



**CITY OF OAK HARBOR
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN
AND
IMPLEMENTING PROCEDURES
2019 - 2024**

*This document has been reviewed and approved by the
State of Washington Military Department Emergency Management Division
as required under Title 38.52.070 RCW.*

*The City of Oak Harbor Comprehensive Emergency Management Plan
addresses lawful requirements, is consistent with the Washington State CEMP,
and incorporates industry best practices.*

***This document is to be updated and submitted
to the State EMD for review in 2024.***

*Additional information and assistance are available through the
EMD's planning section at EMDCEMPPREVIEW@mil.wa.gov*

RESOLUTION NO. 19-40

A RESOLUTION OF THE CITY OF OAK HARBOR, WASHINGTON, ADOPTING THE REVISED COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

WHEREAS, the City of Oak Harbor is subject to earthquake, fire, flood, terrorism and other serious hazards; and

WHEREAS, the City of Oak Harbor faces a major problem during an emergency given the possibility of being isolated from the mainland and subsequent resources; and

WHEREAS, the overall objective of the emergency operations plan for the City of Oak Harbor is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents, and national security emergencies; and

WHEREAS, the City of Oak Harbor's emergency management is committed to providing effective life safety measures while reducing property loss and damage to the environment and providing rapid resumption of impacted business and community services; and

WHEREAS, the City of Oak Harbor is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons and minimize damage to property and the environment; and

WHEREAS, the City of Oak Harbor Comprehensive Emergency Management Plan (CEMP) serves as a basis for effective response to any hazard that threatens Oak Harbor; and

WHEREAS, the City of Oak Harbor CEMP serves as a legal and conceptual framework for emergency management in the City of Oak Harbor; and

WHEREAS, the Revised Code of Washington 38.52.070, authorizes and directs local jurisdictions to establish a local organization for emergency management and to develop and maintain a local comprehensive emergency management plan; and

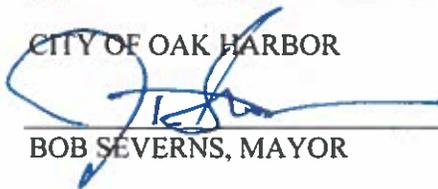
WHEREAS, a CEMP has been created and amended to include information that ensures consistency with the Island County, Washington State Comprehensive Emergency Management Plans, and the National Response Plan; and

WHEREAS, the CEMP specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between local, State, Federal, volunteer, and public and private sector organizations; NOW, THEREFORE,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Oak Harbor, Washington, that the Comprehensive Emergency Management Plan is hereby adopted.

PASSED and approved by the City Council this 6th day of November 2019.

CITY OF OAK HARBOR



BOB SEVERNS, MAYOR

Attest:


Carla Brown, City Clerk

Approved as to Form:


Nikki Esparza, City Attorney

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:



Robert Severns
Mayor

Submitted by:



Ray Merrill
Director of Emergency Services

November 8, 2019

Date

Nov 8, 2019

Date

DISTRIBUTION LIST

CITY DEPARTMENTS	ADDRESS	INITIAL / DATE
Mayor Severns		
City Administrator		
Fire Chief		
Police Chief		
Public Works Director		
Finance Director		
City Attorney		
Dir. of Development Services		
Harbormaster		
Senior Center Director		
Human Resources Director		
City Clerk		
ORGANIZATION / AGENCY	ADDRESS	INITIAL / DATE
Eric Brooks Island County Dept. of Emergency Services	Island County Courthouse PO Box 5000 · 1 NE 6th Street 679-7370	
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	
American Red Cross NW Chapter	2111 King St Bellingham WA 98225 360) 733-3290	
Whidbey Health	101 N. Main Street Coupeville, WA 98239 (360) 678-5151	
SCHOOLS	ADDRESS	INITIAL / DATE
Dr. Lance Gibbon Superintendent Oak Harbor School Dist. #201	350 South Oak Harbor St. Oak Harbor, WA 98277 (360) 679-5800	
Oak Harbor Christian School	675 East Whidbey Ave. Oak Harbor, WA 98277 (360) 675-2831	

CITY OF OAK HARBOR COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
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BASIC PLAN

I. INTRODUCTION

A) Mission

1. The City of Oak Harbor is dedicated to protecting lives, property, and environment of its citizens through preparedness and mitigation activities, and by responding in an effective manner to emergencies and disasters and coordinating and participating in the recovery efforts following such events.

