section units as needed
- \_\_\_ Advise Resource unit of Logistics Section activation
- \_\_\_ Participate in preparation of Incident Action Plan
- \_\_\_ Identify service and support requirements for expected operations
- \_\_\_ Coordinate and process requests for resources
- \_\_\_ Advise on current service and support capabilities
- \_\_\_ Supervise Unit leaders:
  - \_\_\_ Supply \_\_\_ Facilities \_\_\_ Food \_\_\_ Transportation
- \_\_\_ Coordinate demobilization with Planning Section
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to the Director of Emergency Services

## Action Checklist: Supply Unit

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**YOUR RESPONSIBILITY:** Order personnel, equipment, and supplies. Receive and store all supplies for the incident.

**What You Should Do:**

- \_\_\_ Obtain briefing from the Logistics Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Participate in logistics section planning
- \_\_\_ Provide/monitor EOC supplies and materials
- \_\_\_ Advise on resources available in City inventory
- \_\_\_ Assign personnel as needed to ensure material supply:
  - \_\_\_ MOC    \_\_\_ City Hall    \_\_\_ Public Safety Building    \_\_\_ Incident site(s)
- \_\_\_ Receive and respond to requests for supplies
- \_\_\_ Maintain inventory of supplies
- \_\_\_ Submit briefing reports to Logistics Section Head
- \_\_\_ Maintain activity log
- \_\_\_ Re-supply as needed prior to demobilization
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to Logistics Section Head

## Action Checklist: Facilities Unit

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**YOUR RESPONSIBILITY:** Provide sleeping and relaxation areas for EOC and Policy room staff. Advise on facilities for public shelters for City personnel and public as needed.

**What You Should Do:**

- \_\_\_ Obtain briefing from Logistics Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Review incident action plan.
- \_\_\_ Determine facilities requirements
  - \_\_\_ Sleeping areas
  - \_\_\_ Lighting/heating/cooling/sanitation/Public Works needs
- \_\_\_ Advise Logistics Head regarding shelter capacities for public
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to the Logistics Section Head

## Action Checklist: Transportation Unit

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**YOUR RESPONSIBILITY:** Provide vehicles to move people to and from the incident scene(s), and for public evacuation.

**What You Should Do:**

- \_\_\_ Obtain briefing from Logistics Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Review incident action plan
- \_\_\_ Provide inventory of transport vehicles
  - \_\_\_ Cars
  - \_\_\_ Buses (School and Transit)
  - \_\_\_ Light Trucks
  - \_\_\_ Heavy Trucks
  - \_\_\_ Helicopters
- \_\_\_ Advise logistics of transport capabilities
- \_\_\_ Establish staging area(s) for vehicles.
- \_\_\_ Provide mobile refueling capabilities
- \_\_\_ Establish remote communications with staging area(s)
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to the Logistics Section Head

## Action Checklist: Communications Unit

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**YOUR RESPONSIBILITY:** Develop plans for assuring that the EOC communications system functions adequately. This includes messages, radios, telephones and television.

**What You Should Do:**

- \_\_\_ Obtain briefing from Logistics Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Advise on EOC communication capabilities/standby capabilities
- \_\_\_ Call radio amateurs if needed
- \_\_\_ Confirm with logistics on emergency fuel supply and re-supply if needed
- \_\_\_ Ensure that communications supplies are on hand
- \_\_\_ Notify appropriate City staff of emergency status (“the EOC has been activated due to \_\_\_ and will remain activated until further notice. Refer to the EOC activation phone lists for telephone numbers.”)
- \_\_\_ Route all incoming messages to the EOC staff
- \_\_\_ Assign message runners as needed
- \_\_\_ Activate public warning systems as directed by Operations
- \_\_\_ Ensure that outgoing messages are transmitted promptly
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Re-supply work station prior to demobilization
- \_\_\_ Forward all reports to Logistics Section Head

## Action Checklist: Food Unit

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**YOUR RESPONSIBILITY:** Feeding of EOC and City Employee personnel, City Emergency volunteer workers.

**What You Should Do:**

- \_\_\_ Obtain briefing from Logistics Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Advise on food supply on hand
- \_\_\_ Determine the best method of feeding.
- \_\_\_ Plan menu
- \_\_\_ Assign food preparers if needed
- \_\_\_ Establish feeding schedule
- \_\_\_ Keep inventory of food on hand; re-order as needed
- \_\_\_ Check staging areas and incident(s) for food and water
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Re-stock food supply upon demobilization
- \_\_\_ Forward all reports to Logistics Section Head

## Action Checklist: Finance Section Head

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**YOUR RESPONSIBILITY:** All financial and cost analysis of the incident and the supervision of members of the Finance Section. See pages 42 and 47.

**What You Should Do:**

- Obtain briefing from the Director of Emergency Services
- Identify yourself as Finance Section Head (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Attend planning meeting to gather information on overall strategy
- Organize Finance section:
  - Time Unit
  - Compensation/claims Unit
  - Cost Unit
- Inform the Director of Emergency Services when section is fully operational
- Provide input in all plans for financial and cost analysis
- Maintain contact with agency(s) of financial matters
- Properly prepare and complete all financial obligation documents
- Review CEMP
- Before demobilization, establish a plan to follow through with all business management issues
- Maintain activity log
- Forward all reports to Director of Emergency Services

## Action Checklist: Time Unit

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**YOUR RESPONSIBILITY:** Keep track of the hours worked by paid personnel, and the hours that various pieces of equipment are used.

**What You Should Do:**

- \_\_\_ Obtain briefing from Finance Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Establish and maintain a file for employee time reports. For each person, it should include:
  - \_\_\_ Correct identification
  - \_\_\_ Specific pay provisions
  - \_\_\_ Hours worked
  - \_\_\_ Travel
  - \_\_\_ Termination of involvement in the incident
- \_\_\_ Establish and maintain:
  - \_\_\_ City equipment Time and Mileage
  - \_\_\_ Rented equipment contracts
- \_\_\_ Keep time records for each shift
- \_\_\_ Make sure time reports are appropriately signed
- \_\_\_ Close out a person's time records before he or she is released from the incident
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to the Finance Section Head

## Action Checklist: Compensation/Claims Unit

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**YOUR RESPONSIBILITY:** Manage compensation for injuries and claims arising out of the incident.

**What You Should Do:**

- \_\_\_ Obtain briefing from Finance Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Establish contact with the Safety Officer and Liaison Officer (or agency representatives if no Liaison is assigned)
- \_\_\_ Assign staff as needed
- \_\_\_ Brief your staff
- \_\_\_ Periodically review logs and forms produced by your unit to ensure:
  - \_\_\_ Completeness
  - \_\_\_ Accuracy
  - \_\_\_ Timeliness
  - \_\_\_ Compliance with procedures and policies
- \_\_\_ Keep Finance Section Head briefed on unit activities
- \_\_\_ Obtain Demobilization Plan
- \_\_\_ Before demobilizing, make sure that all logs and forms are:
  - \_\_\_ Complete
  - \_\_\_ Current
  - \_\_\_ Routed correctly for post-incident processing
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to Finance Section Head

## Action Checklist: Costs Unit

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**YOUR RESPONSIBILITY:** Collect all cost data, perform cost effective analyses, provide cost estimates and cost saving recommendations; prepare and process checks for payment during disaster.

**What You Should Do:**

- \_\_\_ Obtain briefing from the Finance Section Head
- \_\_\_ Read this entire checklist
- \_\_\_ Obtain and record all cost data
- \_\_\_ Prepare incident cost summaries
- \_\_\_ Prepare cost estimates for planning
- \_\_\_ Make recommendations for cost savings to Finance Section Head
- \_\_\_ Maintain cumulative incident cost records
- \_\_\_ Prepare check vouchers for payment
- \_\_\_ Ensure accuracy of documents
- \_\_\_ Complete all records prior to complete demobilization
- \_\_\_ Maintain activity log
- \_\_\_ Review CEMP
- \_\_\_ Forward all reports to the Finance Section Head

**EMERGENCY ACTIVATION NOTIFICATION GUIDE**

This checklist is to serve as a guide for notification of key personnel in the event an emergency occurs that would require activating the EOC in the City of Oak Harbor.

**A. Determine which location for the EOC will be activated:**

- Primary - Oak Harbor Fire Station, 855 East Whidbey Avenue
- Alternate - Mobile Command Trailer
- Alternate - Oak Harbor City Hall, 865 SE Barrington Drive
- Alternate - Oak Harbor Public Works, 1400 NE 16<sup>th</sup> Avenue

**NOTIFICATION CHECKLIST**

**B. Alert one person in each of the following groups:**

Group One

- Mayor
- City Administrator
- Director of Emergency Services/Fire Chief

Group Two

- Fire Chief
- Fire Deputy Chief
- On-Duty Fire Lieutenant / Shift Officer

Group Three

- Police Chief
- Police Captain
- On-Duty Sergeant

Group Four

- Public Works Director
- Deputy Public Works Director
- Duty Utility Person

**C. Alert the following department heads, as needed:**

- Human Resources Director
- Finance Director
- Development Services Director
- Senior Services Director
- City Attorney
- Harbormaster

**D. Alert the following personnel or agencies as directed:**

- \_\_\_ City Council (Mayor Pro Tem or Council)
- \_\_\_ All other personnel as needed, by department

**E. Alert the following through I-COM dispatch**

- \_\_\_ American Red Cross
- \_\_\_ ARES or Amateur Radio Group
- \_\_\_ Island County DES
- \_\_\_ Puget Sound Energy for Natural Gas and Electricity – through I-COM
- \_\_\_ Verizon – through I-COM
- \_\_\_ Comcast – through I-COM
- \_\_\_ Island Transit

**INCIDENT ACTION PLAN**

A. Strategy (Offensive or Defensive)

B. Statement of Priorities (refer to [Basic Plan, Appendix 1](#) and [Appendix 2.](#))

C. Task Assignments and Timetables

D. Action Plan Review Process at \_\_\_\_\_ hours.

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## APPENDIX 2

# DIRECTION AND CONTROL/ CONTINUITY OF GOVERNMENT

### DIRECTION AND CONTROL

#### **I. PURPOSE**

To provide guidance for the direction, control, and coordination of emergency management activities within the City of Oak Harbor.

#### **II. CONCEPT OF OPERATIONS**

##### **A. Direction and Control**

1. The Director of Emergency Services (Fire Chief) is responsible for the overall direction and control of the emergency preparedness activities for the City of Oak Harbor. The authority for direction and control of the organization and administration of the emergency preparedness program is found in RCW 38.52 and OHMC 1.10.040.
2. The Director of Emergency Services is responsible for ensuring emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Oak Harbor.
3. Each Oak Harbor City Department shall have a pre-established location and an alternate from which to establish direction and control of its respective activities in a disaster. This location may be the EOC or other suitable location, depending upon the magnitude and circumstances associated with the event. If the location established is not the EOC, the individual in charge will be responsible for documenting staff activities and maintaining active communication with the EOC regarding status and resource needs.
4. The City Council is responsible for City-wide policy decisions. The Emergency Preparedness Council provides policy recommendations to the City Council during times of emergency or disaster.
5. The day-to-day organizational structure of City departments shall be maintained as much as practical during emergency and disaster operations. Each City department shall have a line of succession to the department director/head.

**B. Coordination**

1. The Department of Emergency Services is the lead agency for facilitating the coordination of emergency preparedness activities among local, state, federal, and private sector agencies with the City of Oak Harbor.
2. Each City department shall provide personnel to staff the EOC upon request and shall establish a call-out list for rapid mobilization of the department and staffing of the EOC.
3. Each employee is responsible to notify their department of any home phone number or address changes that would affect this call-out list. (A confidential employee phone list to be on file at the EOC.)
4. Each employee is responsible to advise the City at the earliest opportunity of his/her location and availability in the event of an emergency or disaster.
5. The Department of Emergency Services will coordinate the contacting of families of employees in the event of an emergency or disaster.

**C. Facilities**

1. The Oak Harbor Fire Headquarters Station 81 is located at 855 East Whidbey Avenue, and serves as the primary EOC for the City. The 1<sup>st</sup> alternate EOC location is Oak Harbor Public Works located at 1400 NE 16<sup>th</sup> Avenue and the 2<sup>nd</sup> alternate EOC location is Oak Harbor City Hall, 865 SE Barrington Drive. The primary EOC and 1<sup>st</sup> alternate location are capable of being staffed 24 hours a day and has back-up power.
2. Other alternate locations for an EOC may be identified as the situation warrants.
3. The Director of Emergency Services is responsible for developing and maintaining EOC Guidelines, facility equipment, and supplies.

**D. On-Scene Management**

1. On-scene management of emergencies will follow the Incident Command System (ICS), as published by the National Fire Academy and the National Emergency Management Institute. The functions of the Incident Command System include but are not limited to:
  - a. Incident Commander – Directs on-scene operations.
  - b. Safety Officer – Oversees safety of operations at the scene.
  - c. Liaison Officer – Coordinates information and support function groups.
  - d. Public Information Officer – Media relations and emergency public information.
  - e. Operations Support – Perimeter control, evacuation, rescue, clean-up, emergency medical, decontamination.
  - f. Logistics Support – Communications, transportation, supplies, special equipment.
  - g. Planning Support – Situation reports, resources, documentation, technical advisors.
  - h. Finance/Administrative Support – Contracts, time keeping, cost analysis, compensation, and claims.
  
2. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident. The Incident Command System should only be activated to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:
  - a. Assess the situation.
  - b. Develop incident objectives, action plans and priorities.
  - c. Ensure safety issues are addressed.
  - d. When activated, contacts the EOC to request necessary resources.

3. When more than one agency is involved in the response at the scene, the Incident Commander and other responding agencies should coordinate to ensure each agency's objectives are identified. Personnel working in support of the Incident Commander will maintain the normal chain of command through their respective agency and will carry out tasks through on-site command personnel or the EOC when instructed.
4. Washington Administrative Code (WAC) 296-824 requires the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.
5. The Incident Commander may appoint a Public Information Officer when the situation warrants, to work with the news media at the incident scene. This may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the EOC. The Public Information Officer shall be responsible for communicating released information to the EOC.

#### **E. Proclamation of Local Emergency**

1. The Proclamation of Local Emergency is made by the Mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with disaster response. The Proclamation is normally a prerequisite to state and federal disaster assistance. The City Council will be advised of the proclamation as soon as is practical for their information.
2. The City of Oak Harbor is a non-chartered code City. As such, RCW 35A states the succession of authority by which proclamations may be issued. In the absence of the Mayor, such proclamations may be made by the Mayor Pro Tem.
3. The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (with the exception of mandatory constitutional requirements). These include but are not limited to:
  - Budget law limitations
  - Competitive bidding processes
  - Publication of notices
  - Provisions pertaining to the performance of public work
  - Entering into contracts
  - Incurring obligations
  - Employment of temporary workers
  - Rental of equipment
  - Purchase of supplies and materials
  - Levying of taxes
  - Expenditures of public funds

4. The Director of Emergency Services, in cooperation with the City Attorney, shall be responsible for the preparation of emergency proclamations (see [Appendix 2: “Proclamation of Emergency” Example](#)).
5. The Director of Emergency Services is responsible for the notification of appropriate county, state, and federal agencies following any proclamation of emergency.

**F. Request for Emergency Assistance**

1. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Director of Emergency Services or his/her designee will request additional resources through the Island County Department of Emergency Services for county, state and federal assistance as necessary.
2. Requests to the Governor to declare a State of Emergency are made by the Mayor directly to the Governor or through the Island County Department of Emergency Services. This declaration by the Governor is necessary to obtain federal disaster relief funds.

**III. RESPONSIBILITIES**

**A. Mayor**

1. Makes Proclamation of Local Emergency.
2. Provides for briefing of the City Council.

**B. Director of Emergency Services (Fire Chief)**

1. Provides overall direction and control of City emergency operations.
2. Prepares Proclamation of Local Emergency in cooperation with the City Attorney.
3. Makes necessary notifications following proclamations.
4. Coordinates requests for assistance and resources with county, state, and federal agencies.
5. Develops and maintains Emergency Operation Center capability.
6. Provides for the notification of key department personnel as appropriate (see City Department Personnel - Emergency Contact List, located in the EOC).

**C. City Departments**

1. Provide representatives to the EOC as appropriate or as requested by the Director of Emergency Services.
2. Designate locations for the management of department operations.
3. Provide accurate and timely information from field personnel to the EOC when activated.
4. Develop Emergency Operational Procedures.
5. Develop departmental emergency contact lists.

## ANNEX A

### CITY EMPLOYEE NOTIFICATION ROSTER

#### **CONFIDENTIAL--NOT FOR PUBLIC DISTRIBUTION**

The notification roster is published in a supporting document, is confidential and not for public distribution.

#### **CONTINUITY OF GOVERNMENT**

##### **I. PURPOSE**

To provide guidance for the continued operation of the City of Oak Harbor government and its departments, and to provide for the preservation of essential City records.

##### **II. CONCEPT OF OPERATIONS**

###### **A. State Law**

RCW Title 35A, Optional Municipal Code, provides for the filling of vacant elective offices by the Oak Harbor City Council. (Ref. 35A.12.050, 35A.12.060, 35A.12.065) The line of succession for elected City officials shall be Mayor, and Mayor pro tempore. Further lines of succession shall be by majority vote of the remaining City council members as absences and/or vacancies occur.

###### **B. City Government - Emergency Preparedness**

The Elected Mayor is the executive head of the City of Oak Harbor. Oak Harbor Municipal Code 1.10.020(3) designates the Fire Chief as the Director of Emergency Services. The line of succession for the Director of Emergency Services shall be Fire Chief, Police Chief, and then Public Works Director.

###### **C. City Department Succession**

The director of each City department shall designate a line of succession for their respective departments. Upon the direction of the department director, key divisions or offices within the department may designate lines of succession ([see list of departmental successions](#)).

###### **D. Department Responsibilities**

The director of each City department shall ensure that each individual designated in the department (division) line of succession be aware of the responsibilities of the position, department operating procedures and the operational policies and responsibilities of the City of Oak Harbor All-Hazards Comprehensive Emergency Management Plan and Implementing Procedures.

**E. Records Preserved**

The director of each City department shall ensure that essential department records are identified and preserved. The Office of the City Clerk - Finance Department, shall be the lead resource for providing information and assistance in the identification and preservation of vital records.

**F. Information Services for Electronic Records**

The Information Services Division – Oak Harbor School District Information Services, shall be the lead resource in providing information and assistance for the protection of electronic data and computer equipment.

**G. Department Locations for Operations**

The director of each City department having emergency response functions shall designate primary and alternate sites from which to conduct department operations during emergency situations.

**H. Location of Operations Outside City Limits**

RCW 42.14.075 allows for political subdivisions to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is imprudent, inexpedient, or impossible to continue operations at the usual locations. Decisions to relocate local government shall be based "upon the call of the presiding official or any two members of the governing body" and shall be the responsibility of the City Council and Mayor, based upon circumstances of the emergency or disaster.

**III. RESPONSIBILITIES**

**A. City Council**

1. Fills vacancies in elected offices as provided by RCW 35A.
2. Determines alternate locations for the day-to-day operation of local government when usual, customary locations are not acceptable.

**B. Mayor**

1. Works with the City Council in filling vacancies of appointed officials as provided by RCW 35A.
2. Determines, along with the City Council, appropriate alternate locations for day-to-day operation of local government when usual, customary locations are not acceptable.

**C. Director of Emergency Services**

1. Provides for the overall continuity of City operations in the event of a disaster or emergency.

**D. City Clerk**

1. Provides guidance and direction to City departments in the identification and preservation of essential City records.

**E. Information Services Division**

1. Provides guidance and direction for the protection of electronic data and computer systems.

**F. City Departments**

1. Identifies primary and alternate locations for department operations during emergency and disaster situations.
2. Designates department lines of succession and ensures that designated individuals are aware of the responsibilities of the position, department operating procedures and the operational policies and responsibilities of the CEMP.
3. Provides for the identification and preservation of essential department records.
4. Provides for the continuity of department operations.

## **LINES OF SUCCESSION**

### **MAYOR**

Mayor  
City Administrator – per OHMC Chapter 1.10.030  
Mayor Pro Tem

### **CITY ADMINISTRATOR**

City Administrator  
Finance Director

### **DIRECTOR OF EMERGENCY SERVICES**

Fire Chief  
Police Chief  
Public Works Director

### **FINANCE DEPARTMENT**

Director

### **CITY ATTORNEY**

City Attorney  
Asst City Attorney

### **CITY CLERK**

City Clerk  
Executive Assistant

### **FIRE DEPARTMENT**

Fire Chief  
Deputy Chief  
On-Duty Shift Officer

### **HUMAN RESOURCES**

Director

### **INFORMATION SERVICES DIVISION**

Director  
Assistant

### **PARKS AND RECREATION DEPARTMENT**

Director

**DEVELOPEMENT SERVICES DEPARTMENT**

Director

**POLICE DEPARTMENT**

Police Chief

Captain

On-Duty Sergeant

**PUBLIC WORKS DEPARTMENT**

Director

Operations Manager for Streets, Water and Facilities

Operations Manager for Wastewater, Storm Drain, and Solid Waste

24 Hour Duty Personnel

**MARINA**

Harbor Master

Assistant Harbor Master

**SENIOR CENTER**

Director

## APPENDIX 3

# PUBLIC INFORMATION

### I. PURPOSE

To provide guidance in the dissemination of prompt, accurate emergency public information to the general public and the media during emergency and disaster situations, and to ensure a continuous flow of accurate information to the public before, during, and after an emergency or disaster.

### II. CONCEPT OF OPERATIONS

#### A. Normal Operations

During normal, pre-emergency operations, information related to Emergency Preparedness activities and instruction will be coordinated and disseminated as required through the Director of Emergency Services. Coordination with State and County emergency management organizations will be maintained.

#### B. Emergency Operations

During emergency or disaster operations, the Director of Emergency Services will ensure that an appointed Public Information Officer is coordinating and disseminating information to the public. The Director of Emergency Services will assist in the collection and the preparation of emergency information in the EOC for the Public Information Officer. The release of any information from the City of Oak Harbor concerning emergency or disaster situations will be through the office of the Mayor.

#### C. Objectives of Public Information:

1. To warn the public of disaster dangers, their effects, and the proper action(s) to take to avoid or mitigate the dangers and/or their effects.
2. To instruct the public on preparedness and recovery measures.
3. To participate in stimulating the public to continue to prepare and to bolster the collective will to recover from a disaster.
4. To ensure accurate information is being received by the public, and reduce or eliminate rumors and speculation that may have detrimental effects.

**D. Public Information - Distribution**

Emergency Public Information instructions and guidance will be designed for and distributed to the following groups:

1. Government agencies, quasi-governmental agencies (including school systems), private businesses, and other institutions that have been assigned or are participating in emergency operations.
2. The general public.
3. Special groups, including but not limited to; non-English speaking people, those unable to relocate or protect themselves, people with mental or physical special needs, and people requiring public transportation.

**E. Information to be Credible**

Credibility and responsiveness to the public is a primary concern. A wide variety of materials will be distributed through all of the media types available, including television, radio, newspapers, the Emergency Alert System, the cable television interrupt, Cable Channel 10, and direct distribution of materials. These materials may include federal and state government printed publications, prepared radio and television announcements, local government instructions and guidance, newspaper supplements and special printed instructions.

**F. Coordination of Information**

The Public Information Officer and the Director of Emergency Services will coordinate the release of all emergency public information and instructions with the State Division of Emergency Management, Island County Department of Emergency Services, and other cities and counties in the Puget Sound area to the best of their ability to ensure that no conflicting information or instructions are released.

**G. Media Briefings**

The news media will be requested to assist in dissemination of emergency public information and instructions. Regular briefings during an emergency or disaster will be scheduled for the media at a location selected by the Director of Emergency Services.

**H. Use of Media**

Radio and television broadcast stations will be used to maintain contact with the local population and to provide timely directions, changes, or reports on disaster area operations and conditions. Facebook and Twitter media sources will also be utilized.

**I. Mayoral Responsibility**

The Director of Emergency Services will alert the Mayor on any partial activation or increased readiness activities in preparation for an anticipated emergency or disaster. The Mayor may choose to initiate emergency public information at that time.

**J. Mayor's Office Approvals of Releases**

After a "Proclamation of Emergency or Disaster" has been made by the Mayor, all emergency public information will be approved through the Mayor's office prior to release.

**K. Primary Radio Warning Station**

KIRO Radio - 710 AM., Seattle, is the primary Emergency Alert System station for the of Oak Harbor, and will broadcast emergency information for rebroadcast by other stations. The EAS is activated through a request to I-COM.

**L. Primary Print Media Usage**

The dissemination of printed emergency information and instructions for the public will be coordinated through the Whidbey News Times and the Skagit Valley Herald.

**M. Island County Department of Emergency Services**

Emergency public information will be disseminated in conjunction with or as a supplement to Island County Department of Emergency Services public information. In the event Island County is not responsive in dissemination, the City of Oak Harbor will advise Island County of the information being disseminated and will proceed.

**N. Information Dissemination**

Government agencies, quasi-governmental agencies, businesses and industries will get their instructions and supporting information through their own organizational structure. The instructions should reflect not only general survival information, but specific directions. These organizations will use their normal form of communications within the organization. Instructions given shall be consistent with information being disseminated to the general public.

**O. Copies of Emergency Information**

Copies of printed emergency information and instructions for essential workers will be made available through their place of work. Additional information and instructions for essential workers may be released for broadcast over local radio stations.

**P. Emergency Information Through Recovery**

Emergency Public Information will continue through the recovery period for as long as necessary to ensure the public is aware of and encouraged by the City's activities in recovery. Information that may be included in the recovery period is, but not limited to; further instructions from City, County, State or Federal agencies, City, County, State, or Federal emergency activities, and future plans for restoration of disaster areas.

**III. RESPONSIBILITIES**

**A. Public Information Officer Assignment**

The Public Information Officer assignments are identified in the EOC Guidelines (Appendix 1, Page 44) During emergency or disaster situations, the assigned PIO is responsible for and is the sole liaison between the news media and City Government, and is the source of all authorized public information released by the City. No other employee or emergency worker is authorized to speak for or release information, unless specifically directed to do so by the Director of Emergency Services or the Mayor.

**B. Other Departments Assisting**

All other City departments that may possess public information/public relations staff or contacts that would assist the PIO will assist and support the PIO in accomplishing the mission of this Appendix. The Director of Emergency Services will provide technical advice and assistance and special publications related to disaster preparedness, if required.

**C. Field Release of Information**

It is anticipated that some circumstances will require emergency public information releases at field command posts. In this event, the individual in charge at the location will notify the EOC and will provide detailed information regarding the nature of the need.

**D. Mayor & Director of Emergency Services**

1. Appoints public information officer(s) to coordinate the dissemination of emergency public information.
2. Determines appropriate locations for public official and media briefings.
3. Coordinate with Island County Department of Emergency Services and other local jurisdictions when information is to be released on the EAS.

**E. Public Information Officer**

1. Gather and coordinate emergency public information for timely release to the public.
2. Notify appropriate agencies to assist in the dissemination of emergency public information.
3. Give information briefings to City officials, news media, and the public.
4. Coordinate with the Mayor's office on release of information.

**F. City Departments**

1. Provide timely information to the EOC regarding field activities and emergency public information issues.
2. Coordinate requests for assistance through the EOC.

## APPENDIX 4

# REFERENCES

### I. PURPOSE

To provide a listing of referenced legal documents or laws as they relate to the City of Oak Harbor Comprehensive Emergency Management Plan.

To provide a glossary of terms to assist in review and training.

### II. LEGAL DOCUMENTS

#### A. City of Oak Harbor

1. Oak Harbor Municipal Code (OHMC) 1.10
2. City of Oak Harbor Comprehensive Emergency Management Plan as amended.

#### B. Island County

1. ICC 9.24A.060 & Ordinance #ES-83-01 Providing Emergency Powers to Island County Director of Emergency Services
2. Island County Emergency Operations Plan and Supporting Annexes, as amended

#### C. Washington State

- |     |                 |                                                  |
|-----|-----------------|--------------------------------------------------|
| 1.  | RCW 38.52       | Emergency Management                             |
| 2.  | RCW 39.34       | Interlocal Cooperation Act                       |
| 3.  | RCW 43.20A      | Department of Social and Health Services         |
| 4.  | RCW 35A         | Optional Municipal Code                          |
| 5.  | RCW 36.40       | County Budget                                    |
| 6.  | RCW 43.88       | State Budgeting, Accounting and Reporting System |
| 7.  | RCW 28A.160.010 | School Transportation                            |
| 8.  | RCW 43.06.010   | Powers and Duties of Governor                    |
| 9.  | RCW 42.14       | Continuity of Government                         |
| 10. | RCW 40          | Public Documents, Records, and Publications      |
| 11. | RCW 34.04       | Administrative Procedures Act                    |
| 12. | RCW 58.19       | Land Development Act                             |
| 13. | RCW 36.21       | County Assessor                                  |
| 14. | RCW 84.70       | Destroyed Property - Abatement or Refund         |
| 15. | RCW 77.55       | Construction Projects in State Waters            |
| 16. | RCW 76.09       | Forest Practices                                 |
| 17. | RCW 86.16       | Flood Plain Management                           |
| 18. | RCW 36.28       | County Sheriff                                   |

19. Washington State Emergency Operations Plan and Supporting Annexes, as amended available online at: [http://www.emd.wa.gov/about/plans\\_eop.shtml](http://www.emd.wa.gov/about/plans_eop.shtml)
20. Washington Administrative Code WAC 296-305-05001 Incident Command System
21. Washington Administrative Code 118: Military Department (Emergency Management)

**D. Federal Government**

1. PL 93-288 The Disaster Relief Act of 1974
2. PL 93-920 The Federal Civil Defense Act of 1950
3. PL 88-525 The Food Stamp Act of 1965
4. PL 95-124 The Earthquake Hazards Reduction Program
5. PL 94-163 Energy Policy and Conservation
6. PL 93-498 Federal Fire Prevention and Control
7. PL 93-234 Flood Disaster Protection Act
8. PL 89-90 Emergency Watershed Protection Program
9. PL 84-99 Corps of Engineers Flood Fighting Program
10. PL 93-154 Emergency Medical Services System Act of 1973 (amended)
11. PL 81-815 School Disaster Assistance
12. PL 81-874 School Disaster Assistance
13. PL 96-342 Improved Civil Defense Act of 1980
14. AR 500-60 Emergency Employment of the US Army & Other Resources
15. 44 CFR 205 Federal Disaster Assistance (FEMA)
16. 44 CFR 9 Flood Plain Management and protection of wetlands
17. 44 CFR 10 Environmental Considerations
18. Title III Superfund Amendment and Re-Authorization Act of 1986

## APPENDIX 5

# DEFINITIONS & ABBREVIATIONS

### DEFINITIONS

**Adjutant General:** Controls and directs state military operations.

**Applicant:** The state or local government submitting a project application or request for direct federal assistance under Public Law 93-288 or on whose behalf the Governor's Authorized Representative takes action.

**American National Red Cross:** The national organization of the Red Cross organized to undertake activities for the relief of persons suffering from disaster as stated in Section 3 of the Act of January 5, 1905, Chapter 23, as amended (36 USC 3) entitled "An Act to Incorporate the American National Red Cross."

**Common Program Control Broadcast Station:** An element of the Emergency Alert System. A primary broadcast station in each operational (local) area assigned the responsibility for coordinating the operations for the broadcasting of the common programming for the operational area.

**Contractor:** Any individual, partnership, corporation, agency or other entity (other than an organization engaged in the business of insurance), performing work by contract for the federal government, state, or a local agency.

**Damage Assessment:** Estimation of damages made after a disaster has occurred which serves as a basis of the Governor's request to the President for a declaration of Emergency or Major Disaster.

**Disaster Analysis:** The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the stricken area.

**Disaster Assistance Center (DAC):** A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

**Disaster Field Office:** An office established jointly by the Coordinating Officer and State Coordinating Officer within the affected area for federal and state officials to coordinate disaster assistance and recovery efforts.

**Emergency:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (PL 93-288).

**Emergency Alert System:** Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

**Emergency Protective Measures:** Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning (if any) and throughout the incidence period.

**Emergency Management:** The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are responsible, to minimize injury and repair damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, or by fire, flood, storm, earthquake, or other natural causes, and to provide support for search and rescue operations for persons and property in distress.

**Emergency Management Incident Numbers:** Incident Numbers (formerly called Mission Numbers) issued by state and local emergency management organizations which cover the liability incurred by registered emergency workers within each affected county for the duration of bonified emergency management activities/missions. Incident numbers may be broken down into further categories to aid in administration and documentation of incidents as follows:

- Search and Rescue Number
- Disaster Incident Number (from the same series as SAR)
- Training Number

**Emergency Management Plans:** Those plans prepared by federal, state, and local governments in advance and in anticipation of disasters for the purposes of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

**Emergency Worker:** Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

**Federal Agency:** Any department, independent establishment, government corporation, or other agency of the executive branch of the Federal Government, including the United States Postal Service, but shall not include the American National Red Cross.

**Federal Assistance:** Aid to disaster victims or state or local governments by federal agencies authorized to provide assistance under federal statutes.

**Federal Coordinating Officer:** The person appointed by the President to coordinate federal assistance in an Emergency or a Major Disaster.

**Federal/State Agencies:** The agreement signed by the Governor and the Regional Director of the Federal Emergency Management Agency, specifying the manner in which federal assistance will be made available for a Presidential Declaration of Emergency, Fire Suppression, or Major Disaster, and containing terms and conditions consistent with applicable laws, executive orders, and regulations as the Administrator of FEMA may require.

**Governor:** The Governor of this state, or in case of removal, death, resignation or inability to discharge the powers and duties of office, that person who may exercise the powers of governor pursuant to the Constitution and laws of this state relating to succession in office.

**Governor's Authorized Representative:** That person named by the Governor in the Federal/State Agreement to execute on behalf of the state all necessary documents for disaster assistance following the declaration of an emergency or a major disaster, including certification of applications for public assistance.

**Grant Coordinating Officer:** The state official assigned management responsibility for the Individual and Family Grant Program (IFG) after a Major Disaster declaration by the President. (If the program is requested by the Governor).

**Hostile Actions:** actions involving (1) attacks using conventional, biological, chemical, or nuclear weapons (2) Acts of domestic terrorism or sabotage (3) foreign embargo (4) any form of aggression that threatens the nation.

**Individual Assistance:** Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

**Incidence Period:** For Emergencies or Major Disasters declared pursuant to PL 93-288, those days or parts thereof officially designated by the President or a representative as the dates upon which damages occurred.

**Jurisdiction:** The geographical area over which a specific governing body exercises direct authority, e.g., State of Washington and/or its political subdivisions.

**Local Emergency:** The duly declared existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries. The emergency may be declared by a mayor or chairman of the board of county commissioners and is normally issued prior to requesting state and/or federal assistance.

**Local Government:** Any county, City, village, town, district, or other political subdivision of the state, any Indian tribe or authorized tribal organization, and including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by the state or political subdivision thereof.

**Local Organization for Emergency Management:** An organization created in accordance with the provisions of RCW 38.52 by state or local authorities to perform local emergency management functions.

**Major Disaster:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe 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 PL 93-288, above and beyond emergency management by the federal, government, 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." (PL 93-288)

**Pinpoint Disaster:** A disaster, not caused by negligence or malicious action, which as determined by the Commissioner of Education, Department of Health, Education and Welfare (HEW) has destroyed or seriously damaged school facilities but which is local in effect and has not been declared a Major Disaster by the President.

**Private Nonprofit Facility:** Any educational, utility, emergency, medical, and custodial care buildings, structures or systems, including those for the aged or disabled and facilities on Indian reservations eligible for federal assistance under Section 402(b) of PL 93-288 as the result of a Major Disaster.

**Private Nonprofit Organizations:** Any non-governmental agency or entity that has applied for, and currently has, in effect, from the U.S. Internal Revenue Service, a ruling letter granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the state that the non-revenue producing organization or entity is a nonprofit one chartered with the Office of the Secretary of State, or the State Auditor prior to the onset of the incidence period.

**Public Assistance:** Financial or other aid provided to political subdivisions and Indian tribes to facilitate restoration of public facilities to pre-disaster functions and capabilities.

**Public Facility:** Any flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility, non-federal aid street, road, or highway, and any other public building, structure or system including those used exclusively for recreational purposes.

**Regional Director:** Director of a Regional Office of the Federal Emergency Management Agency (FEMA).

**Standing Operating Procedure (SOP):** A ready and continuous reference to those roles, relationships, and procedures, within an organization, which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan.

**State Agency:** Any department, office, commission, or agency of state government.

**State Area Command:** The State Headquarters and Headquarters of the National Guard in each state, less elements required for the conduct of selective service activities, when ordered into active federal service. When mobilized, directs operational employment of all military forces made available for land defense or for military support to civil authorities.

**State Coordinating Office (SCO):** that person appointed by the Governor for the purpose of coordinated state and local disaster assistance efforts with those of the federal government.

**State of Emergency:** An emergency declared as such by the Governor pursuant to RCW 43.06.010.

**State Emergency Plan:** As used in Section 201(b) of PL 93-288; that state plan which is designed specifically for state-level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments including those for implementing federal disaster assistance. In the State of Washington it is known as the Washington State Comprehensive Emergency Management Plan. Execution of the State Comprehensive Emergency Management Plan is prerequisite to the provision of federal assistance authorized by PL 93-288.