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. Preparedness
 - 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 (NRF), 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:

- MayorCouncil Chair
- Director of Emergency Services/Fire ChiefVice 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 of or all 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

DEVELOPMENT SERVICES

Administration
Planning Operations
Building Division Operations

FIRE DEPARTMENT

Administration
Operations

PUBLIC WORKS DEPARTMENT

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

POLICE DEPARTMENT

Administration
Operations

MARINA

Harbormaster

FINANCE DEPARTMENT

Administration
Operations
Information Services Division

LEGAL

City Attorney

SENIOR CENTER

Administration
Operations

OTHERS

Risk Management Representative
Red Cross Representative
School District Representative

HUMAN RESOURCES DEPARTMENT

Manager

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, 35.33.081and 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.
4. 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.
5. 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.
6. 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.
7. Information Services Division
- 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.
8. 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. Aids 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.
9. 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.

10. 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.

11. 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.

12. 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.
13. Development Services – Building Division
- a. Develops divisional Emergency Operational Procedures as outlined in Section IV Concept of Operations as appropriate.
 - b. Aids 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).
 - e. Conducts a drive-by 'windshield' assessment of damage(s).
 - f. Provides expertise and recommendations for construction, demolition, and mitigation before and after a disaster.
 - g. Assists in major recovery work for City facilities.

- h. Streamlines the Building Department permit process for disaster recovery efforts.
 - i. Provides for emergency approval of trades people for use in recovery.
 - j. Provides for identification and preservation of essential division records (as listed in departmental Emergency Operational Procedures).
 - k. Documents activities and costs.
 - l. Other duties as assigned.
14. 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.
15. 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.

16. 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.

The City of Oak Harbor does not and cannot have supplies and equipment on hand for short or long-term use should a significant or catastrophic incident occur within the City of Oak Harbor or Island County. The arrival of contracted services, state and/or federal assistance may be delayed days from the onset of the incident. Because of potential limited resources during incidents, the City of Oak Harbor may elect to work with other towns, cities or Island County to provide necessary services or equipment. The sharing of resources, which may include the use of a centralized EOC, will enhance the capabilities of all jurisdictions on Whidbey Island.

The disaster response and reliefs efforts by the City of Oak Harbor may be impacted by:

- 1. Inability of the citizens to be self-sufficient for more than 5 – 7 days.
- 2. The lack of police, fire, emergency medical services, public works, sanitation due to damage to facilities or infrastructures.
- 3. The shortage of critical drugs and medical facilities
- 4. The shortage of trained personnel and equipment to respond to requests for assistance.
- 5. Damage to roads, power transmission equipment, water mains and other vital service needs.

The City of Oak Harbor will do as much as possible during a time of disaster; however the City does have limited resources and staffing.

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 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:
 - i. Provides for identification and preservation of essential records.
 - ii. Departmental chain of command.
 - iii. Location for managing departmental emergency operations.
 - iv. Departmental responsibilities, capabilities and resources to include: personnel, facilities, fuel, and equipment.
 - v. Information needed to manage the department during emergency operations and means of communications for obtaining that information.
 - vi. How the department will coordinate with the EOC.
 - vii. Methods to ensure that all department staff are aware of Emergency Operational Procedures and of the concepts of the Comprehensive 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

1. 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. To assist with the Emergency Management Concepts, refer to Item A above.

C) Whole Community Involvement

1. The “Whole Community” includes individuals, families, and households; communities; the private and non-profit sectors; faith-based organizations; and local, tribal, state and Federal governments. The “Whole Community” is defined in the National Preparedness Goal as follows:
 - a. focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of Federal, state and local governmental partners in order to foster better coordination and working relationships.”
2. Involving the “Whole Community” is a means by which City of Oak Harbor residents, businesses, non-profit organizations, emergency management practitioners, community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The “Whole Community” approach in the City of Oak Harbor attempts to engage the full capacity of the public, private and non-profit sectors. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA) and people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, state and federal government partners.
3. While the City of Oak Harbor currently does not meet the minimum requirements for LEP persons, the City can contact translators should the need arise.
4. The term *Access and Functional Needs* (AFN) has replaced “special needs” “vulnerable”, “high-risk” and other similar terms. People with access or

functional needs are those who may have additional needs before, during and after an incident in functional areas including but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have Limited English Proficiency or who are non-English speaking, or who are transportation disadvantaged.

5. The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. The PETS Act becomes operational upon a presidential disaster declaration. ESF 6 and ESF 11 address pets, service animals and livestock.