**Tsunami:** A huge wave caused by a submarine disturbance; as in an earthquake or volcanic eruption.

**Utility:** Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

**Vector Control:** Control of diseases spread by insects, rodents, etc.

**Voluntary Organization:** Any chartered or otherwise duly recognized tax-exempt, local, state, national organization or group which has provided or may provide services to the state, local governments, or individuals in a major disaster or emergency.

## **ABBREVIATIONS**

ABA	American Bar Association
ACCESS	A Central Computerized Enforcement Service System
AFDC	Aid to Families With Dependent Children (Program)
AGR	(Department of) Agriculture (State)
AIA	American Insurance Association
ALNOT	Alert Notice
AMS	Agricultural Marketing Services (USDA, Federal)
ANRC	American National Red Cross
APHIS	Animal and Plant Health Inspection Service (USDA, Federal)
ARES	Amateur Radio Emergency Services
ASCS	Agricultural Stabilization and Conservation Service (Federal)
ATC	Applied Technology Council

**ABBREVIATIONS (cont.)**

BIA	Bureau of Indian Affairs (Federal)
BOR	Bureau of Outdoor Recreation (Federal)
BuRec	Bureau of Reclamation (Federal)
CAP	Civil Air Patrol
CB	Citizens Band (Radio)
CCC	Commodity Credit Corporation (USDA, Federal)
CEB	County Emergency Board (USDA Federal)
CEMP	Comprehensive Emergency Management Plan
CES	Cooperative Extension Service (USDA, Federal)
CFR	Code of Federal Regulations
CMNET	Comprehensive Emergency Management Network
COE	(US Army) Corps of Engineers
CPCS	Common Program Control Station
CRS	Citizens Radio Service
CZM	Coastal Zone Management
DAC	Disaster Assistance Center
DCC	Disaster Crisis Counseling (Program)
DEPA	Defense Electric Power Administration (Federal)
DEM	Department of Emergency Management (State or local)
DES	Department of Emergency Services (State or Local)
DFO	Disaster Field Office
DNR	Department of Natural Resources (State)
DOF	Department of Fisheries (State)
DOL	Department of Labor (Federal)
DOT	Department of Transportation (State or Federal)
DSHS	Department of Social and Health Services (State)
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
EAS	Emergency Alert System
EFS	Emergency Food Stamps (Program)
EM	Emergency Loan (Program) (USDA , Federal)
EMS	Emergency Medical Services
EOC	Emergency Operation Center
EPA	Environmental Protection Agency (Federal)
EPI	Emergency Public Information
ESD	Employment Security Department (State)

**ABBREVIATIONS (cont)**

FAA	Federal Aviation Administration
FAS	Federal Aid System (Federal highways)
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCIC	Federal Crop Insurance Corporation (USDA)
FCO	Federal Coordinating Officer
FDAA	Federal Disaster Assistance Administration
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FmHA	Farmers Home Administration (Federal)
FNS	Food and Nutrition Service (Federal)
FPA	Federal Preparedness Agency
FTC	Federal Trade Commission
GA	(Department of) General Administration (State)
GAME	(Department of) Game (State)
GAR	Governor's Authorized Representative
GSA	General Services Administration (Federal)
HHS	Health and Human Services Federal)
HUD	(Department of) Housing and Urban Development (Federal)
IAC	Individual Assistance Coordinator (State)
IAO	Individual Assistance Officer (Federal)
IFG	Individual and Family Grant Program
IRS	Internal Revenue Service (Federal)
MAST	Military Assistance to Safety and Traffic (Federal)
NASWI	Naval Air Station Whidbey Island
NAWAS	National Warning System (Federal)
NIMH	National Institute of Mental Health (Federal)
NIMS	National Incident Management System
NMFS	National Marine Fisheries Service (Federal)
NOAA	National Oceanic and Atmospheric Administration (Federal)
NPS	National Park Service (Federal)
P&R	Parks and Recreation Commission (State)
PA	Project Application
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law (Federal)

**ABBREVIATIONS (cont)**

RACES	Radio Amateur Civil Emergency Service
RCC	Rescue Coordination Center
RCW	Revised Code of Washington
RETCO	Regional Emergency Transportation Coordinator (Federal)
SA	Salvation Army
SAR	Search and Rescue
SBA	Small Business Administration (Federal)
SBCCE	State Board for Community College and Education (State)
SCO	State Coordinating Officer
SCS	Soil Conservation Service (Federal)
SCUBA	Self Contained Underwater Breathing Apparatus
SEB	State Emergency Board (USDA Federal)
SEPA	State Environmental Policy Act
SOP	Standing Operating Procedure
SPI	Superintendent of Public Instruction
SSA	Social Security Administration (Federal)
U&TC	Utilities and Transportation Commission (State)
UI	Unemployment Insurance (Program)
USC	United States Code
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFS	United States Forest Service
USGS	United States Geological Survey
VA	Veterans Administration (Federal)
WAC	Washington Administrative Code
WDOE	Washington Department of Ecology
WISHA	Washington Industrial Safety and Health Act
WSLCB	Washington State Liquor Control Board
YLS	Young Lawyers Section, American Bar Association

## APPENDIX 6

# ADMINISTRATION/ EMERGENCY ADMINISTRATIVE PROCEDURES AND RECORDS

### ADMINISTRATION

#### **I. PURPOSE**

To provide special administrative procedures for the support of emergency preparedness and response issues in City government.

To provide for the curtailment of normal administrative services to the minimum level required for the continuity of government.

To provide for the preservation, maintenance, and availability of essential records during and after a disaster or major emergency.

#### **II. CONCEPT OF OPERATIONS**

##### **A. City Structure Maintained**

During emergency operations, the existing framework of City government will be retained. Many of the less essential administrative activities and services may be suspended or curtailed, while emergency services and activities will be given priority.

##### **B. City Employee and Elected Official Responsibility**

City officials and employees, while continuing to provide essential and accustomed administrative services, may be required to accomplish additional emergency activities. Emergency administrative responsibilities shall be assigned to elected and appointed officials through organizational channels. Activities shall be monitored and coordinated through the EOC.

##### **C. Support Assignments**

Those administrative personnel not assigned to essential or vital duties may be assigned to other departments or divisions to provide necessary administrative support.

**D. Department/Division Responsibilities**

Each department, or division, shall establish its own administrative procedures, policies, and plans within the legal authorities and guidelines established.

**E. Records Maintained**

Each department and/or division, as necessary, shall provide for the preservation, maintenance and protection of administrative records required for continuity and continued operations. Departments needing assistance in this area will solicit the City Clerk's office for any needed direction. The City Clerk's office will maintain current information concerning state or federal law requirements on records retention.

**F. Temporary Storage**

If temporary storage facilities are needed for records not considered immediately required for continuity of operations, the Director of Emergency Services and the City Clerk's office will coordinate safe, secure temporary storage for such records.

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. Mayor's Office**

1. The Mayor will determine whether provisions of this Annex concerning the curtailment of non-essential work will be implemented. This will be discussed through the Emergency Preparedness Council.

**B. Director of Emergency Services**

1. The Director is responsible for providing technical advice and assistance to all departments and divisions of the City of Oak Harbor on emergency administrative policies, procedures, and requirements.
2. The Director, under emergency conditions, shall assign additional administrative support staff to those departments or divisions requiring such.

**C. City Clerk**

1. The City Clerk is responsible for all essential City records, including City Council records.

**D. City Departments or Divisions**

1. Provides special administrative procedures necessary to the emergency operations of the department or division.
2. Provides special administrative procedures required for the continuity of the department or division operations in providing essential and vital accustomed services.
3. Curtails normal administrative services to a minimum level required for continuity of department and division operations.
4. Establishes policies and procedures for the management and preservation of records vital and essential to accustomed and emergency operations of the department or division.

**EMERGENCY FISCAL PROCEDURES AND RECORDS**

**I. PURPOSE**

To provide guidelines for fiscal and administrative functions in support of the City of Oak Harbor emergency services during and after a declared emergency.

**II. CONCEPT OF OPERATIONS**

**A. Fiscal Procedures**

1. Each City department shall designate personnel to be responsible for documentation of disaster related expenses.
2. Emergency expenditures will come from currently appropriated local funds in accordance with RCW 38.52.070.
3. The Mayor or his/her designee and the Finance Director will be responsible for identifying sources of funds to *meet* disaster related expenses which are incurred.
4. Regular expenditures may be approved by any Section Head and the Director of Emergency Services based upon the circumstances associated with the disaster.
5. Records shall be kept in a manner that *clearly* distinguishes between day to day operations and disaster expenses.
6. The Finance Director shall appoint staff to coordinate documentation of City-wide financial records and expenditures resulting from a disaster.
7. Alternate methods of operating financial accounting systems will be established in the event of computer system failure.

## **B. Administrative Procedures**

1. Each City department shall designate personnel to be responsible for the documentation of disaster operations. Disaster documentation may begin prior to a declared event or an activation of the EOC. Department personnel responsible for documentation should not wait for instructions to begin gathering documentation related to an event.
2. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services during and immediately after a disaster.
3. Records of disaster operational activities shall be kept in a manner that distinguishes them from day to day operational reports, service work requests, payroll records, and purchase order requisitions.
  - a. Each department will collect and forward all required fiscal records to the Finance Section Head as soon as possible. Duplicate copies of all invoices and applicable purchase requisitions will be retained by each department. Departments will ensure all invoices are specific as to the service(s) performed.
  - b. Time logs will be established immediately by all department individuals involved in emergency or disaster related work.
  - c. Records of equipment use must be collected during any emergency or disaster related work. Equipment use records shall include the type of equipment and its unique identifying marks (i.e., equipment number, inventory number). Time of use, activity performed (including location), size of engine, mileage, horsepower and associated operating supplies will be recorded. Copies of this record will be retained by the department for future review.
  - d. Other operating supplies used for disaster response.
4. When appropriate, disaster reports and expenditures shall be coordinated, and documentation for state and/or federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate state & federal agencies.
5. Emergency workers, other than City employees, used during emergencies and disaster operations shall be registered with the City of Oak Harbor (see WAC 118-04). Registration shall include an Emergency Worker Registration number, arrival time, duration of work, departure time, and any information relative to the service of the emergency workers. Documentation shall also be retained regarding injuries, lost or damaged equipment and other costs.

6. In situations where emergency work is done to protect life and property, environmental review requirements and permits may be waived or orally approved.
7. Non-time critical actions for repair and recovery shall be coordinated through the appropriate agency or department.
8. Actions affecting historical sites will be coordinated with the State Office of Archaeology and Historic Preservations.
9. City departments may streamline permit processes as appropriate to the situation created by the disaster.
10. City departments shall identify alternate processing methods for documentation in the event of electronic system failure.
11. Each department shall designate a procurement coordinator who will work with the City's purchasing division in filling the department's material/equipment requirements during an emergency.
12. Each City department shall designate records that are vital to its operation in order to continue normal business operations after a disaster or emergency.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. City Departments**

1. Designate personnel responsible for documenting disaster related expenses at the department level.
2. Keep records to properly differentiate between day to day operations and disaster related expenses.
3. Determine which non-essential administrative activities to suspend, take necessary action to suspend these activities and re-assign personnel not assigned to essential duties to other departments to provide essential support services.
4. Keep records of disaster related expenditures, disaster reports and coordinate with the Finance Section Head and the Director of Emergency Services in preparation and submittal of documentation for reimbursement or assistance from Federal or State agencies.
5. Identify all non-time critical repair and recovery actions and coordinate this action through the appropriate agency for resolution as time allows.

6. Coordinate with Information Services Division on identifying alternate processing in the event of a system failure during an emergency.
7. Designate a procurement coordinator who will work with the City's purchasing division in filling the material/equipment needs of the department during an emergency.
8. Designate records that are vital to its operation in order to continue normal business operations after an emergency.
9. Maintain documentation regarding injuries and lost or damaged equipment caused by the disaster. Provide this information to the Finance Section Head and Risk Manager upon request.

**B. Mayor's Office**

1. The Mayor or his/her designee will work with the Finance Director to identify funding sources to meet disaster related expenses.
2. The Mayor will determine whether provisions of this Annex concerning non-essential work will be implemented. This determination will be distributed through the Emergency Preparedness Council.

**C. Finance Department**

1. The Finance Director shall work with the Mayor to identify sources of funds from current appropriations or elsewhere to meet disaster related expenses.
2. Coordinate with the Director of Emergency Services appropriate disaster reports on expenditures and the preparation of documentation necessary for state or federal reimbursement.
3. Develop and conduct training, as required, for all departmental procurement coordinators.
4. Modify regular approval procedures for expenditures for use during a disaster, if necessary.
5. The Finance Section Head shall designate staff to review document disaster related expenses. This staff may be from outside the Finance Department.
6. Develop alternate methods of financial systems (i.e., payroll and accounts payable) in the event of a computer system failure during and/or after an emergency or disaster.

**D. Information Services Division**

1. Participates in the development of back-up systems in the event of general City-system failure.

**E. Planning - Permit Center**

1. Waives or orally approves environmental review requirements and permits where emergency work is required to protect life and public or private property during a disaster.
2. Streamlines, as necessary, the permit process for damage recovery following a disaster.

**F. Human Resources Department**

1. Maintains a registration process for all emergency workers used during an emergency or disaster. This registration process shall apply to non-employees of the City of Oak Harbor and shall include a registration number, arrival time, duration of work, departure time, and any other information as required.
2. Human Resources will work closely with volunteer organizations in the event of a disaster in registering emergency volunteer workers.

**G. Risk Management**

1. Will coordinate any insurance related damages, injuries or costs associated with a disaster, and provide documentation to the Finance Section head that may be eligible for any reimbursement from State or Federal agencies.
2. Will provide assistance as needed to departments that may incur losses due to a disaster.
3. Will coordinate claims from the public against the City due to a disaster, and determine what appropriate action, if any, may be necessary.
4. Will inform the Planning Section Head (Situation Unit), on any property damage information coming to Risk Management's attention, public or private, for compilation of data during and after a disaster.

## APPENDIX 7

# TRAINING, EDUCATIONAL SERVICES AND EXERCISES

## I. PURPOSE

To identify and provide emergency preparedness training and education to businesses, residents, City employees and potential volunteer workers to ensure the best possible readiness for local government. For the purposes of this annex and the City of Oak Harbor CEMP, the focus of training and education will encompass the concepts of the National Incident Management System.

## II. CONCEPT OF OPERATIONS

### A. Training and Education Priorities

The training and education priorities are:

1. Self protection/Emergency Preparedness for essential workers and the public.
2. Mitigation, Preparedness, Response and Recovery education for essential City workers and the public.
3. Business and residential response team training for disasters.

### B. Targeted Training Encouraged

During times of increased readiness or times when hazards are identified as potential problems due to the time of year or knowledge of recurrent weather patterns, intensified, targeted, or specific training and education activities may take place.

### C. City Worker Training

The Department of Emergency Services is responsible for training and education of the City work force. Training or refresher training will be conducted to reinforce technical skills and to review operational plans and procedures. The Director of Emergency Services will work with department or division representatives to tailor training periods that specifically relate to that department or division and their adopted Emergency Operational Procedures.

The EOC Guidelines (published as part of this plan) will be used as a basis for instruction of the City work force.

**D. Materials Screened Through Emergency Preparedness**

To provide for the most efficient use of all instructions, educational materials, training aids, and facilities, all emergency training and education programs, and any educational material used, will be screened and approved through the Department of Emergency Services prior to distribution, regardless of whether distribution will occur in-house or outside the City work force.

**E. Education Cooperation**

The Department of Emergency Services will utilize to the extent possible other training materials and classroom time provided by other public or private agencies.

**F. Training of EOC Team**

As training becomes available through the State Division of Emergency Management, the EOC team members will be informed of such training and encouraged to attend. It is the policy of the City of Oak Harbor to allow EOC team members or other staff likely involved in direct emergency preparedness activities or responses to provide as much training and education as is possible.

**G. Public Education**

Public Education programs will be made available upon request to the Department of Emergency Services, as resources permit, to all segments of the community. Increased awareness of hazards, safe response methods, self-preparedness techniques, and other needs are public education goals of the Department of Emergency Services. The following specific areas will be addressed in public education:

1. Schools: Information on local hazards, how to prepare for and respond to their effects, and how students, faculty and school administrators can best prepare will be offered. The City will work with the School District, when requested, to participate in planning and implementing Emergency Plans, drills, or exercises.
2. Community or residential groups: Information on local hazards and how communities and residential groups can prepare individually and together will be offered. Groups are encouraged to organize in such a way as to be able to lend support and assistance to each other in times of disaster, with little or no City response.

3. **Businesses:** Information on local hazards and how businesses or business groups can prepare individually and together will be offered. Groups are encouraged to organize in such a way as to be able to lend support and assistance to each other in times of disaster, with little or no City response. Recovery issues in the business community will be given special attention.
4. **City of Oak Harbor Employees:** Information on local hazards and how to prepare individually will be offered. Employees will be educated on methods to prepare their families in the event of a separation due to a major emergency or disaster.

#### **H. City Department Responsibilities**

Each City department or division (as appropriate) is responsible for ensuring their employees are trained in the concepts of the City's CEMP as contained in this document, and in their Emergency Operational Procedures.

#### **I. Annual Exercises**

The City of Oak Harbor Department of Emergency Services will develop and implement at least one functional or full scale exercise to evaluate the effectiveness of the CEMP, determine areas needing adjustment and determine future training issues. (An actual occurrence and activation of the EOC may be substituted for the annual exercise, if the Director of Emergency Services/Fire Chief makes such a determination.)

### **III. ORGANIZATION AND RESPONSIBILITIES**

The Department of Emergency Services will be responsible for the designing and delivering the preparedness education programs outlined in this Annex.

In addition, training to the City of Oak Harbor elected officials will be made available on at least an annual basis. Elected officials training will focus on the responsibilities of elected officials before, during, and after a disaster, review of hazards in the community, the need for comprehensive emergency planning, as well as skills development in crisis decision making.

#### **A. City Departments**

1. Develops Emergency Operational Procedures, which define employees' responsibilities during emergencies.
2. Ensures each employee is given the opportunity for training on the SOPs.

**APPENDIX 8**

**PROCLAMATION OF LOCAL EMERGENCY**

**PROCLAMATION OF LOCAL EMERGENCY**

Whereas, the Director of Emergency Services has reported to the Mayor that the City of Oak Harbor has experienced a \_\_\_\_\_ to such an extent that \_\_\_\_\_ has occurred; and

(Type of disaster)  
(Type of damage)

Whereas, the City of Oak Harbor has experienced an event that necessitates the enacting of emergency plans; and

Whereas, the conditions of extreme peril to the safety of persons and property currently exist with the City; and

Whereas, all available resources are committed to disaster work; and

Whereas, the City requires supplemental assistance; and

Whereas, the severity of this disaster is beyond the capability of local resources; and

Whereas, the existing conditions warrant the proclamation of the existence of a LOCAL EMERGENCY;

THEREFORE, I, \_\_\_\_\_, Mayor of Oak Harbor, Washington, do hereby declare that a LOCAL EMERGENCY now exists due to \_\_\_\_\_ throughout the City of Oak Harbor, Washington, and that Emergency Operations are in effect, and this necessitates the utilization of emergency powers granted under RCW 38.52.070.