D) 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 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](#) and [Appendix 3](#)).
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. The Island County Dispatch Center (ICOM) has the equipment and personnel to establish emergency communications with partner agencies. ICOM has redundant back-up systems in the event of a catastrophic failure of their system. The City of Oak Harbor's EOC has base radio stations with the capabilities to utilize the CEMNET radio system. The EOC can utilize VHF and UHF radio systems. 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.

E) Facilities

BUILDING LOCATIONS

1. CITY HALL..... 865 SE Barrington Drive
2. OAK HARBOR POLICE DEPT. 860 SE Barrington Drive
3. PUBLIC WORKS 1400 NE 16th Avenue
Streets, Water, Solid Waste, Parks,
Equipment Rental Departments, Storm Water,
4. CLEAN WATER FACILITY..... 1501 SE City Beach St
5. OAK HARBOR FIRE DEPT..... 855 East Whidbey Avenue
6. SENIOR CENTER 51 SE Jerome Street
7. OAK HARBOR MARINA 1401 SE Catalina Drive

F) 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.

G) 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.

H) 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.

I) 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.

J) Logistics

1. The Mayor or the Director of Emergency Services, following a Proclamation of Emergency, has 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 works under state and federal emergency management regulations. RCW 38.52.110 and Oak Harbor Municipal Code 1.10.
2. The Mayor or the Director of Emergency Services is authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operation. RCW 38.52.390.
3. It is the policy of the City of Oak Harbor that all city departments prepare and maintain an up to date list of all personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster or emergency situations. OHMC 1.10.090.
4. The City of Oak Harbor may, during times of disaster(s) establish areas within the City or at City owned facilities to use as Logistics Staging Areas and/or Points of Distribution for response and relief supplies. Additional information on Staging Areas can be found in [Emergency Support Function \(ESF\) 7 – Resource Support](#).
5. Additional governmental resources may be requested from mutual aid agreements, Island County Department of Emergency Management or the State of Washington Emergency Operations Center.

V. RESPONSIBILITIES

- A) 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 8](#)).

- B) 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 8](#)).
- C) 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:
 - 1. Situation Reports
 - 2. Declaration of Emergency
 - 3. Requests for Assistance
 - 4. Damage Assessment
- D) 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.
- E) 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.
- F) 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.
- G) 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.
- H) No services or assistance will be denied based on 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.
- I) 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.
- J) Additional governmental resources may be called upon for assistance using 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.

- K) The Director of Emergency Services, or his/her designee shall complete an After-Action report of all incidents. Those reports shall include but not limited to; the type of incident, what activities were performed well, what areas / deficiencies need to be improved upon, how those improvements shall be accomplished, and the projected time frame to indicate any changes in the policy / procedure process. The after-action report shall be made available to all stake holders as requested.

VI. FINANCE

- A) Emergency expenditures are not normally integrated into the bi-annual budgeting process for the City of Oak Harbor. However, events occur on a periodic basis requiring potential / substantial and necessary unanticipated obligations and expenditures. The City may request reimbursement through established funding sources including County, State and Federal grant processes.
- B) The City of Oak Harbor, in conjunction with the State of Washington's Military Department, Emergency Management Division may request assistance with the Public Assistance Program to assist with mitigation after a major disaster has occurred.
- C) The City will also seek assistance from the State Emergency Management Division with Individual Assistance / Other Needs Assistance as necessary to provide for the safety of our population.

VII. ON-GOING PLAN MANAGEMENT AND MAINTENANCE

- A) The Director of Emergency Services, or designee, will coordinate with all City of Oak Harbor departments, and if required Island County DEM, for the development of policy, planning, training, equipping and other preparedness activities. The Director of Emergency Services shall plan, as a minimum, one (1) in-depth training exercise annually. That training shall encompass areas of the CEMP and include elected officials as required.
- B) The City of Oak Harbor's CEMP will be reviewed on an annual basis to confirm it meets the requirements of Washington State Law, (RCW / WAC) and Federal Requirements. Should changes in the plan be required such changes shall be logged on the Record of Changes form.
- C) The City of Oak Harbor shall submit this CEMP to the Washington State Emergency Management Division on a five (5) year cycle for review.

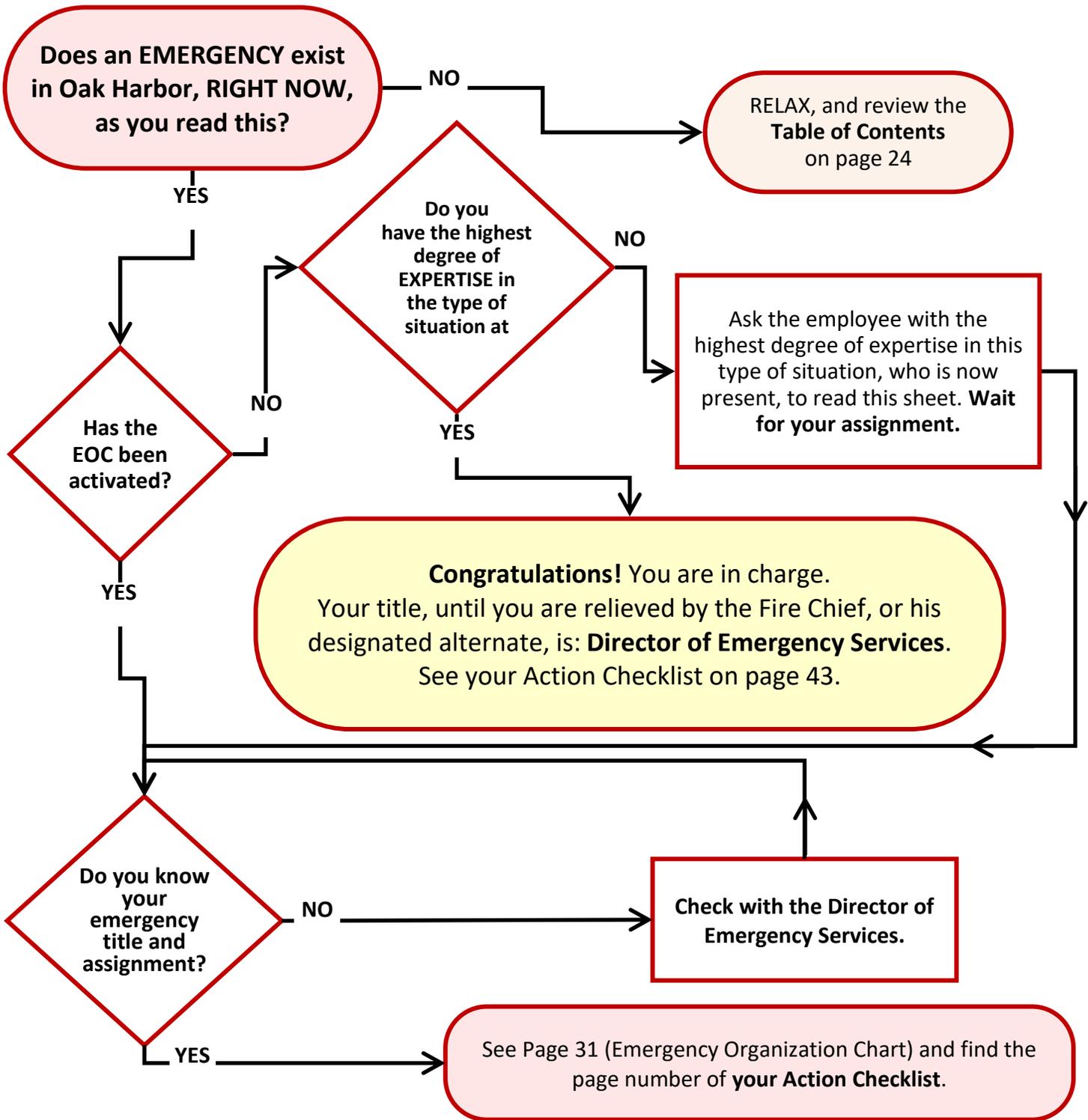
APPENDIX 1

EMERGENCY OPERATIONS PLAN**OPERATIONS GUIDELINES FOR THE EMERGENCY OPERATIONS CENTER (EOC)****Emergency Operations Plan Table of Contents**

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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 in an isolated 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 separately). 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 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 functions of the Emergency Operations Plan, operating under the Incident Command System (ICS), 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 16th 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.