(Name)  
(Type of disaster)

Signed: \_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Date

Attest:  
City Clerk \_\_\_\_\_

**EMERGENCY SUPPORT FUNCTION (ESF)**  
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**EMERGENCY SUPPORT FUNCTION - 1  
TRANSPORTATION ANNEX**

Lead Agency: Director of Emergency Services  
Support Agency: Public Works Department

**I. PURPOSE**

To provide for the effective coordination, mobilization, use and maintenance of available transportation services and resources required to meet emergency needs of the City of Oak Harbor and supporting organizations.

**II. CONCEPT OF OPERATIONS**

**A. Primary Movement**

The primary movement of people, equipment, and supplies will be by privately owned vehicles, common carrier trucks, privately owned trucks and mass transit or para-transit busses. Other transportation systems such as air and water transport, will be used as secondary or back-up systems. In the event that Deception Pass Bridge is inoperable, air and or water transportation would become the primary means of emergency transportation.

**B. Providers Responsibility**

Transportation system providers or operators (whether public or private) will operate their own systems and facilities to provide the maximum essential services and support possible.

**C. Mission Specific Requests**

Transportation support responsibilities and requests will be assigned on a mission by mission basis, depending upon the nature and location of the emergency or disaster.

**D. Rationing**

Consumer rationing regulations, as specified by the City, County, State or Federal governments, or all, will be adhered to in providing fuel for operation of transportation equipment.

**E. Private Vehicle Use**

Minimum use of private vehicles will be recommended in order to conserve fuel supplies, spare parts, and expense. The public will be informed of restrictions on private vehicle use to avoid confusion and reduce congestion under disaster circumstances.

**F. User Requirements**

Users of transportation systems or carriers, including the City of Oak Harbor and its departments, are responsible for establishing their own internal transportation procedures. They are also responsible for arranging directly with carriers for actual accomplishments of movement, unless restrictions are placed on a carrier during a disaster. This does not apply to those situations that are coordinated from the EOC.

**G. Primary Human Transport**

Automobiles, vans, buses, and light trucks will be used as a primary source of transportation of people.

**H. City Owned Vehicles**

All City-owned vehicles are subject to requisitions for emergency transportation services and may be assigned as required during a disaster. The regular driver of any City-owned vehicle may be required to staff the vehicle during a disaster as required or assigned from the EOC.

**I. City Motor Pools**

During and immediately after a disaster, City of Oak Harbor motor pools will be established by: 1) mobilizing those resources owned by the City; and 2) through mutual aid or other agreement or contract. Facilities to be used include all City owned facilities, those owned by County, State, or Federal agencies, and subsequently, other facilities owned and operated by private individuals, corporations, or institutions.

**J. Maintenance**

Maintenance priorities will be established consistent with the requirements of the disaster or emergency in progress. Maintenance of vehicles used to transport people, particularly in evacuation prone circumstances, will be given first priority.

**K. Priority**

Vehicles will be dispatched for use according to a priority system. Priority will be awarded to those services primarily concerned with fire, rescue, law enforcement and crowd and traffic control and other services whose specific responsibilities provide health functions for the City of Oak Harbor. Establishing priority will be consistent with and reflect the nature of the existing circumstances, as determined by the EOC or Director of Emergency Services.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. Primary Responsibility**

The basic, primary responsibilities for direction, control, and coordination of the emergency transportation services for the City of Oak Harbor are assigned to the Director of Emergency Services. The authority to accomplish various emergency transportation activities shall be given to departmental staff and division managers as directed. Overall direction, control, and coordination authority will be given to the Transportation Unit coordinator in the Logistics Section of the EOC.

#### **B. Director of Emergency Services**

1. The Director shall insure the Transportation Unit of the Logistics Section is staffed as needed.

#### **C. Public Works**

1. The Public Works Department has the primary responsibility of staffing the Transportation Unit.
2. Public Works will establish priorities and policies for use of City-owned vehicles and services.
3. The department shall coordinate the maintenance, use, and allocation of City-owned resources to City Departments or divisions for emergency transportation of people, supplies and equipment, through the Transportation Unit.
4. Coordinate with the Purchasing Manager as required for the rental of equipment required for emergency transportation of people, equipment, and supplies.
5. Create and maintain an Emergency Resource Manual identifying public and private resources available to the extent the emergency would include the loss of Deception Pass Bridge. This list must include air and marine assets capable of transporting people, equipment, and supplies including fuel.
6. Assign and select alternates for assignment as the Transportation Unit Coordinator.

## **EMERGENCY SUPPORT FUNCTION - 2 COMMUNICATIONS ANNEX**

Lead Agency: Fire Department  
Support Agencies: All City of Oak Harbor Departments  
ICOM  
Amateur Ham Radio Operators

### **WARNING**

#### **I. PURPOSE**

To provide for the receipt and rapid dissemination of warning information, protection instructions and related intelligence, and to alert key City and private sector individuals to potential or existing hazardous conditions.

#### **II. CONCEPT OF OPERATIONS**

Upon receiving information on potential hazardous conditions from one or more reliable sources, the recipient will copy the information and alert the Director of Emergency Services. He/she will, if necessary, consult with the Mayor's office and/or the Emergency Preparedness Council to determine what necessary actions should be taken.

If action is required, the Director of Emergency Services will inform key officials and/or departments, news media, and others regarding the information and any instructions necessary, according to the type of disaster situation.

#### **III. ORGANIZATION AND RESPONSIBILITIES**

##### **A. Island County**

1. The Island County Department of Emergency Services has overall responsibility for the receipt, relay and rapid dissemination of warning messages to municipalities, including the City of Oak Harbor, and to the public through existing communications systems, sirens, and mass media.
2. The Island County Department of Emergency Services controls the warning point located in their office, from 8:00 AM to 4:30 PM, Monday through Friday, and during activation of the EOC. Any other time, the Island County Communications Center controls the warning point.

##### **B. Emergency Alert System**

1. The Emergency Alert System (EAS) will be used in the event of a disaster or hazardous incident where mass media is needed to alert the public quickly.
2. I-COM is the activation point for the EAS in Island County.

**C. Secondary Warning Systems**

1. The City of Oak Harbor has the ability to interrupt cable television transmissions. The Mayor or Director of Emergency Services will be alerted for activation of this system.
2. The City of Oak Harbor Public Access Channel 10 will be used in the event of an incident that pertains to the Oak Harbor service area. The Mayor or Director of Emergency Services will be alerted for activation of this system.
3. Agencies and organizations within the City having a communications and public access capability and those designated secondary warning points will assist in the dissemination of warning messages and information.

**D. City Personnel**

The City departments/offices/divisions with emergency services responsibilities will alert their personnel in accordance with department Emergency Operational Procedures which provide for the alerting of designated personnel during both duty and non-duty hours.

**E. Non-City Government Organizations**

Non-City government organizations including, but not limited to, the news media, the Oak Harbor School District, Oak Harbor Christian School, Whidbey General Hospital, local military units, etc., may be called upon to assist in the dissemination of warning information and instructions to the public, key officials, and essential workers.

A notification list for television and radio stations has been published in a supporting document.

**F. Amateur Radio**

Where possible, groups of amateur radio operators will be used as an additional resource for emergency warning and instruction to the public.

**IV. ORGANIZATION AND RESPONSIBILITIES**

**A. City Government**

1. Provide warning information and instructions to key officials and essential workers of each department, division, or office.
2. Provide warning, information and instructions to private sector resource providers that may be called upon to support City emergency response efforts.
3. Direct department and office field units to use all personnel/equipment available to assist in the warning of the public.

**B. Mayor**

1. Evaluate warning information and coordinate with the Director of Emergency Services, Public Works Director, and Police Chief on the dissemination of warning and instruction to the public and key officials.

**C. Director of Emergency Services**

1. Coordinate the dissemination of warning information, instructions, and related intelligence to the Mayor and the Police Chief.
2. Insure warning information is given to the public through all available methods.

**D. Police Chief**

1. Coordinate the dissemination of warning information, instructions, and related intelligence with the Director of Emergency Services and the Mayor.
2. Direct I-COM (if warning comes through that avenue) to immediately pass this information to Island County Sheriff.

**COMMUNICATIONS**

**I. PURPOSE**

To organize, provide, and maintain communications capabilities for emergency response operations and coordination with County, State, and Federal response agencies.

**II. CONCEPT OF OPERATIONS**

**A. Objectives Defined**

The basic objectives of emergency communications capability for emergency response are:

1. Provide reliable communications systems for day-to-day operations, disaster response and recovery operations, and coordination with non-City emergency response agencies, whether public or private.
2. Prepare for the effective use of existing communications systems under emergency conditions.
3. Provide for alternative communications systems in the event of failure or reduced effectiveness of existing systems.
4. Maximize the use of communications resources from the private sector.

## **B. Communications Systems**

Emergency communications are dependent on systems owned, operated and maintained by both the public and private sectors, and used primarily to support day-to-day activities.

1. Telephone systems are the primary communications methods used for directing, controlling and coordinating emergency services.
2. Verizon Push-to-Talk (PTT) and Cellular telephone systems are the primary back-up to the telephone systems and will be used to supplement two-way radio systems for field operations. Sensitive information that needs to be rapidly communicated to field units will be handled over PTT networks where available and then Cellular telephone when possible.
3. Two-way radio is used as a second back-up to the telephone system and provides the primary method of communications with personnel conducting emergency services in the field.
4. Facsimile and/or e-mail communication systems will be used, if available and where appropriate, when communication of written material is required during and after a disaster.
5. Pager services are used to provide a system of communicating alerts, warning, and call-back messages to key officials and other response staff.
6. Amateur radio systems owned, operated and staffed by volunteers are incorporated into this response plan, and will be the primary communications method used in transmitting and receiving information from County and State EOCs in the event telephone communications is disrupted.
7. Coordination with Citizen Band radio systems and organizations may be utilized based upon the needs of the City.

## **C. Control of City Communications**

The operations, direction and control of the City communications system, under emergency conditions will be through the EOC as directed by the Director of Emergency Services.

## **D. Planning and Coordination**

1. All future significant City communications planning and upgrade shall take into consideration the City's communication system ability to withstand a disaster and its potential contribution to the City's overall communications ability in disaster response.

2. The City's EOC Team, made up of representatives of various departments and divisions, shall provide guidance of such communications planning, upgrade and use of general City communications assets, including any communications centers established by the City.
3. Land use or other City codes or regulations that may impact amateur radio operations on City, business, or private property will be reviewed by the Department of Emergency Services to insure the least amount of impact on amateur radio operations during emergency or disaster situations.

**E. Communications Centers**

1. Primary radio communications

The primary communications center for the City is located in the EOC on the second floor of the Oak Harbor Fire Department’s Headquarters. The EOC has the capability of transmitting and receiving on designated frequencies for Police, Fire, and Public Works. Other frequencies mutually available in the County are accessible through this communications center.

2. Fire and Police Control

The Oak Harbor Fire and Police Departments dispatch communications are controlled through I-COM communications center, located at 840 SE Barrington Drive. Communications with this center in emergency conditions will be handled through telephone, cellular telephone, facsimile or amateur radio networks. In the event of a resource emergency, Fire and Police Department personnel may choose to handle radio communications directly from the EOC.

**I-COM Frequencies**

Fire 1 Primary Dispatch.....	154.340
Fire 2 Tactical .....	153.775
Fire 3 Tactical .....	154.175
Fire 4 Tactical .....	154.295
Fire 5 Tactical .....	154.355
Fire 6 Tactical .....	154.430
Fire 7 Camano North Repeater .....	159.195 – 154.295 PL 100.0
Fire 7 Camano South Repeater .....	159.195 – 154.295 PL 127.3 – 100.0
HEAR North .....	155.340
HEAR South .....	155.340
Island County Sheriff.....	453.675
Oak Harbor Police .....	460.575
Law Enforcement TAC.....	453.050
Island County Public Works .....	453.775
Oak Harbor Public Works.....	156.000
State LERN .....	155.370

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. All Communications Regulated**

The basic responsibility for direction, control and coordinated use of communications systems rests with the providing agency and the using agency. Federal Communications Commission (FCC) and State Public Utility and Transportation Commission may restrict the use of communications through licensing and/or other regulatory provisions. The City of Oak Harbor will insure that any communications under control of the City will conform to such regulations. Any alleged violations brought to the City's attention will be investigated and any activities found to be out of compliance will be terminated.

#### **B. Department Responsibilities**

Each department and office of City government shall be responsible for making available all communications resources to support City emergency services and/or operations.

#### **C. Amateur Radio Operations**

1. The Oak Harbor Amateur Radio Emergency Service (ARES) has extensive knowledge on radio and other forms of communications, and will be relied upon as the City of Oak Harbor's primary source of emergency communications. Should an event require communications capabilities beyond what the City of Oak Harbor can provide, whether by equipment failure or excess need, the Oak Harbor ARES organization may be requested to assist in communications.
2. Oak Harbor ARES has an extensive training manual and conducts regular exercises in emergency communications. The Director of Emergency Services will provide liaison services to this organization to insure continued compatibility with their needs.

**EMERGENCY SUPPORT FUNCTION - 3  
PUBLIC WORKS AND ENGINEERING ANNEX**

Lead Agency: Public Works Department  
Support Agencies: Development Services Department  
Fire Department  
Police Department  
Parks Department  
Other City Departments

**I. PURPOSE**

To provide for demolition of unsafe structures, debris and wreckage clearance; temporary repair of essential facilities; and the inspection of facilities for structural condition, shelter upgrades needs and safety.

**II. CONCEPT OF OPERATIONS**

**A. Lead Agency Assignment**

The City of Oak Harbor Public Works Department is the lead agency for the coordination of activities involved in emergency engineering services, including all facilities owned both inside and outside the City boundaries. The Planning, Engineering, and Building Divisions, will be assigned to assist and provide technical information where necessary to the Public Works Department.

**B City Infrastructure**

The Public Works Department shall provide damage assessment of all City owned facilities, transportation routes, and essential City owned or leased building/structures. The department will provide for and coordinate emergency repair and restoration of City owned facilities and structures on a priority basis, selecting those facilities or structures based upon critical need. The priority order for emergency repair shall be:

- Buildings that house critical response units or staff
- Roads, streets or bridges that act as main evacuation routes
- Public facilities that serve or may need to serve as shelters
- Facilities providing essential services to the public (Water, sewer, etc.)
- Facilities used or needed to provide for emergency public information
- Debris clearance on City right-of-way

**C. Coordination**

The Public Works Department shall coordinate with the City of Anacortes Water Department and the Naval Air Station Whidbey Island to identify and resolve issues where regional and local facility operations could affect one another. The department will communicate health and environmental hazards to the EOC and assist with the coordination with other appropriate agencies. If water resources are disrupted, the Public

Works Department will coordinate with the EOC on obtaining potable water for the effected population.

The department will also coordinate with private utility companies and other private organizations responsible for electricity, natural gas, telephone, cable, and solid waste collection services to ensure all response and recovery operations conducted within the public right-of-way are done so in as orderly a manner as possible.

**D. Representatives**

The Director of Public Works shall designate EOC representatives to coordinate field operations and resources from the EOC when it is activated. The representative to the EOC will normally be the Public Works Department representative on the EOC Team.

**E. Public Works Operations**

The Director of Public Works will establish a field operations center or field command post and will designate a communications operator to operate Public Works radio equipment, preferably from a different location other than the EOC. The Director shall provide for a communications operator to the EOC if requested by the Director of Emergency Services to coordinate the allocation of City resources.

The use of command posts for field operations will be the normal method of coordination at the scene. The On-Scene commander for Public Works shall provide regular and timely status reports regarding any needed emergency public information to the Public Works Operations Center. This information will be coordinated through the EOC. In the event of a multiple department or agency response, co-location of command posts or a Unified Command, is the preferred method of operation.

The alert process to obtain Public Works personnel shall be the normal established callout method established by the Public Works Department. Should this become unavailable or fail, the emergency public information system(s) will be used to call out necessary staff or runners will be sent to make direct contact.

**F. Mutual Aid and Other Agreements**

The Public Works Department will maintain a list of mutual aid agreements and/or contracts through private contractors that may provide additional resources and assistance. During activation, the coordination and use of these agreements will be through the EOC.

**G. Additional Staff/Volunteer Assistance/Special Equipment**

Additional personnel, be it other governmental agency or volunteer assistance and equipment support will be organized and used as may be required due to the nature of the incident. The City of Oak Harbor shall utilize all its resources prior to requesting outside assistance.

If an incident is beyond the scope of the City of Oak Harbor or its resources, the Island County Department of Emergency Services shall be requested through the EOC to assist in providing any such requests.

### **III. ORGANIZATION AND RESPONSIBILITIES**

The Public Works Department has under its span of control large and diverse responsibilities.

The following list outlines specific responsibilities for all of Public Works, regardless of the divisional breakdown of the Department.

The Department shall insure that the responsibilities listed here and in the Basic Plan are adequately addressed in their Emergency Operational Procedures.

#### **A. Public Works**

1. Maintains operation of the public water, water storage, pumping, and distribution systems.
2. Coordinates with the Anacortes Water Department and appropriate water purveyors.
3. Maintains operation of Storm Drainage collection and conveyance system.
4. Maintains operation of the public sewer collection pumping systems, assists in meeting public sanitation needs and controls sewage pollution to the environment.
5. Maintains operation of the public solid waste collection systems.
6. Communicates health and environmental issues to the appropriate agencies.
7. Maintains passable vehicular circulation on priority routes.
8. Maintains operation of fuel equipment and ensures adequate fuel supply for City owned vehicles and equipment.
9. Provides damage assessment for City property, water, sewer, street and City owned equipment.
10. Provides for priority restoration of critical facilities.
11. Provides information related to emergency public information through the EOC regarding matters of public health and hazards related to damaged facilities.
12. Provides for or contracts for major recovery work, debris clearance, and/or services as appropriate.
13. Assists other divisions or City departments when requested.
14. Coordinates repair operations with outside agencies as appropriate.

**B. Development Services Department (Building Division)**

1. Assists in providing damage assessment of City owned buildings or leased facilities.
2. Provides safety evaluations of City facilities.
3. Provides field support for Public Works.
4. Adjusts permitting process as needed.
5. Provides for damage assessment of both residential and business property within the City.
6. Provides for the coordination and support for mitigation, repair and re-construction activities in City facilities.

**C. Fire Department**

1. Assists in providing damage assessment throughout the City.
2. Assists in securing unsafe structures.

**D. Police Department**

1. Assists in providing damage assessment throughout the City.
2. Assists in the securing unsafe structures.

**E. Parks Department**

1. Provides assistance in debris clearance in public right of way.
2. Provides damage assessment on Parks properties.
3. Provides for debris clearance on Parks properties.

**F. Other City Departments**

1. Provides necessary assistance as requested.

**EMERGENCY SUPPORT FUNCTION - 4  
FIREFIGHTING ANNEX**

Primary Agency: Fire Department  
Support Agencies: Region Fire Service Coordinator  
Director of Emergency Services  
Public Works  
Police Department

**I. PURPOSE**

To provide for the command, control and coordination of fire prevention and suppression services within the City of Oak Harbor.

To provide for the coordinated use of emergency rescue, basic emergency medical services, and advanced life support services.

To provide for the coordinated use of fire department and support agency resources in the decontamination of personnel, equipment, and facilities contaminated by hazardous materials.

**II. CONCEPT OF OPERATIONS**

**A. Lead Agency**

The Oak Harbor Fire Department is the lead agency for fire suppression, emergency medical, rescue, and hazardous materials activities within the City of Oak Harbor. The department may work in coordination with other City departments and outside agencies as necessary.

**B. Mutual Aid and Assistance**

The Fire Department has mutual aid agreements with numerous agencies throughout Whidbey Island. Request for assistance may be made through these existing mutual aid agreements, or, when not available through normal channels. The EOC will coordinate assistance from County or State government.

**C. Communications**

Communications will be through established channels and means. Unless absolutely necessary, the EOC will not be used as the primary communications point for the Fire Department.

**D. Alerting**

The Oak Harbor Fire Department is responsible for the notification methods and procedures used in alerting or mobilizing off duty personnel. Unless otherwise indicated, the normal alert methods will be used to call off duty personnel. Back up notification shall be by the emergency public information procedures.

**E. EOC Response**

The Fire Department, through the Fire Chief or his/her designee, will provide staff to the EOC for the Operations Section Fire Unit.

**F. Fire Department Control**

The Fire Chief shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department Emergency Operational Procedures and exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

**G. Incident Command**

The on-scene management of emergencies will follow the Incident Command System. Command posts may be established for the coordination of field operations. The On Scene Commander shall provide regular status reports to the EOC. The coordination of resources and requests for assistance will normally be through the EOC. Co-location of command posts or Unified Command will be the preferred method of field operations when multiple departments/agencies have command posts established or when multiple agencies are involved in the response.

**I. Island County Plan**

Coordination for assistance from Island County will be handled through the EOC. The Island County EOC and the Oak Harbor EOC will remain in close communications to insure proper resource allocation occurs.

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. Lead Department**

The Oak Harbor Fire Department is responsible for direction, control and the coordination of emergency fire, medical, rescue, and hazardous materials response for the City.

**B. City Departments**

Other City departments and requested agencies will render the appropriate assistance when requested or required.

**C. Fire Department**

1. Provides fire suppression and control, and immediate life safety services within the City of Oak Harbor.
2. Develops lists of resources which includes apparatus, equipment, personnel and supplies.
3. Implements the Regional Fire Resources Plan when appropriate.
4. Develops Emergency Operational Procedures for use during major emergencies or disasters.
5. Provides a representative to the EOC to assist in the prioritization and coordination of Citywide response efforts as well as regional coordination with Island County and the Region when appropriate.

**D. Regional Fire Service Coordinator**

1. Coordinates countywide allocation of fire resources coming in from out of area agencies, through the Oak Harbor Fire Department.

**E. Director of Emergency Services**

1. Provides coordination and notification of outside agencies providing operational support if ICOM Communications Center is unable to do so or we are isolated from normal communications.
2. Supports operations through the coordination of resources not available through mutual aid.
3. Assists in the coordination with the Island County EOC, NAS EOC, and Washington State EOC.
4. Activates the EOC per the CEMP.

**F. Public Works**

1. Supports Fire Department requests for resources as required.

**G. Police Department**

1. Supports Fire Department requests for traffic or scene control and evacuation as required.

**EMERGENCY SUPPORT FUNCTION - 5  
EMERGENCY MANAGEMENT ANNEX**

Lead Agency: Director of Emergency Services  
Support Agencies: Fire Department  
Public Works Department  
Development Services Department  
Fire Department  
Police Department  
Human Resources

**I. PURPOSE**

To collect, report, and assist in the evaluation of disaster information throughout all phases of an emergency or disaster; to provide a system to facilitate warning, emergency response, emergency public information, disaster analysis, local (Oak Harbor area) requests for state assistance, emergency and disaster proclamation preparation, damage assessment, and recovery efforts.

**II. CONCEPT OF OPERATIONS**

**A. Initial Reports**

Initial reporting of disaster or emergency effects will be made by field personnel to the EOC. After a disaster proclamation has been made by the Mayor, operational readiness reports and operational situation reports will be made to the Director of Emergency Services and coordinated through the Planning Section Head. All reports will be evaluated and used by the Director of Emergency Services in evaluating initial situations and reporting of the initial situation to the City staff, the County, and the State.

**B. City Department Reporting**

All City departments are required to keep the EOC informed as to their status of readiness, needs, and situation. All departments and/or divisions/offices will make situation reports to the EOC when so required.

**C. City Department Assignments**

Each City Department (or division, as necessary) will be requested by the EOC to assign the coordination and control of reporting and receiving reports to one staff member.

**D. Use of Reports**

Operations reports will provide a basis for:

1. Briefings of the Emergency Preparedness Council
2. Briefings of government officials
3. Requests for assistance
4. Allocation of essential resources

5. Damage assessment

**E. Information Dissemination**

All information collected will be analyzed, evaluated, and made available to departments and agencies involved in emergency operations. Methods of dissemination will be through briefings, display boards, computer bulletins, and reports.

**F. Damage Assessment Reports**

Damage assessment reports are the most critical in terms of recovering costs in the event of a presidential declared disaster, or an event of such magnitude that other federal or state agencies may be available for monetary assistance. Reports on damage in the categories of public, private, and agriculture (if any) will be made available to State and Federal agencies and other political subdivisions in support of operational needs and recovery issues.

**G. Post-Disaster Reports**

Reports generated during an event will be collected and organized through the Planning Section Head. After an event, these reports will be used to generate a thorough analysis of the event and the City's performance, what areas were deficient, and what steps are needed to correct any deficiencies. This analysis will include financial assessments and impacts, as required.

**H. Briefings**

Daily briefings will be held for the purpose of updating the Mayor, other elected and key officials, and the media. The situation reports will be used as a basis for this briefing. Briefings may occur at more frequent intervals if warranted by the nature of the event.

**I. Collection Point**

The collection and dissemination of written reports provided for in this Annex will be accomplished from the EOC and approved by the Director of Emergency Services. Briefings concerning information generated through these reports will be made at announced locations.

**J. Public Access**

Information and reports collected by the City as part of an emergency or disaster made under this annex may be released as public information only with the approval of the Director of Emergency Services. All individuals gathering such information and generating reports will refer all requests for information and copies of reports to the Department of Emergency Services.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. Emergency Preparedness Response**

Under normal operations, no one agency is assigned the responsibility of collecting information and preparing reports. Under disaster situations, this responsibility falls on the Director of Emergency Services. The Director will appoint a Planning Section Head to coordinate data collection, information analysis, and preparation of reports.

#### **B. Damage Assessment**

Under normal conditions, the City's Public Works, Fire, and Police Departments have the responsibility of damage assessment and reporting of City conditions. Under emergency disaster situations, the lead departments for damage assessment are; the Public Works Department for public facilities and the Development Services Department for residential and business property. The Fire, Police and Public Works departments are assigned to assist in the gathering of information.

#### **C. City Support**

Records, data, and information collection and analysis personnel of all City departments are considered support resources to both Operational Reports and Damage Assessment coordination.

#### **D. Field Support**

All field forces of all City departments will be used in the collection of information and data for reports and damage assessments.

#### **E. Director of Emergency Services**

1. Shall have overall responsibility for directing and controlling City government emergency reports.
2. Shall work with the Planning Section Head, and give appropriate guidance and direction to carry out the assigned tasks and responsibilities to the Document Unit.
3. The Document Unit will collect, code, and prepare operational readiness reports, damage reports, and operations situation reports for distribution.
4. Ensures that operational reports are forwarded to the State division of Emergency Management, as required.
5. Provides information, guidance, forms, and instructions to all City government agencies for the retention of information and supporting data and procedures for forwarding operational reports and information through the EOC.

#### **F. City Departments**

1. Shall make disaster reports to the EOC when so required.
2. Assign the coordination and control of reporting responsibility to one individual.

**G. Public Works**

1. Shall conduct damage surveys and situational evaluations of the City's buildings and structures, utilizing assistance from the Building division.
2. Through the Operations Section Head, shall direct and control City damage assessment operations throughout all emergency operational periods.
3. Shall provide a damage assessment coordinator, giving appropriate authority to carry out assigned responsibilities.
4. Shall coordinate the provision of damage assessment information and data to the Planning Section Head or the Situation Unit.
5. Establish procedures for obtaining information on damage from private sector organizations and Island County Government agencies if required or necessary.

**H. Development Services Department**

1. Provides personnel to conduct damage surveys and situational evaluations of both public and private property; and assists the Public Works department in assessing other public property such as roads, streets, bridges, utilities, etc.
2. Assists the damage assessment coordinator by providing damage analysis and assessments of the above facilities and systems as soon as emergency or disaster operations permit.

**I. Fire Department and Police Department**

1. In addition to the City department responsibilities, provides assistance to the damage assessment coordinator in providing "windshield survey" information.

**J. Human Resources**

1. In addition to the City department responsibilities, will provide emergency worker volunteers that may be able to assist in damage assessment activities.

**INFORMATION ANALYSIS AND PLANNING  
Appendix 1  
Situation Report Format**

SITUATION REPORT NUMBER \_\_\_\_\_

Date \_\_\_\_\_ EOC Phone \_\_\_\_\_ Regular Phone \_\_\_\_\_ Time \_\_\_\_\_

<b>1) GENERAL SITUATION SUMMARY</b>							
<b>ACTIONS</b>		<b>YES</b>	<b>NO</b>	<b>DATE ENACTED</b>	<b>TIME</b>		
1A) Local EOC Open?							
1B) Local Emergency Proclamation in Effect?							
<b>2) PEOPLE AFFECTED</b>							
<b>2A) GENERAL</b>							
2B) CASUALTIES REQUIRING HOSPITALIZATION _____							
2C) CASUALTIES NOT REQUIRING HOSPITALIZATION _____							
2D) PERSONS DECEASED _____							
2E) PERSONS MISSING _____							
2F) PERSONS EVACUATED (# & to what location) _____							
2G) PERSONS ISOLATED/STRANDED (# & location) _____							
<b>3) PRIVATE PROPERTY</b>							
<b>3A) GENERAL</b>							
<b>Number of:</b>	<b>Homes</b>	<b>Mobile Homes</b>	<b>Multiple Dwelling Homes</b>	<b>Farm Homes</b>	<b>Businesses</b>		
Destroyed/ Non-livable	3B)	3C)	3D)	3E)	3F) (Non-operational)		
Damaged	3G)	3H)	3I)	3J)	3K)		
<b>4) FACILITY DAMAGE</b>							
<b>4A) GENERAL</b>							
		<b>DESTROYED</b>	<b>DAMAGED</b>			<b>DESTROYED</b>	<b>DAMAGED</b>
4B) City Facilities				4J) Sewage Treatment			
4C) Roads & Streets				4K) Schools			
4D) Water Supply				4L) Marina Facilities			
4E) Water Tanks				4K) Hospitals			
4F) Elect. Supply				4L) Convalescent Facilities			
4G) Telephone Facilities				4M) Bridges			
4H) Radio/TV Station				4N) Other			
4I) Natural Gas				4O) Other			

SITUATION REPORT NUMBER \_\_\_\_\_

Page 2

5) <u>AGRICULTURAL LOSSES</u>				
5A) GENERAL				
	TYPE	NO. OF ACRES	% OF YIELD LOSS	DOLLAR AMOUNT
5B) Crop or livestock damage				
5C) Other: e.g. equipment, supplies, outbuildings, etc.				
6) <u>ANTICIPATED ASSISTANCE NEEDS</u>				
6A) GENERAL				
CAPABILITY	% OF TOTAL CAPABILITY USED	DESCRIPTION OF ANTICIPATED NEEDS		
6B) Search & Rescue				
6C) Medical Services				
6D) Engineering Services				
6E) Fire Suppression				
6F) Law Enforcement				
6G) Transportation				
6H) Communications				
6I) Mass Care				
6J) Public Health				
6K) Mortuary Service				
6L) Individual Assistance				
6M) Public Assistance				
6N) Other				
7) OTHER COMMENTS: (e.g. loss of revenue, projected economic impact, unemployment, etc.)				



**EMERGENCY SUPPORT FUNCTION - 6  
MASS CARE, EMERGENCY ASSISTANCE, HOUSING,  
AND HUMAN SERVICES ANNEX**

Primary Agency: Director of Emergency Services  
Support Agencies: Finance Department  
Development Services Department  
Human Resources  
Public Works Department

**MASS CARE**

**I. PURPOSE**

To provide for the maximum protection of the population from the effects of disasters or the potential effects of disasters, and to provide for a process that efficiently operates local emergency shelters within the City of Oak Harbor; to provide coordination between public agencies that may request shelter assistance; to provide coordination with County and State organizations in sheltering needs.

**II. CONCEPT OF OPERATIONS**

**A. Lead Organization**

1. Sheltering shall be coordinated from the EOC. All emergency operations that may lead to the use of sheltering or mass feeding, congregate care or other mass population activities will be coordinated by the American Red Cross.
2. Upon request, the Red Cross would activate, manage, and support public shelters and would provide related services needed by displaced populations during the sheltering period. The activation of sheltering or mass care facilities may include the provision of emergency food, water, shelter, clothing, health and mental health care, and crisis training of City staff and volunteers to assist in the Red Cross operations.
3. The American Red Cross, Religious Institutions, and other voluntary organizations may be called upon by the City of Oak Harbor to provide sheltering needs and to meet the emergency needs of displaced populations.

**B. Facilities Used**

Designated City-owned facilities may be used as emergency shelter facilities in situations where there are not enough Red Cross shelters, when there will be a delay in opening Red Cross shelters, or when it is the most expedient method for providing temporary shelter during a disaster. Parks Department staff will manage City-owned facility operations. Activation of City facilities for sheltering shall be coordinated by the Parks Department through the EOC, through the Operations and Logistics Section Heads.

**C. Staffing Requirements**

City of Oak Harbor staff may be requested to act as emergency workers in Red Cross shelters. The Human Resources Department shall be responsible for the assignment of City workers, as coordinated from the EOC through the Logistics Section Head.

**D. Public Information Required**

Any active situation that requires the activation of sheltering shall include a public information officer to adequately brief the media and the public on the status of the situation.

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. Activation**

1. The Director of Emergency Services is responsible for issuing a request to the Red Cross to activate shelters. In the case of an emergency within the City, activation and coordination would occur with the Island County Chapter of Red Cross, through a Red Cross Supervisor in communication with the EOC.
2. The Director of Emergency Services shall coordinate with appropriate City departments to work with the Red Cross representative to identify safe areas of the City, inspection of identified shelters for safety and usability, safe routes of travel for staff and supplies, the number of shelters available, the duration of use, and the training and use of City staff in shelters, service centers, and mass feeding operations.
3. The Director of Emergency Services, with the County, shall assist in the coordination with state and federal services needed in sheltering and recovery services when appropriate.

**B. City Staff Shelters**

The Oak Harbor Senior Center is designated as the City staff shelter. The use of the Senior Center will be limited to City staff when necessary to provide sheltering, feeding, and sleeping areas during a protracted event that involves a large contingent of the City staff, or when a number of City staff have not been able to return to their homes due to a disaster.

**C. Director of Emergency Services**

1. Alerts the local Red Cross to advise them of the situation and requests activation of shelters.
2. Provides coordination of agencies and activities to ensure adequate shelter needs are met.
3. Coordinates between other jurisdictions, county, state, and federal agencies.

**D. Public Information Officer**

1. Coordinates public information concerning sheltering services with the Red Cross public affairs staff. Coordination may be necessary at shelter sites as well as at the EOC.
2. Assures that necessary information is disseminated to the public according to Annex E.

**E. Fire Department**

1. Provides emergency medical services and fire suppression as needed at shelters.

**F. Parks Department**

1. Develops plans for and coordination of the utilization of City facilities and park sites for use as reception centers, staging areas, or shelters, and provides staffing, as available.
2. Provides assistance in staffing the Senior Center as a designated shelter for City employees.

**G. Human Resources**

1. Coordinates the registration and use of City staff and volunteers at City owned shelter facilities.
2. In cooperation with other City departments, provides for emergency sheltering of City staff during disaster activities.
3. Coordinates private offers of assistance.

**H. Police Department**

1. Establishes security as needed at public shelter locations.
2. Provides crowd and traffic control at public shelter or mass care facilities.
3. Assists in identifying safe routes of travel to and from shelter sites.

**I. Public Works Department**

1. Coordinates the disposal of solid waste from shelter sites.
2. Assists in emergency repairs at shelter as appropriate.
3. Provides and identifies safe routes of travel to and from shelter sites.
4. Assists in crowd control operations through signing and barricades.
5. Assists in providing emergency radio communications between shelters and the EOC.

**J. Red Cross**

1. Acts as lead agency for emergency shelter operations.

**K. All City Departments**

1. Provide emergency service workers as requested.

## **INDIVIDUAL ASSISTANCE**

### **I. PURPOSE**

To provide mass care and individual assistance to residents that may not be able to care for themselves during and immediately following an emergency or disaster and to support congregate lodging and basic human needs provided to the public through private organizations.

### **II. CONCEPT OF OPERATIONS**

#### **A. Initial Notification**

The need for mass care and individual assistance will be identified through the Director of Emergency Services, who will have the initial responsibility of notification to disaster assistance organizations capable of providing such services during and immediately after a disaster.

#### **B. Type of Services Expected**

Mass care services included, but are not limited to: emergency food, shelter, clothing, childcare, medical care, disaster inquiry and disaster related psychological services.

#### **C. Coordination of Services**

Emergency social services will coordinate with resource providers that include: State Department of Social and Health Services, Island County Department of Human Services, school districts, churches, institutions, and commercial facilities for personnel and resource support.

The Human Resources Director for the City of Oak Harbor will work with various private or non-profit organizations to insure their cooperative efforts during and immediately following a disaster.

#### **D. Primary Service Provider**

The City of Oak Harbor relies upon local disaster assistance organizations to provide mass care and individual assistance. The American Red Cross is the coordinator and prime operator of the City's mass care operations.

The Red Cross will work in coordination with the Island County Local Emergency Response Committee and other organizations to assure efficient and effective utilization of local resources in the relief effort.

#### **E. Coordination from the EOC**

When necessary, the coordination of mass care and individual assistance will be shifted from the EOC to the Disaster Application Center (DAC), if and when established after a disaster.

**F. Individual Assistance**

Individual assistance to disaster victims will be provided primarily by local disaster organizations and various county, state, and federal agencies. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building/repair supplies, occupational or mental health services.