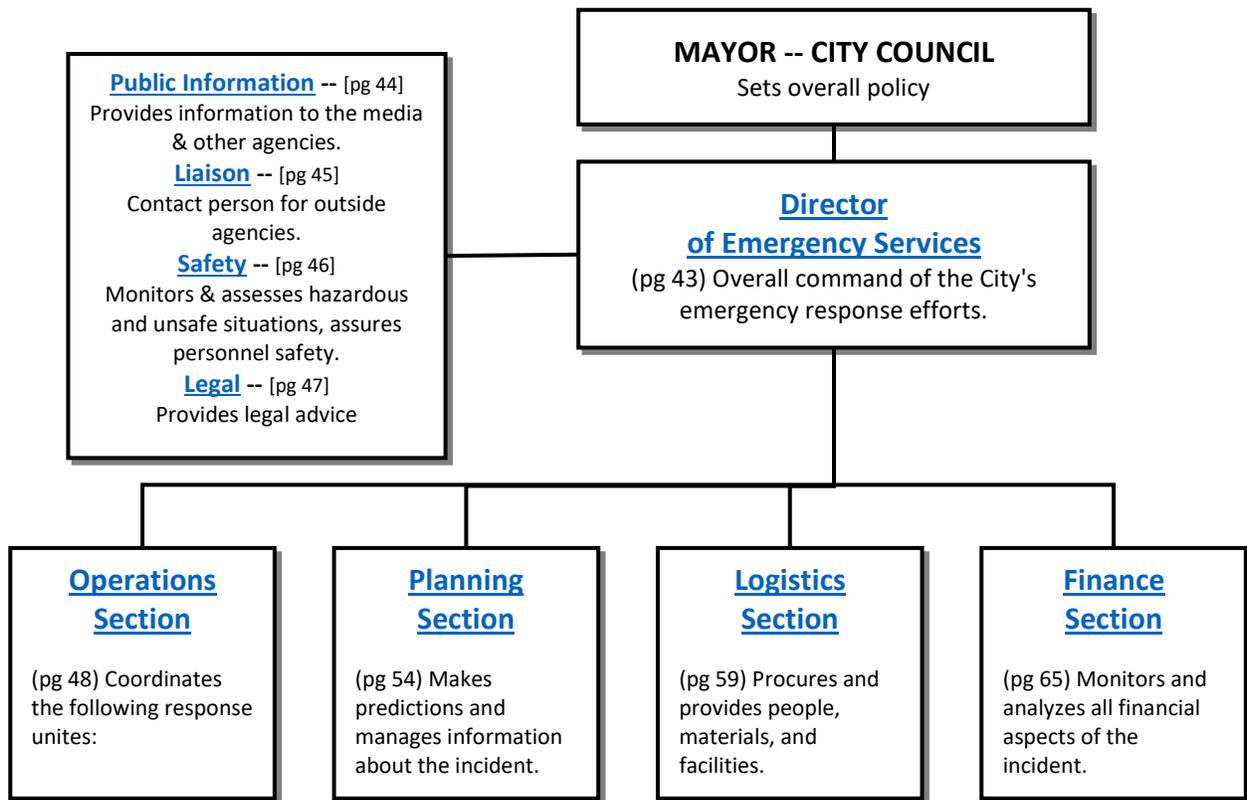
B) Three levels of activation:

1. Third 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. First 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



Fire (pg 49)
Responds to fires and emergency medical services (EMS).

Police (pg 50)
Protects lives and property, enforces laws and orders, controls traffic.

Public Works (pg 51)
Reduces damage, restores services, helps with heavy rescue.

Utilities (pg 52)
Restores and maintains electrical, water, gas, phone, and sewer utilities.

Health & Welfare (pg 53)
Staffs and coordinates public shelters.

Resources (pg 55)
Maintains current information about resources.

Situation (pg 56)
Collects and organizes information on incidents, situations, and status. Posts this information.

Documents (pg 57)
Keeps files and makes copies.

Demobilization (pg 58)
Plans for the orderly transition from emergency status to day-to-day operations.

Supply (pg 60)
Obtain, store, and provide equipment and supplies.

Facilities (pg 61)
Provides sleeping and relaxation areas for emergency personnel.

Transportation (pg 62)
Provides vehicles for emergency personnel and for public evacuation.

Communications (pg 63)
Sends messages via radio, phone, computer, and television. Relays EOC messages.

Food (pg 64)
Feeds emergency personnel.

Time (pg 66)
Keeps track of hours worked by paid personnel.

Comp./Claims (pg 67)
Manages compensation and claims arising out of incidents.

Costs (pg 68)
Keeps track of costs to the City arising out of incidents. Tries to reduce costs.

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:

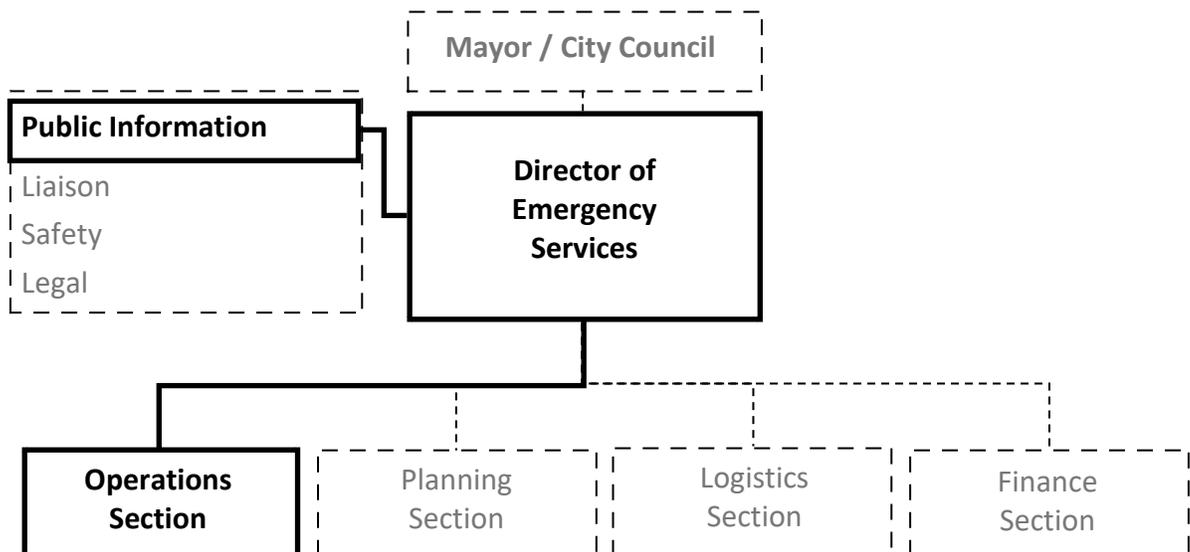
- a. City employees.
- b. Skilled individuals from other organizations.
- c. Independent volunteers.
- d. Citizens pressed into service by the director.

All 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.).

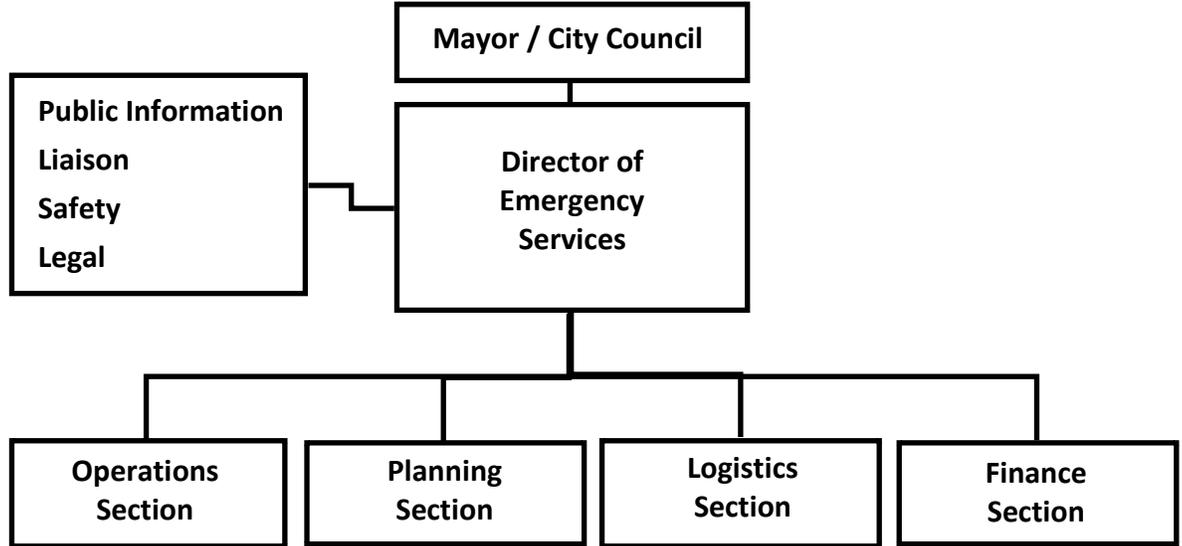
D) Emergency Organization

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.

- 1. A partially activated organization would look like this



2. 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 because 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 several 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
- c. Multi-County resources
- d. State
- e. Federal
- f. International

B) Financial Aid

1. 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.
2. 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 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-1		
Harbormaster			A		
Human Resources Dir.			P-2	A	
Parks Director				P-2	
Fire Deputy Chief	A	p*			
Police Captain		p*			
Equipment & Purchasing Coordinator				P-1	
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 (see [Action Checklist](#))

RESPONSIBLE PARTYFire Chief
ALTERNATE.....Police Chief
ALTERNATE.....Public Works Director
REPORTS TOMayor/City Council
WORK AREAEOC

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 (see [Action Checklist](#))

RESPONSIBLE PARTYCity Administrator
ALTERNATE.....Finance Director
REPORTS TODirector of Emergency Services
WORK AREAEOC

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 (see [Action Checklist](#))

RESPONSIBLE PARTYHarbormaster
ALTERNATE.....Executive Assistant
REPORTS TODirector of Emergency Services
WORK AREAEOC

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 (see [Action Checklist](#))

RESPONSIBLE PARTYFire Safety Officer
ALTERNATE.....Building Official
REPORTS TODirector of Emergency Services
WORK AREAEOC

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

- 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 (see [Action Checklist](#))

RESPONSIBLE PARTYDevelopment Services Director
 ALTERNATE.....Harbormaster
 REPORTS TODirector of Emergency Services
 WORK AREAEOC

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 (see [Action Checklist](#))

RESPONSIBLE PARTYEquipment & Purchasing Coordinator
 ALTERNATE.....Building Official
 REPORTS TODirector of Emergency Services
 WORK AREAEOC

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 (see [Action Checklist](#))

RESPONSIBLE PARTYFinance Director
 ALTERNATE.....Comptroller
 REPORTS TODirector of Emergency Services
 WORK AREAEOC

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.

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: LIAISON

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YOUR RESPONSIBILITY: Responsible for the City’s emergency response effort as outlined on pages 37 - 42.

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 37 - 42.

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: Responsible for the City’s emergency response effort as outlined on pages 37 - 42.

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 37 - 42.

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: **Public Works Unit**

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YOUR RESPONSIBILITY: Coordinate Public Works field forces.

What You Should Do:

- Obtain briefing from Operations Section Head
- Identify yourself as Public Works (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, next to Utilities (or in conjunction with) check phones, radios (identify EOC-Maint.)
- Advise Operations regarding staff and physical resources available
- Consult with operations units
 - Fire
 - Police
 - Utilities
 - Health & Welfare
- Call off duty personnel as needed
- Inventory status of essential City services
 - Bridges
 - Streets
 - Storm drainage system
 - Sanitary sewer system
 - Solid Waste
 - Vehicle maintenance operations
 - Lift/pump stations
 - Water delivery systems
- Be prepared to assist in:
 - Heavy rescue
 - Inspections
 - Restoring utilities
 - Providing mutual aid services
- Maintain activity log
- Maintain emergency generators
- Review CEMP
- Forward reports to Operations Section Head

Action Checklist: **Utilities Unit**

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YOUR RESPONSIBILITY: Restore/maintain the electric, power, gas, water, sewer, and telephone systems.

What You Should Do:

- Obtain briefing from the Operations Section Head
- Identify yourself as Utilities (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area next to Public Works (or in conjunction with), check phones, radios (identify EOC-Utilities)
- Establish the status of utilities systems
- Advise Operations of status and service capabilities
- Consult with operations units
 - Fire
 - Police
 - Health & Welfare
 - Public Works
- Engineering support for system repair and restoration
- Electrical power systems check – including back-up generators at City facilities
- Water, Gas, Sewer system checked
- Telephone systems checked
- Water quality control checked
- Request mutual aid as necessary
- Prepare to give mutual aid
- Review CEMP
- Maintain activity log
- 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 37 - 42.

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
 - Persons dead
 - Status of each incident
 - Property damage in estimated dollar loss
 - Special Hazards
 - City Resources used
 - Persons Evacuated
 - Outside agencies assisting
 - Shelter activation(s)
 - Persons injured
- 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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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 37 - 42.

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

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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 37 - 42.

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 16th 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 Captain / 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; Electricity – through I-COM
- Cascade Natural Gas; Natural Gas – 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

XIII. PURPOSE

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

XIV. 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 Department's Headquarters Station 81 is located at 855 East Whidbey Avenue, and serves as the primary EOC for the City.
 - a. The first alternate EOC location is the Oak Harbor Public Works facility located at 1400 NE 16th Avenue.
 - b. The second alternate EOC location is Oak Harbor City Hall, 865 SE Barrington Drive.
 - c. The primary EOC and first alternate location are each 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:
 - a. Budget law limitations

- b. Competitive bidding processes
 - c. Publication of notices
 - d. Provisions pertaining to the performance of public work
 - e. Entering into contracts
 - f. Incurring obligations
 - g. Employment of temporary workers
 - h. Rental of equipment
 - i. Purchase of supplies and materials
 - j. Levying of taxes
 - k. 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 10; "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.