**G. Presidential Declaration - Effect On**

In the event of a Declaration by the President of a disaster in the City of Oak Harbor (Island County), additional emergency welfare services may become available to eligible disaster victims. These may include low-interest loans, food stamps, disaster counseling, and additional unemployment benefits. These services are normally coordinated through the DAC established after a disaster.

**H. Other Services Provided**

The federal government has in place other assistance that is available without a presidential declaration.

The Director of Emergency Services will monitor events that do not trigger a declaration to determine whether other federal assistance is possible to residents or businesses within the City of Oak Harbor.

**I. Disaster Application Centers**

The Director of Emergency Services will work with the State and Federal governments to find adequate facilities needed to open a DAC. Pre-planning or liaison activities will occur to identify facilities that may be appropriate prior to an event requiring a DAC or multiple DACs for the City of Oak Harbor or the surrounding area.

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. Finance Department**

1. Will insure the proper receipt, distribution, and accounting of federal and other funds made available for emergency social services through the City of Oak Harbor.

**B. Director of Emergency Services**

1. Will provide assistance to the Human Resources Director in coordinating services needed.

**C. Development Services Department**

1. Will assign staff to the DAC, if required.

**D. Human Resources**

1. Will assist in the coordination and provisions of counseling and psychological support programs necessary to reduce mental anguish of persons suffering from disaster trauma.

**E. Parks Department**

1. Will make available City facilities and equipment to provide congregate care facilities or services, as required.
2. Will provide staffing for congregate care facilities or services under the direction of the Red Cross or other volunteer organizations, as needed.

**F. Community Resources**

Refer to Human Services Directory located in the EOC.

**EMERGENCY SUPPORT FUNCTION ESF - 7  
LOGISTICS MANAGEMENT AND RESOURCE SUPPORT ANNEX**

Lead Agency: City Administration (Mayor/City Administrator)  
Support Agencies: All City Departments

**RESOURCE SUPPORT**

**I. PURPOSE**

To provide for the effective utilization and conservation of available local resources of the City of Oak Harbor; and to coordinate the provisioning of available regional resources with surrounding cities, Island County, State of Washington, and the Federal Government.

To administer economic stabilization measures, as authorized, through coordinated rationing of food, fuel, and other essential items and by stabilization of prices and rents, including sales prices of real property, as authorized.

**II. CONCEPT OF OPERATIONS**

**A. Mobilization Responsibilities**

In order to carry out its resource mobilization responsibilities effectively, the City will make provision for the development and administration of policies, programs, and measures for the management of each major category of resources under its emergency control and the overall coordination and direction of its resource program.

Responsibilities for administering individual resource programs will be assigned, as much as possible, to existing departments or divisions within the City of Oak Harbor government, with the appropriate utilization of private business as appropriate.

Emergency management of any resource will involve the following functions:

1. Evaluating the relationship between the current and probable future supply of and the requirements for a particular resource.
2. Determining the extent to which available resources can be used to meet current operating needs as compared with longer-range needs.
3. Taking actions necessary to channel resources for use in essential activities.
4. Ensuring the most effective use of existing and potential supplies of the resource and to take measures to improve the future supply situation.
5. Evaluating and adjusting such policies, programs and measures to meet new emergency needs and conditions, and changes in the supply and requirements of a given resource.

**B. Free Market**

A free market economy and existing distribution systems will be maintained to the maximum extent possible as the primary means for continuing operation of the City's and region's economic and private sector systems. However, efforts to support regional, state,

or federal requests in support of mobilization efforts, for whatever hazard, may require a modification of normal business procedures.

**C. Controls**

Where government resource management is required, voluntary controls, as opposed to mandatory controls, will be encouraged. It is the policy of the City of Oak Harbor that controls will only be placed where necessary and be removed as soon as possible.

**D. Regulation of Activities**

Activities may be regulated based upon the availability (or lack) of a commodity in short supply. The control of a commodity necessary to the essential survival of the general population or the government will take precedence over any activities that are non-essential.

**E. Regulations Transferred**

Regulations that are used to control one resource may be used to control other resources. The duplication of regulations will be avoided if at all possible in the controlling of resources.

**F. Public Information**

The public will be encouraged to cooperate with emergency resource management measures imposed by the City through aggressive public information programs.

**G. Preparedness Activities**

It is the policy of the City of Oak Harbor to ensure a continuing state of preparedness within the City to manage its own resources and those available to it on a day-to-day basis. Normal City organizational responsibilities will be used as much as possible to ensure this is accomplished.

**H. Emergency Services**

During and directly after a disaster, emergency service needs will become the major users of resources. Resource needs will be coordinated through the EOC. Needs for resources will be submitted and coordinated with the County and State Emergency Management organizations.

**I. Primary Resources Defined**

The primary categories of resources and services deemed most essential to the survival and recovery of the City and region are: food, water, construction and housing, electrical power, telecommunications, medical and health services, natural gas, petroleum, transportation, and personnel.

**J. Staging**

The following is a list of disaster staging areas that have been pre-selected in the event of a large scale emergency or local disaster situation. These locations will be utilized by the Operations Section within the EOC where responding units/organizations may stage personnel, supplies, and equipment in response to, and support of, the emergency situation. These areas may also function as temporary storage facilities of heavy equipment and material, if so required.

Should any of the listed staging areas not be available due to the effects of an emergency or disaster, or for any other reason, alternate locations will be selected by the EOC and in coordination with responding field forces.

**DISASTER STAGING AREAS**

1. Northeast
  - a. Public Works Facility .....1400 NE 6<sup>th</sup> Avenue
  - b. North Whidbey Middle School.....67 NE Izett Street
  
2. Northwest
  - a. Oak Harbor High School .....950 NW 2<sup>nd</sup> Avenue
  - b. Hillcrest Elementary School .....1500 NW 2<sup>nd</sup> Avenue
  
3. Southeast
  - a. Oak Harbor Marina.....1401 SE Catalina Drive
  - b. OH School Dist. Maint.Compound....200 SE Midway Blvd
  - c. Skagit Valley College .....1900 SE Pioneer Way
  
4. Southwest
  - a. Broad View Elementary School.....473 SW Fairhaven Drive
  - b. Wal-Mart.....1250 S.W. Erie Street
  - b. Safeway.....31656 SR 20
  - c. Albertson’s.....1450 SE Erie Street
  
5. Central
  - a. Kmart .....32165 SR 20
  - b. North Whidbey Middle School.....67 NE Izett Street
  - c. Oak Harbor Elementary School.....151 SE Midway Blvd.
  - d. Oak Harbor Christian School.....675 E. Whidbey Ave.
  - e. Oak Harbor High School.....950 NW 2<sup>nd</sup> Ave.

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. National Obligations**

In the event of a limited national defense and/or security emergency, City government would support national resource mobilization policies and goals by complying with Federal rules and regulations on resource production, distribution, conservation, and use, as they pertain and are communicated to us through the State Emergency organization.

**B. Assumption of Responsibility**

In the event of a general national defense and/or security emergency, City government would, as required, direct the conservation, distribution (including rationing), and use of those resources essential to the protection and general welfare of the people of the City until effective Federal or State direction and control could be established. The City will not assume responsibility for managing those resources under the jurisdiction of a Federal or State agency capable of providing that function. However, the City will **assist**, if requested by the controlling agency, by providing whatever resources it has available.

**C. Liaison**

In addition to the Liaison position in the EOC, the Director of Emergency Services, along with the Mayor, shall select business or industry representatives to serve as liaison between the private sector resource providers and the EOC, and to act as advisors on production, distribution, and use of resources available.

**D. Authority and Control**

State and local government controls over specific resources and economic activities are assigned by State emergency operations, State statutes, County charter and City ordinances.

There are basic measures or forms of economic stabilization available to the City for mobilization of resources in any emergency. They are designed to achieve two basic purposes: 1) control the use of resources, and 2) increase the supply of resources. The basic measures or forms include:

1. Indirect - Voluntary and indirect control measures include special financial arrangements to encourage expanded function, and training and information through Public Information to solicit voluntary cooperation from the public and from industry.
2. Direct - Mandatory direct control measures include priority systems of distribution, allocation systems, production directives, conservation measures, consumer rationing, anti-hoarding measures, and construction (or restriction) directives.
3. Anti-hoarding - The authority to prohibit the accumulation and hoarding for business, personal or home consumption.
4. Priority - The authority to require that performance under contracts and orders deemed necessary to promote stability after a disaster would take priority over any other contract or order (i.e. National defense and security would be priority over other activities).
5. Allocation - The authority whereby a scarce and critical item, material, commodity or product, could be assigned or reserved for exclusive use.
6. Requisitioning - The authority whereby, in certain urgent circumstances and under certain specified conditions, the City may obtain the use of any equipment, materials, supplies, components or facilities and other real property needed, provided just compensation is made.

**E. Primary Responsibilities**

The primary emergency resource management responsibilities of the City are: to maintain or restore vital facilities and essential public services; provide essential supplies; exercise government control of acquisition and disposition of local resources; and monitor rebuilding and rehabilitation of privately owned homes and facilities; maintain, repair or restore local roads and utilities, provide emergency supplies of water, power and transportation; inspect, demolish and remove debris from hazardous structures and areas; maintain inventory and control of food, water, medical supplies, petroleum products and other essential supplies and equipment; re-supply shelters; monitor emergency shutdowns of industrial facilities; and issue building, electrical and other construction related permits requiring conformity with City, County, and State statutes.

The activities described may be performed in conjunction with other public or private agencies as required.

**F. Mayor (Executive)**

1. Have the primary responsibility for managing locally available resources as authorized by Federal and State plans and laws.
2. Appoint ration, price control, and/or rent boards or any sub-boards or committees which may be required for the City to assume the emergency duties as indicated in the Washington State Emergency Resource Management Plan.
3. Establish specific priorities in the assignment and use of all resources, including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services.

**G. City Council**

1. Responsible for making policy, adopting and enacting ordinances and motions to place economic controls into effect, as authorized by state statutes.

**H. Director of Emergency Services**

1. Provides guidance for City officials on the relative urgency of essential services.
2. Assists the Mayor's office in drafting appropriate ordinances for Council approval.
3. Assists in selecting members at large to serve on boards or committees required to control resources.

**I. Police Department**

1. Provide the necessary security to ensure that stockpiled and/or stored materials and supplies and secured from looting or vandalism.
2. Provide crowd control during distribution of resources.

**J. Parks Department**

1. Coordinate the use of any parks facility for the purposes outlined in this Annex.

**K. Public Works**

1. Insure City of Oak Harbor resources are maintained and cataloged in proper order for use during emergencies or disasters.

**L. Building Division**

1. Evaluation of all buildings or facilities used for stockpiling of resources for health and safety.

**HUMAN RESOURCES**

**I. PURPOSE**

To provide for the recruitment, allocation, utilization and general management of civilian labor forces required for emergency activities essential to emergency response and recovery operations; to insure proper accounting of spontaneous voluntary forces during emergencies.

**II. CONCEPT OF OPERATIONS**

**A. City of Oak Harbor Use of Personnel**

All City departments and agencies or supporting organizations will operate in any disaster using normal and available personnel before requesting additional resources for disaster operations. Where personnel needs are beyond the capabilities of the City of Oak Harbor resource pool, additional resources will be requested through the EOC. The EOC will initiate the necessary procedures to meet the required personnel requirements from the following resources, in priority order:

1. Neighboring jurisdictions
2. County
3. State
4. Federal
5. Volunteers

**B. City Employee Status**

All employees of the City of Oak Harbor are designated as Emergency Workers by City Ordinance 1.10.090. It is the City's policy to assign emergency workers to assignments during an emergency or disaster that best suit their abilities and area(s) of training. This does not preclude the possibility that City employees would be assigned outside their area of abilities under direction of the EOC and/or the Incident Commander in the field.

**C. Human Resources Director**

The Human Resources Director will make full use of the voluntary cooperation generated by a disaster, and of the capabilities of the State Department of Employment Security, labor, management and other groups in coordinating personnel mobilization programs.

The Human Resources Director will identify a member or members of staff to coordinate and assist in this activity.

**D. Activities Coordinated**

The coordination of personnel made available for emergency operations by private sector organizations, including volunteer organizations, will be accomplished through the EOC.

**E. Spontaneous Volunteers**

It is assumed that spontaneous volunteers will be available during any such disaster. Should these individuals appear at a disaster scene or scenes, the Incident Commander will notify the EOC on the number available. Unless needed immediately at the incident site by the Incident Commander, spontaneous volunteers will be assigned appropriately by the EOC.

Appropriate personal information will be obtained from the spontaneous volunteer for the purpose of documenting his/her activities, and to meet state law concerning emergency workers (RCW 38.52).

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. City Government**

The City of Oak Harbor is responsible for the coordination and implementation of Federal, State, County and City programs for the emergency management of available civilian personnel resources within the City of Oak Harbor.

It is the policy of the City of Oak Harbor to utilize all available local personnel resources within the City of Oak Harbor to specifically assist the City in emergency and recovery operations. If it is determined that the City of Oak Harbor pool of available emergency workers is not expended, these resources will be made available to neighboring jurisdictions, County, State, and Federal requests through the EOC, as requested.

The City is responsible for the recruitment and priority referral of available personnel resources to essential emergency services for City agencies and supporting organizations.

The City is responsible for providing guidance in the pre-emergency identification, assignment, and effective utilization of community personnel resources.

**B. City Departments**

1. Each City Department will maintain a list of all active full time, part time, and temporary employees and will maintain call-out data for use during an emergency.
2. Each City Department will work with the Human Resources Department to insure each employee fills out and returns the Family Area Network information.
3. Each City Department will identify volunteer organizations that are, or would likely be, available during a disaster and provide two emergency contact names and phone numbers to the Human Resources Department.

**C. Director of Emergency Services**

1. Maintains liaisons with local, private sector, and personnel resource providers.
2. Assists the Human Resources Department in maintaining a current list of emergency services workers.
3. Assists the Human Resources Department in issuing Emergency Identification Cards to those individuals identified in pre-disaster interviews.

**D. Human Resources**

1. Develops procedures to provide for the effective mobilization of available personnel resources.
2. Coordinates the recruitment and allocation of personnel resources required for essential activities of City government and supporting agencies.
3. Establishes liaison with Island County government for the management of emergency personnel resources and personnel support requests, if required.
4. Establishes liaison with the branch office manager of the Department of Employment Security to coordinate personnel resources and support requirements, if required.
5. Assists City departments and offices in reallocation of existing personnel resources to meet essential needs of City government.
6. Assists the Public Information Officer in preparing news releases on personnel needs and requirements, recruitment and utilization policies, and general management procedures.

**EMERGENCY SUPPORT FUNCTION - 8  
PUBLIC HEALTH AND MEDICAL SERVICES ANNEX**

Primary Agency: Fire Department  
Support Agencies: Whidbey General Hospital  
Island County Public Health Department  
Local Health Providers  
Island County Medical Examiner  
Local Morticians  
Police Department

**I. PURPOSE**

- A. To provide for the organization, mobilization, coordination and direction of emergency medical, emergency health, and emergency mortuary services and resources in a disaster.
- B. To provide for the coordination of emergency hospital services.
- C. To provide for the care of the sick, injured, and deceased resulting from a disaster.
- D. To provide for the coordinated use of medical personnel and communications.
- E. To provide for the systems and methods required to prevent or control disease.

**II. CONCEPT OF OPERATIONS**

**A. Health, Environmental Health and Mortuary Services**

- 1. Emergency health, emergency environmental health, and mortuary services will be directed and controlled by Island County Department of Public Health officials and private health and mortuary providers pursuant to the responsibilities section of this Annex. Department of Health officials may operate from the EOC if needed. The coordination and call - out of the Department of Health will be handled through the Island County Department of Emergency Services. Field locations for operations or emergency operating locations will be established under the direction of the Health Department in accordance with their Emergency Operational Procedures.
- 2. Emergency health and emergency environmental health support of private institutions, business and organizations required in the City of Oak Harbor will be coordinated as much as possible through the Island County Department of Public Health.
- 3. The City of Oak Harbor shall endeavor to keep a current list of emergency health support available within this City.

**B. Emergency Medical Services**

- 1. Emergency medical services organization and mobilization during emergencies will be the responsibility of the City of Oak Harbor Fire Department (see [ESF-4; Firefighting](#)).

2. On-scene management of emergencies will follow the Incident Command System (ICS) as established and adopted by the Fire Department.
3. In the event of structural failure or inaccessibility of medical clinics and hospitals in a disaster, any City facility or temporarily established site may act as a remote emergency clinic, temporary hospital or morgue for its local area until coordination of more permanent facilities can be established by the EOC.
4. Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, temporary hospital, or temporary morgue in any other functional capacity appropriate for the situation.
5. The Fire Department shall establish a system to expand emergency medical support, and provide support to local hospitals in the coordination and establishment of expanded hospital facility needs during an emergency.
6. When activated, the Fire Department will work with the EOC to coordinate expansion of hospital care to field operations when needed.
7. Mutual aid agreements exist with numerous jurisdictions and departments throughout Whidbey Island. Requests for assistance will normally be coordinated through the EOC in conjunction with Island County DES.
8. Communications will be through established channels and the City of Oak Harbor will follow current accepted communications procedures within the Island County medical response community known as "Medical Control", coordinated through Whidbey General Hospital.
9. Transportation for the injured will be coordinated by the Whidbey General Hospital, and may include private carriers.
10. Assignments of patients to hospitals or temporary treatment facilities will be coordinated through "Medical Control."
11. Whidbey General Hospital will provide support for coordination of medical supplies available in Island County upon request.

### **C. Emergency Hospital Services**

1. Medical care for the injured will be provided at local hospitals, temporary treatment, and medical facilities. Direction and control of emergency operations at hospital facilities or medical facilities will be the responsibility of the facility managers, directors, or staff.
2. Whidbey General Hospital is designated as the primary "Medical Control" in a multiple casualty incident (MCI) and Island Hospital (Anacortes) is designated as the alternate or "back-up" control site.
3. Medical Control will coordinate the distribution of patients to hospitals or temporary treatment and medical facilities.

### **D. Scene Response Requirements**

All first responders of the City of Oak Harbor (Police, Fire, Public Works, or Parks) shall:

1. Verify alarms.

2. Prior to arrival of medical personnel (Aid or Medic), assess the situation and inform or advise their dispatcher. Appropriate contact with emergency dispatch personnel will take precedence over other activities.
3. The first responder shall provide as much emergency traffic routing information and patient information as possible or available.
4. First responders shall establish an initial command post and provide first aid until arrival of medical personnel (Aid or Medic).

#### **E. Communications**

1. Communications and coordination of emergency medical service responders is generally handled by I-COM Communications, known as "I-COM".
2. Hospital Emergency Administrative Radio (HEAR) provides the communications network between Medic Units, the hospital designated as "Medical Control" and all other hospitals in the area affecting the City of Oak Harbor. Information transmitted over this frequency will be limited to the following:
  - a. Activation of the "all-call alert" to notify hospitals of the incident.
  - b. Return exchange of hospital patient capabilities from hospitals to "Medical Control".
  - c. The HEAR frequency would be used to relay patient medical information or arrival time to receiving hospitals.

#### **F. Ancillary Services**

1. Disaster relief organizations in addition to the American Red Cross will be requested to provide emergency medical and health services consistent with their resources, personnel and capabilities.
2. Emergency medical, health, and mortuary services, personnel and supplies not available within the City of Oak Harbor will be requested from the Island County Department of Emergency Services through the Island County EOC.
3. Private ambulances or other private transport units may be used, including buses, to transport patients. The Director of Emergency Services will coordinate this through the EOC.

#### **G. Temporary Mortuary Services**

1. In the event of a large number of fatalities, temporary morgue facilities may be set up through the use of semi-tractor/trailer refrigeration units until such time as other facilities are available.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A. Providers**

Medical, health, mortuary, and hospital services are provided to residents of the City of Oak Harbor primarily by the Oak Harbor Fire Department, Whidbey General Hospital (North Whidbey EMS), Island County Department of Public Health, and private hospitals. Additional medical, health, and mortuary services are provided by numerous

private medical service providers. All unassigned City personnel shall be made available for duties related to a mass casualty incident as necessary.

## **B. Additional Providers**

Non-City government, private, or non-profit organizations will be requested to support the City of Oak Harbor medical, health, and mortuary services and hospitals by providing emergency services consistent with their abilities and capabilities.

## **C. Fire Department**

1. The Fire Department shall develop an inventory of medical facilities, clinics, medical personnel, medical transportation, communications, and supply sources as published in supporting documents.
2. The Fire Department officer in charge of the incident shall establish incident command and provide initial incident evaluation to ensure appropriate coordination of resources and mitigation of the incident.
3. Assure that the implementation of the Simple Triage and Rapid Treatment (S.T.A.R.T) system is not delayed pending the arrival of the primary medic units. Then the Incident Commander shall insure that all responsibilities of the Medical Group Supervisor position are completed.
4. The Director of Emergency Services' responsibilities shall include but are not limited to: fire suppression, rescue and mitigation of mass casualties.
5. Coordinate all aspects of medical care and transportation of patients at a specific scene, including but not limited to: triage, treatment, transportation and set-up of an initial morgue area.
6. Contact Whidbey General Hospital as the appropriate disaster medical control facility.
7. Provide assistance to health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing medical care for patients that cannot be evacuated.
8. Provide incident status and operational needs to the EOC at regular intervals.
9. Evaluates the on-scene situation and determine whether or not there is a need for post incident Critical Incident Stress Debriefing (CISD).
10. Provide initial coordination and notification of outside agencies providing operational support based on requests for assistance from field personnel.

## **D. Local Hospitals**

1. Provide a liaison at the EOC when appropriate for coordination of operations.
2. Coordinate movement of patients from the field to area hospitals through "Medical Control".
3. Coordinate the establishment of temporary medical facilities with the EOC and the Fire Department.

**E. Island County Public Health Department**

1. Organization and mobilization of public health services during an emergency.
2. Monitor potential causes of communicable diseases in the wake of a disaster.
3. Identify and coordinate activation of additional mental health professionals when needed.
4. Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate.
5. Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation and food.
6. Provide inoculation of individuals if warranted by threat of disease.
7. Provide information on health department activities to the EOC.

**F. Island County Medical Examiner**

1. Coordinate with the local morticians to expand mortuary services as appropriate to the situation.
2. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
3. Coordinate activities with the EOC, morticians, police, and incident commander(s).
4. Provide liaison at the EOC to assist in coordination of activities when appropriate.

**G. Local Morticians**

1. Assist the medical examiner in establishing temporary morgues and transporting and storing corpses until final dispositions are determined.
2. Provide liaison at the EOC to assist in coordination activities when requested.

**H. Police Department**

1. Provide assistance to the medical examiner in the identification of deceased victims.
2. Provide security to field morgue operations and facilities.
3. Provide perimeter control at incident scenes when requested.

**EMERGENCY SUPPORT FUNCTION - 9  
SEARCH AND RESCUE ANNEX**

Lead Agency: Police Department  
Support Agencies: Fire Department  
Human Resources Department  
Director of Emergency Services

**I. PURPOSE**

To provide for the coordinated control and use of available urban search and rescue, specialty rescue, and wilderness area search and rescue operations.

**II. CONCEPT OF OPERATIONS**

**A. Responsible Agency**

The Chief of Police for the City of Oak Harbor will conduct urban search and rescue operations in buildings that have been damaged during a natural or man-made event. **(State law places responsibility for Search and Rescue with the chief law enforcement jurisdiction. However, practically speaking, the fire and rescue agencies will be the lead agency in conducting building search and rescue.)**

Local resources will be used as available. When local search and rescue resources are exhausted, or if needed specialty resources are not locally available, assistance will be requested through the Island County DES.

**B. Resources Used**

The existing search and rescue resources consist of Fire and Police Department personnel, qualified volunteer search and rescue units, and explorer posts. These shall be the nucleus around which operations may be expanded and conducted in a major emergency or disaster. Any person used for search and rescue operations will be appropriately registered as an emergency service worker.

**C. Priorities**

The search for a recovery of bodies will be conducted secondarily to rescue of survivors or potential survivors. Once all efforts have been extended to surviving victims and the environment will allow for safe operations by search and rescue personnel, recovery of bodies will take place.

**D. Fire Department Expertise**

The Police Chief or his/her designate may request Fire Department assistance through normal communications channels and will set up a unified command post at the scene for coordination of activities.

**E. Call Out**

Should an incident present a situation that is beyond the City of Oak Harbor capabilities, the Incident Commander or the Chief of Police will request assistance for Search and Rescue units through ICOM Communications Center. If the search and rescue operation is in conjunction with a disaster that has activated the EOC, the call out of additional support personnel will be coordinated through the EOC.

**III. ORGANIZATION AND RESPONSIBILITIES**

The Police Chief, as the chief law enforcement officer of the City, is responsible for search and rescue operations within the City. The Director of Emergency Services shall be responsible for coordinating and supporting actual administrative and field operations with other local governments, volunteers, and other support units, as required.

**A. Police Department**

1. Assumes responsibility for the direction and control of search and rescue activities and supporting units and organizations.
2. Advises the Mayor's office when search and rescue operations may warrant media attention.
3. Initiates all necessary documentation on staff and equipment use during search and rescue operations.
4. Assigns staff personnel (one or more) as the Search and Rescue Coordinator. For the purposes of this Annex, the designated on-duty Sergeant shall be the coordinator unless otherwise assigned.

**B. Fire Department**

1. Will assign a Coordinator within the Fire Department to act as a liaison with the Police Department.
2. Will provide any necessary staff or equipment as requested by the Police Department.

**C. Human Resources**

1. Provides for the registration of emergency service search and rescue workers for employee status under WAC 118-04.

**D. Director of Emergency Services**

1. Notifies the State Emergency Management Division of all search and rescue missions; obtains mission number at the request of the Police Department.
2. Notifies the Island County Office of Emergency Management of any significant search and rescue efforts.
3. Coordinates outside resources, as necessary, through Island County DES.
4. Forwards all records of personnel involved in search and rescue to the State for accounting in mission activities.

5. Works with the Finance Director and the Compensation Board in processing compensation claims (medical and property loss/damage) arising from search and rescue missions, for volunteers or political subdivisions, as necessary (see RCW 38.52.210 – “The compensation board shall be composed of the mayor; the director of emergency management; one councilmember or commissioner selected by the council or the commission; the City attorney or corporation counsel; and the local coordinator of medical and health services.”).

**EMERGENCY SUPPORT FUNCTION - 10  
OIL AND HAZARDOUS MATERIALS ANNEX**

Lead Agency: Fire Department  
Support Agencies: Director of Emergency Services  
Northwest Clean Air Agency

**I. PURPOSE**

To provide procedures and an organizational capability within the City of Oak Harbor to detect, measure, report, and reduce hazards involving any hazardous substances or material, including radioactive materials.

**II. CONCEPT OF OPERATIONS**

**A. Primary Response Agency**

The City of Oak Harbor Fire Department has the primary responsibility for responding to and coordinating additional response, evacuation, or other measures in the event of a radiological/technological hazard. The City of Oak Harbor Fire Department has in place mutual aid agreements and will maintain its relationship to other agencies that coordinate together to form the Haz-Mat team(s).

1. Haz-Mat Coordination

The Fire Department will maintain a current list of private contractors or vendors for clean-up responsibilities.

**B. Organization Support**

The Fire Department will, when necessary, coordinate through the Director of Emergency Services on any such incidents which will require the movement of people, sheltering, food, bedding or clothing requirements.

**C. Coordination**

The Fire Department will coordinate with outside agencies as required.

**D. County/State Assistance**

In the event of a radiological event that is beyond the Fire Department's capabilities, the Director of Emergency Services or his/her designee will request County and/or State assistance.

**E. Radiological Policy**

The City of Oak Harbor recognizes the potential use of nuclear weapons, although reduced, still exists. However, the policy of the City of Oak Harbor is to prepare for isolated incidents or events caused by random terrorist activity that may be related to a radiological release.

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. Fire Department**

The Fire Department has the primary responsibility for radiological/technological hazard materials incidents and shall coordinate, when necessary, with the EOC as required.

**B. Director of Emergency Services**

1. Will provide necessary support to the City of Oak Harbor Fire Department as required.
2. Shall serve or appoint a radiological officer to coordinate the City's radiological equipment and training.

**C. City Departments**

1. City Departments will coordinate, as necessary, with the Fire Department and notify them when hazardous materials or radiological issues come to their attention.

**D. Island County Department of Health**

1. Island County Health shall have the primary responsibility for determining when a contaminated site is safe for re-occupancy.

**F. Federal Government**

1. The Coast Guard shall provide necessary support for Hazardous Materials or other issues related to the navigable waterways through the operation of the National Response Center (NRC).
2. The Federal Emergency Management Agency (FEMA) shall provide guidance and support for drills and exercises, and coordinate information in this region regarding radioactive fallout potentials, survival supplies, and emergency and operational status reports.
3. The Environmental Protection Agency (EPA) will provide necessary support to the Fire department as required, and responds with advice and technical resources to protect the environment from all types of hazardous substances.

**G. Northwest Clean Air (Air Pollution Authority (NWAPA))**

1. NWCA shall provide support, as necessary, to the Fire Department, and responds with advice and technical assistance and resources on identified incidents.

## **H. State Government**

1. The Department of Ecology provides on-scene coordination, technical information on containment, cleanup, disposal and recovery, environmental damage assessment, laboratory analysis and evidence collection for enforcement actions for non-radioactive environment threatening hazardous materials incidents, as required.
2. The Washington Military Department Emergency Management Division provides 24 hour capabilities to receive notifications of incidents and requests for assistance and initial notification to local, state, and federal response organizations.
3. The Washington State Department of Fisheries will coordinate and provide resource information on potential or actual fish and fish habitat damage and cleanup.
4. The Department of Transportation (DOT) will coordinate and provide personnel and equipment needed to establish traffic control and cleanup activities on state roads and interstate highways. DOT requests off of state or interstate routes must be made through the County office of Emergency Management.

## **I. State Patrol**

1. The WSP acts as designated Incident Command for hazardous materials incidents on all interstate and state highways unless the local jurisdiction assumes that responsibility. The City of Oak Harbor has assumed that responsibility.

**EMERGENCY SUPORT FUNCTION - 11  
AGRICULTURE AND NATURAL RESOURCES ANNEX**

Lead Agency: Oak Harbor Finance Department  
Support Agencies: Oak Harbor Finance Department  
City of Oak Harbor Equipment and Purchasing Coordinator  
Oak Harbor Police Department  
Island County Public Health Department  
American Red Cross

**I. PURPOSE**

Determine nutrition assistance needs, obtain appropriate food supplies, and arrange for delivery, control, and distribution of the supplies. Respond to animal and plant diseases and pests, including outbreak of highly contagious or economically devastating disease.

**II. CONCEPT OF OPERATIONS**

**A. Normal Operations**

Elected and appointed head of City departments and offices will operate under the City of Oak Harbor municipal code and/or the appropriate ordinance(s) for authorizing normal and emergency purchase of supplies, food, and equipment. Established procedures for procurement of supplies, food, and equipment will be followed by all departments and divisions, as set out by the Director of Finance.

**B. Disaster Operations**

Where the magnitude of the disaster is such that the City of Oak Harbor cannot support emergency operations logistically from local resources, the Director of Emergency Services will coordinate requests for supplemental supplies, food, and/or equipment with other local jurisdictions, the County, and the State Emergency Management Division.

**C. Priority Use of Resources**

The City of Oak Harbor recognizes its responsibility to properly manage food and other resources that may be in short supply in a disaster. In case of the need of emergency control of food resources, the City will prioritize the distribution of food to insure all segments of the population are adequately treated.

Emergency workers actively participating in the response and recovery efforts will receive appropriate rations of food and water commensurate with the activities involved.

**D. American Red Cross**

The American Red Cross shall be the primary provider and coordinator of mass feeding under emergency circumstances.

**E. Public Information**

The public will be informed as to the status of food and other supplies that may be needed, the location where distribution will take place, the time or times when such distribution will take place, and where the public may go to advise the Director of Emergency Services about shortfalls or needed supplies not listed in public information press releases ([see Basic Plan, Appendix 3](#)).

**III. ORGANIZATION AND RESPONSIBILITIES****A. City Departments and City Council**

1. Request all emergency procurement of supplies shall be through the City of Oak Harbor Equipment & Purchasing Coordinator, except as provided by ordinance and/or specific procedures issued.
2. Request all emergency procurement of supplies not available through the Equipment & Purchasing Coordinator through the EOC or, if not activated, through the Director of Emergency Services.
3. Provide necessary support to the Equipment & Purchasing Coordinator for coordinating, supervising, documenting, and managing the procurement of supplies and other materials in a disaster.

**B. Director of Emergency Services**

1. The Director of Emergency Services shall work closely with the Equipment & Purchasing Coordinator for the procurement supplies and other materials not available through normal channels (i.e., through County or State government).

**C. Finance Department**

1. The Finance Department will establish procedures as necessary for the procurement of emergency supplies and equipment not covered within normal City ordinances or emergency procedures.

**D. Equipment & Purchasing Coordinator**

1. The Equipment & Purchasing Coordinator shall be the central point of contact with private sector suppliers, and shall be given the necessary support when requested.
2. The Equipment & Purchasing Coordinator will assist the Department of Emergency Services office in preparing and maintaining lists of available essential supplies and equipment.
3. The Equipment & Purchasing Coordinator will establish and maintain liaison with the private sector and government resource providers.
4. Assist the Director of Emergency Services in determining priorities for procurement of supplies and equipment based on justification provided by requesting entities or citizens.

**E. Police Department**

1. The Police Department will insure to the extent possible the safety of supplies in transit, and will insure that crowd control measures are in place at distribution points established by the Director of Emergency Services.

**FOOD SUPPLIERS/GROCERS**

Albertsons .....	1450 SW Erie St.....	(360) 279-8829
Saars Market Place.....	32199 SR 20.....	(360) 675-3000
Safeway.....	31565 SR 20.....	(360) 679-3011
Prairie Market Red Apple .....	408 Main St, Coupeville .....	(360) 678-5611

## **EMERGENCY SUPPORT FUNCTION - 12 ENERGY ANNEX**

Lead Agency: Public Works Department  
Support Agencies: Puget Sound Energy

### **I. PURPOSE**

To maintain a liaison with public utilities providing services within the City of Oak Harbor and coordinate the continued emergency services of public utilities necessary to provide essential services.

### **II. CONCEPT OF OPERATIONS**

#### **A. Requirements**

When the requirement for coordinated use and mobilization of public utility resources is necessary to the City of Oak Harbor operations, or for the protection of life and property, the Director of Emergency Services will assign staff to the Utilities Unit of the Operations Section (See [Emergency Operations Guidelines](#)).

#### **B. Utilities - Expectations of City**

All public utilities, whether publicly or privately owned, will be expected to manage and operate the utility within their own service areas, providing emergency services based upon City requirements and their capabilities.

#### **C. Capabilities Exceeded**

When requests for public utility resources cannot be filled locally, requests for utility support will be made through the EOC. The EOC staff Utilities Unit will forward requests for assistance through the County and/or State EOCs.

#### **D. Utilities Operation**

To the maximum extent possible, and within the limitations imposed by either the Federal or State government, public utilities will continue to provide emergency service through their normal means. However, if curtailment of service is required, the systems will, under the control of the City of Oak Harbor government if required, comply with such curtailment.

#### **E. Utilities Unit**

The Utilities Unit will act as the liaison with public utilities not under the direct control of the City, should no representative be in the EOC. The Utilities Unit will coordinate emergency utility services from the EOC when required.

**F. Public Information**

The Utilities Unit, in conjunction with the utility providers and the Public Information Officer, will maintain an information program to keep the public and other utilities informed as to services available, restrictions, and requirements.

**G. Compliance**

The Public Works Department will provide personnel and equipment necessary to ensure that the public utilities are in compliance with State Statutes, Federal Law, and local codes, through inspections, review of designs, and construction management, to the extent possible under emergency conditions.

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. Public/Private Utilities**

1. All public and private utilities are expected to operate and manage their organizations and provide emergency services based on requirements and capabilities.

**B. Public Works Department/Utilities Unit**

1. Coordinates inspection of emergency utility work if the work falls within the normal purview of inspections.
2. Reviews emergency utility designs and construction within the normal purview of responsibilities.
3. Establishes a liaison with all public utilities providing essential services to the City, as needed or required.
4. Conducts emergency utilities liaison services from the EOC.
5. Advises the Emergency Preparedness Council and the Director of Emergency Services, utility service status.
6. Advises utilities of essential emergency services needed to protect life and property.
7. May assign clerical or communications support to the EOC to assist in maintaining close communications with all utilities in a major disaster.

**EMERGENCY SUPPORT FUNCTION - 13  
PUBLIC SAFETY ANNEX**

Lead Agency: Police Department  
Support Agencies: Island County Sheriff's Office

**I. PURPOSE**

Provide public safety and security to support incident operations, including threat or pre-incident and post-incident situations. Provide effective coordination of local law enforcement operations and resources during major emergencies and disasters.

**II. CONCEPT OF OPERATIONS**

**A. Lead Agency**

Oak Harbor Police Department is the lead agency for the coordination of law enforcement activities within the City of Oak Harbor.

**B. Coordination of Activities**

The Chief of Police will designate an EOC representative to assist in the coordination of field activities and resources associated with an emergency or disaster. The EOC staff shall provide efficient direction, control and coordination of emergency police enforcement services.

Mobilization of personnel and equipment will be determined by the degree of mobilization required to handle an event or series of events, and may include the activation of mutual aid agreements already in place. The operational structure of the Police Department may be modified during emergency operations.

When necessary, a field command post(s) may be established and staffed to handle field operations. Under widespread events, the field command post may be a department operations center linked to the EOC for coordination.

Field communications posts may be established whenever the disaster requires the response of multiple agencies and the coordination of police activities with those agencies in the field.

The Incident Command System will be followed at command posts. The On-Scene Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. Co-located or unified command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

**C. Communications**

The Police Chief or his/her designee will designate a communications support person to operate back up communications equipment in the EOC when requested by the Director of Emergency Services. This will be requested to supplement regular communications capabilities and provide for coordination and/or allocation of City resources. In no case shall the EOC be utilized to be a radio communications site in place of regular communications procedures unless absolutely necessary.

The alert system utilized to mobilize police department personnel shall be the call out system established with the Police Department. Back up notification shall be by emergency public information outlets.

**D. Outside Agency Assistance**

In the event that the police department requests outside assistance under mutual aid agreement or under emergency or disaster requests, the unified command structure will be utilized when at all possible.

**E. Military Support**

The Police Chief or his/her designee will coordinate activities with the on-scene military commander in the event military troops are utilized to maintain order or assist in other activities.

**III. ORGANIZATION AND RESPONSIBILITIES**

**A. Police Chief**

1. The Chief of the Oak Harbor Police Department is responsible for the direction, control, and coordination of emergency police services for City government. Emergency police services will be provided through the personnel and equipment available within the department and/or supported through mutual aid, if required.
2. The Chief shall issue instructions to ensure coordinated and effective deployment of personnel and equipment.
3. The Chief will inform the Mayor to emergency police activities related to the disaster, as appropriate, through the Emergency Preparedness Council briefing.
4. The Chief will request assistance and/or mutual aid from neighboring police agencies, Island County, State and Federal law enforcement departments, though the EOC.
5. Periodically conduct/coordinate briefings pertaining to law enforcement activities for key officials as requested.
6. Appoint an Operations Section Law Enforcement Unit staff member for the EOC.

**B. Police Department**

1. Determines personnel and equipment needs for conducting field operations.
2. Establishes field command posts and staging areas as required.
3. Establishes vital facility and supply security and area access controls.
4. Coordinates evacuations of endangered areas as necessary.

**Mutual Aid Example and List of Agencies Signing Mutual Aid**

A copy of the mutual aid agreement and the list of agencies signing the agreement with the City of Oak Harbor Police Department are kept in the files of the office of the Chief of Police.

Police Department Emergency Operational Procedures and Unusual Occurrence Procedures are confidential in nature, and are kept on file with the department.

**EMERGENCY SUPPORT FUNCTION - 14**  
**LONG-TERM COMMUNITY RECOVERY ANNEX**

Lead Agency: Director of Emergency Services  
Support Agencies: All City Departments

**I. PURPOSE**

To provide guidance in reporting long-term community recovery information to state and local emergency management agencies. Coordinate mechanisms and requirements for post-incident assessments, plans, and activities; including the needs of special needs populations. Identify long-term environmental restoration issues, coordinate with animal welfare and agricultural stakeholders and service providers in long-term community recovery efforts.

**II. OPERATIONAL CONCEPT**

Upon activation of the City of Oak Harbor's EOC, a call-out will be conducted to each City department to inform them of the activation.

- A. Department Heads will provide a representative to the EOC if response activities involve their department's resources or at the request of the Director of Emergency Services.
- B. Department Heads or their designees will report the following information to the EOC: situation status, resource status (personnel, equipment, and facilities), preliminary damage assessment, and projected needs.
- C. The Director of Emergency Services and Department of Community Development will compile the information necessary to provide Island County Department of Emergency Management and Washington State Division of Emergency Management with a reasonable account of the situation. State Form DCD/EMD 105A will be used for this purpose. The information will be updated as necessary throughout the event.
- D. A copy of any local declaration of emergency will be sent in the most expedient means possible (telephone, radio, facsimile, teletype) to the Island County Department of Emergency Services and the Washington State Division of Emergency Management. Any request for assistance from state or federal agencies or requests beyond the purview of ordinary mutual aid agreements will be handled in like manner.

SEE [ESF-5 -- EMERGENCY MANAGEMENT AND APPENDIX REPORTS 1 AND 2.](#)

**EMERGENCY SUPPORT FUNCTION - 15  
EXTERNAL AFFAIRS ANNEX**

ESF Coordinator:

Primary Agency: Mayor

Support Agencies: Director of Emergency Services  
Police Department

**I. PURPOSE**

To provide for the most effective use of federal assistance made available to the City of Oak Harbor during a disaster.

**II. CONCEPT OF OPERATIONS**

**A. Channels**

Requests for federal assistance to alleviate emergency conditions will be supported by proper authorization issued by the Mayor and submitted to the Governor through the Director of Emergency Services and the State Division of Emergency Management.

**B. City Resources Used First**

Federal assistance will be requested to complement, and not be a substitute for, full City of Oak Harbor participation in disaster operations. City government resources will be used first to support emergency requirements, with military resources being used only as necessary to support City capabilities.

**C. Assets Committed**

All City of Oak Harbor government assets available at the time of emergency operations will be committed to the relief efforts prior to military resources being utilized.

**D. Release of Federal Support**

Federal personnel or equipment will be released from City government support operations as soon as possible upon the restoration of law and order and/or services normally provided by the City.

**E. Coordination**

Federal assistance operations will be coordinated through the EOC to ensure a common understanding of emergency service requirements for military support and capabilities, and to provide for the exchange of pertinent intelligence information.

### **III. ORGANIZATION AND RESPONSIBILITIES**

Only the Mayor, or his/her successor, may request federal assistance from the Governor of the State of Washington. This request is to be channeled through the Director of Emergency Services and proper channels for approval by the Governor.

#### **A. Mayor's Office**

1. Authorizes and approves all requests to the Governor and/or military unit commanders for emergency federal assistance, except under conditions where written or oral delegated authority is actually delivered to meet rapidly developing events.

#### **B. Director of Emergency Services**

1. Forwards all City of Oak Harbor requests for federal assistance to the Washington State Division of Emergency Management.
2. Coordinates federal support operations with military unit commanders and City officials.
3. Makes all required reports to the Washington State Emergency Management Division after a federal support operation.
4. Notifies the Island County Department of Emergency Services on any federal support operation request.

#### **C. Police Department**

1. Shall designate a ranking staff officer to act as a liaison with any federal operation(s) in the City of Oak Harbor.

## **EMERGENCY SUPPORT FUNCTION - 16 EVACUATION AND MOVEMENT**

Lead Agency: Mayor  
Support Agencies: Director of Emergency Services  
Public Works Department  
Fire Department  
Police Department

### **I. PURPOSE**

To provide for and assist in the coordinated evacuation or temporary relocation of all or part of the population of the City of Oak Harbor from any area when that population is threatened or stricken by a natural or technological disaster.

### **II. CONCEPT OF OPERATIONS**

#### **A. Responsibility**

In the event of an incident requiring the evacuation of all or part of the City, the evacuation order may be issued by the Mayor, the Director of Emergency Services, Police Chief, or Public Works Director. On-scene Incident Commanders may issue evacuation orders to mitigate dangerous and /or life threatening situations. Except in situations where there exists an immediate life threatening situation, evacuation efforts shall be coordinated through the EOC (EOC).

#### **B. Scope**

It is likely that a major evacuation will affect surrounding jurisdictions. To aid in the coordinating of evacuation activities in or near the risk area or affected by movement of people, the EOC will coordinate with State, County, and local jurisdictions.

#### **C. Activation of the EOC**

The individual ordering an evacuation shall request the Director of Emergency Services to activate the EOC any time there is a need to evacuate individuals to public shelter or across jurisdictional boundaries.

#### **D. Control**

The City of Oak Harbor will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC.

#### **E. Highest Ranking Official Responsible**

Evacuation orders shall be issued by the highest ranking official available at the time of the emergency. Evacuation information shall be clear and direct as to provoke an

immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel whenever possible.

**F. Special Needs and Mass Transit**

Any provisions for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case by case basis, according to the specific needs of the situation.

**G. Fallout Area**

The City of Oak Harbor would experience radioactive fallout area in the event of a nuclear device detonation as a result of war or terrorist attack. It is anticipated that in the event of a nuclear threat, citizens may choose to spontaneously evacuate. Direction and control during an evacuation of this type will be limited to recommending evacuation routes, traffic control where possible, and coordination with jurisdictions outside the threat area for reception and shelter requirements.

**H. Information**

Dissemination of evacuation information shall be through the procedures designated in Annex B Warning and Communications ESF as appropriate.

**III. ORGANIZATIONS AND RESPONSIBILITIES**

**A. Mayor**

1. Issues a local Emergency Proclamation and evacuation orders when appropriate.

**B. Director of Emergency Services**

1. Issues evacuation orders in the absence of a higher authority.
2. Appoints a Public Information Officer to prepare media releases and emergency public information.
3. Activates the EOC as appropriate.
4. Coordinates the use of resources for involved agencies.
5. Communicates and coordinates with nearby jurisdictions, including Island County, Island Transit, and the State regarding emergency activities, including evacuation routes, destination areas and reception/shelter centers.
7. Coordinates the dissemination of emergency public information, as needed by the Public Information Officer. Coordinates the activation of the Emergency Broadcast System (EAS) through Island County.

**C. Public Works Department**

1. Provides assessment of transportation routes, identifies alternate routes, and provides temporary traffic control measures/devices and operational control of traffic signals when appropriate.
2. Coordinates public transportation resources planned for use in an evacuation and coordinates with outside resources, including Island Transit, School Districts, Para-transit organizations, etc., through the EOC.
3. Provides for the removal of debris or other transportation obstacles from evacuation routes when requested.
4. Provides for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.

**E. Fire Department**

1. Provides direction and control for evacuation when designated as the lead agency.
2. Provides support to the EOC in dissemination of evacuation information to the public.

**F. Police Department**

1. Provides internal and perimeter control and security of the evacuation area.
2. Provides for emergency traffic control in and around the evacuation area.
3. Coordinates evacuation activities with other law enforcement jurisdictions and with the State Patrol when appropriate.
4. Provides direction and control for evacuation efforts when designated as the lead agency or provides support to any other lead agency in evacuation efforts affecting the City of Oak Harbor populous.
5. Provides dissemination of evacuation information to the public as appropriate.

**EMERGENCY SUPPORT FUNCTION - 17  
DAMAGE ASSESSMENT ANNEX**

**(Safety Assessment Program - ATC-20)  
Post Earthquake Safety Evaluations of Buildings**

Lead Agency: Development Services Department  
Support Agencies: Director of Emergency Services

**I. PURPOSE**

The implementation of a detailed safety assessment program during the early hours after a disaster will give the City critical information on the type of damage in the community, and help establish priorities for additional inspection.

**II. CONCEPT OF OPERATIONS**

**A. General**

The goals of a safety assessment program are to identify structures that are and are not safe to occupy and, thereby, to get as many people as possible back into their homes and buildings as soon as possible.

To assist the City in this task, a state and federally recognized/organized resource pool of qualified and trained, volunteer engineers, architects, and building inspectors are maintained within the State of Washington. Safety Assessment Volunteers will be requested through the City Building Department and coordinated through the Director of Emergency Services.

The Safety Assessment Program uses a document developed by the Applied Technology Council, Procedures for Post Earthquake Safety Evaluations of Buildings, as the basis for determining building safety. Sometimes referred to as ATC-20, the document has been provided to most building departments.

**B. Initial Reporting**

Part of the Safety Assessment Program is a set of placards indicating the condition of inspected buildings. The current version has three placards: INSPECTED, RESTRICTED USE (limited entry), AND UNSAFE. INSPECTED placards are commonly green, RESTRICTED USE are yellow, and UNSAFE are red. These placards refer to the immediate condition of the building at the time of inspection; they are not engineering evaluations or notification of demolition.

Buildings which have been tagged with a "Limited Entry" or an "Unsafe" placard are required to have an additional evaluation by the owner's engineer/s to establish any allowable occupancy and structural repairs in conjunction with the Building Official. If the owner is absent, occupancy would be determined by the Building Official.

### C. City Department Reporting/Assignments

The Development Services Department is responsible for coordinating the Safety Assessment Program. All reporting forms will be copied and returned to the Director of Emergency Services at the end of each workday.

### D. Use of Reports

Reports will provide the basis for:

1. Briefings of the Emergency Preparedness Council
2. Briefings of government officials
3. Requests for assistance
4. Allocation of essential resources
5. Damage assessment
6. Dissemination of information

### E. Action Checklist

1. Identify types of buildings that will be given priority for inspections (e.g. essential City service facilities, mass care facilities, hospitals, schools, jails).
2. Establish phone numbers to handle phone call requests for inspections.
3. Create a database to manage records of damaged buildings and to provide daily reports of building status.
4. Request additional inspectors to help with Safety Assessments through the DES. This request can then be transmitted to the county and then to the state if necessary. This assures the most effective use of resources and makes reimbursement easier. (NOTE: Safety assessments are reimbursable from FEMA if a Presidential Declaration is declared; damage assessments, as required for Preliminary Damage Assessments [PDA's], are not.)
5. Make sure there are additional copies of Procedures for Post Earthquake Evaluations of Buildings (ATC-20) and of the Field Manual (ATC-20-1) to give to volunteer inspectors. Also have ample supplies of the placards and evaluation forms.
6. Clarify the role of other designated inspection groups, such as the fire department (for occupancies), the state for inspection of schools, City, state, and federal buildings.
7. The City will be responsible for providing the volunteers with food, lodging and transportation. If necessary, make arrangements with local restaurants and hotels to provide these services. These costs are reimbursable if there is a Presidential Disaster Declaration.
8. In order for the volunteers to post buildings with official jurisdiction placards, they need to be accompanied by an assigned City representative. It is simplest to deputize the volunteers as deputy building inspectors. The volunteers should be registered as Disaster Service Workers with the state. This can be accomplished through the Director of Emergency Services in advance, or at the time of the incident.

9. Those performing safety assessments will be, in many cases, the first "officials" seen by citizens. Develop information lists for use by safety assessors with addresses and phone numbers of:
  - a. first aid stations
  - b. emergency shelters
  - c. food and water distribution centers
  - d. emergency agencies
  - e. utility companies
  - f. Disaster Application Centers (DAC)

Much of this information will need to be provided after the event when damage locations are known.

**EMERGENCY SUPPORT FUNCTION- 18  
RELIGIOUS AND VOLUNTARY AGENCY AFFAIRS**

Lead Agency: Chaplains, Police and Fire  
Support Agencies: Local Church leaders

**I. PURPOSE**

- A. To provide an organized group within the City of Oak Harbor government to assist emergency preparedness workers.
- B. To coordinate and provide spiritual direction, counseling and leadership to those that may request or need such care.
- C. To coordinate the use of churches and private schools in their use as mass care and social service activities or needs.
- D. To assist in the dissemination of emergency information and instructions to the population.
- E. To promote voluntary groups within the City of Oak Harbor at both the residential and business level.

**II. CONCEPT OF OPERATIONS**

**A. Police and Fire Department Lead**

The chaplain programs available through the Oak Harbor Police and Fire Departments will be used in disaster or emergency situations, if appropriate.

**B. Chaplain Role in Disaster**

The chaplains on call during an emergency situation will be used to minimize potential injury and damage, expedite recovery operations, and encourage the public through public information avenues.

**C. Local Churches Role**

The local churches in the City of Oak Harbor shall be asked to volunteer resources and personnel to support emergency operations.

**D. Chaplain Liaison**

The chaplains available to the City will provide a liaison to the City's EOC if requested.

**E. Denomination Responsibility**

The executive head of each denomination will be responsible for the religious leadership and action taken by respective denominational groups. The City of Oak Harbor does not promote nor involve itself in the religious affairs of any organization or any segment of the population.

**F. City Use of Volunteers Not Restricted**

The City of Oak Harbor will work with any denominational group that volunteers resources, time, or personnel.

**G. Denominational Non-Discrimination Encouraged**

The City of Oak Harbor encourages all denominational groups to provide assistance without regard to spiritual faith, social status, or race.

**H. Other Groups**

Other volunteer groups that can provide resources will be utilized to the greatest extent possible during and after a disaster. Such groups include the Community Emergency Response Teams (CERT).

**III. ORGANIZATION AND RESPONSIBILITIES**

The coordination of religious affairs will be done through the Chaplain program of the Oak Harbor Fire and Police Departments.

The coordination of other volunteer groups will be processed through the Department of Emergency Services.

It is expected that, during a major disaster, spontaneous volunteers will arrive. The coordination of spontaneous volunteers will be handled through the American Red Cross.

**EMERGENCY SUPPORT FUNCTION- 19  
ANIMAL CARE ANNEX**

Lead Agency: Police Department (Animal Control)  
Support Agencies: WAIF  
American Red Cross  
WSU Cooperative Extension

**I. PURPOSE**

- A. To address the needs of animals following an emergency or disaster by providing emergency care and shelter and supporting congregate shelter and basic animal needs provided through private organizations.

**II. CONCEPT OF OPERATIONS**

- A. The Oak Harbor Animal Control Holding Facility, non-emergency operations:
  - 1. Operated by the City of Oak Harbor for lost and found animals.
  - 2. This facility is not an Animal Shelter. Animals cannot be dropped off or adopted from this location.
  - 3. Stray animals picked up by the City Animal Control Officer or the Oak Harbor Police Department will be taken to this location.
  - 4. Animals remain at this location for six (6) days, after which, animals are transferred to another location by the Whidbey Animal Improvement Foundation (WAIF).
- B. The Whidbey Animals' Improvement Foundation (WAIF) provides services for animal-related problems and issues
- C. Requests for disaster services may be directed to the individual care providers or may be coordinated through the Incident Command Post.
- D. A designated Disaster Veterinarian Coordinator maintains lists of local Veterinarians, Animal Health Technicians, and facilities that will provide disaster assistance for pets and animals
- E. 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. Efforts will be made to coordinate pet concerns with local care providers.

**III. RESPONSIBILITIES**

- A. City of Oak Harbor Animal Control Holding Facility
  - a. Provides public information about emergency/disaster considerations for animals.
  - b. Provides information and/or services for the disposal of dead animals.

- c. Provides emergency feeding and limited emergency shelter for animals.
- d. Provides limited emergency care for pets brought to public shelters or congregate care facilities.

B. WAIF

- a. Provides public information about emergency/disaster considerations for animals.
- b. Provides information and/or services for the disposal of dead animals.
- c. Provides emergency feeding and limited emergency shelter for animals.
- d. Provides limited emergency care for pets brought to public shelters or congregate care facilities.

C. WSU Cooperative Extension

- a. Provides assistance and acts as a liaison for the care and treatment of domestic livestock.

D. Office of Emergency Management

- a. Maintains contact with a designated local Disaster Veterinarian Coordinator who may assist in the coordination of care providers and local veterinarians concerning animal related disaster issues.