XV. 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.

APPENDIX 3

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 everyone designated in the department (division) line of succession is aware of the responsibilities of the position, department operating procedures and the operational polices 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 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 Tempore

CITY ADMINISTRATOR

City Administrator
Finance Director

DIRECTOR OF EMERGENCY SERVICES

Fire Chief
Police Chief
Public Works Director

FINANCE DEPARTMENT

Director

CITY ATTORNEY

City Attorney
Assistant 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 4

PUBLIC INFORMATION

IV. PURPOSE

To provide guidance in the dissemination of prompt, accurate emergency public information to the 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.

V. 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.

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 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) 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 City 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.

VI. RESPONSIBILITIES**A) Public Information Officer Assignment**

The Public Information Officer assignments are identified in the EOC Guidelines ([Appendix 1](#), Page 24) 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. The PIO may be part of the Joint Information System (JIS) as established by Island County DEM.
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 5**REFERENCES****VII. 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.

VIII. 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 43.20ADepartment of Social and Health Services
4. RCW 35AOptional Municipal Code
5. RCW 36.40.....County Budget
6. RCW 43.88.....State Budgeting, Accounting and Reporting System
7. RCW 28A.160.010School 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
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 205Federal Disaster Assistance (FEMA)
16. 44 CFR 9Flood Plain Management and protection of wetlands
17. 44 CFR 10Environmental Considerations
18. Title III Superfund Amendment and Re-Authorization Act of 1986

APPENDIX 6

DEFINITIONS and ABBREVIATIONS

IX. 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 acts.

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.

Joint Information Group (JIG): A designation within the Incident Management System to provide accurate and up to date information. The JIG is established as a Section within the EOC

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**A**

ABAAmerican Bar Association
ACCESSA Central Computerized Enforcement Service System
AFDC.....Aid to Families with Dependent Children (Program)
AGR(Department of) Agriculture (State)
AIA.....American Insurance Association
ALNOTAlert Notice
AMS.....Agricultural Marketing Services (USDA, Federal)
ANRCAmerican National Red Cross
APHISAnimal and Plant Health Inspection Service (USDA, Federal)
ARESAmateur Radio Emergency Services
ASCSAgricultural Stabilization and Conservation Service (Federal)
ATC.....Applied Technology Council

B

BIA.....Bureau of Indian Affairs (Federal)
BORBureau of Outdoor Recreation (Federal)
BuRecBureau of Reclamation (Federal)

C

CAPCivil Air Patrol
CBCitizens Band (Radio)
CCCCommodity Credit Corporation (USDA, Federal)
CEBCounty Emergency Board (USDA Federal)
CEMP.....Comprehensive Emergency Management Plan
CES.....Cooperative Extension Service (USDA, Federal)
CFRCode of Federal Regulations

CMNETComprehensive Emergency Management Network
COE.....(US Army) Corps of Engineers
CPCSCommon Program Control Station
CRSCitizens Radio Service
CZMCoastal Zone Management

D

DACDisaster Assistance Center
DCC.....Disaster Crisis Counseling (Program)
DEPADefense Electric Power Administration (Federal)
DEM.....Department of Emergency Management (State or local)
DESDepartment of Emergency Services (State or Local)
DFODisaster Field Office
DNRDepartment of Natural Resources (State)
DOFDepartment of Fisheries (State)
DOL.....Department of Labor (Federal)
DOTDepartment of Transportation (State or Federal)
DSHS.....Department of Social and Health Services (State)
DSR.....Damage Survey Report
DUA.....Disaster Unemployment Assistance

E

EASEmergency Alert System
EFS.....Emergency Food Stamps (Program)
EMEmergency Loan (Program) (USDA, Federal)
EMSEmergency Medical Services
EOC.....Emergency Operation Center
EPAEnvironmental Protection Agency (Federal)
EPIEmergency Public Information

ESDEmployment Security
Department (State)

F

FAAFederal Aviation Administration

FASFederal Aid System (Federal
highways)

FBIFederal Bureau of Investigation

FCCFederal Communications
Commission

FCICFederal Crop Insurance
Corporation (USDA)

FCOFederal Coordinating Officer

FDAAFederal Disaster Assistance
Administration

FEMAFederal Emergency Management
Agency

FHWAFederal Highway Administration

FIAFederal Insurance
Administration

FmHAFarmers Home Administration
(Federal)

FNSFood and Nutrition Service
(Federal)

FPAFederal Preparedness Agency

FTCFederal Trade Commission

G

GA(Department of) General
Administration (State)

GAME(Department of) Game (State)

GARGovernor's Authorized
Representative

GSAGeneral Services Administration
(Federal)

H

HHSHealth and Human Services
Federal)

HUD(Department of) Housing and
Urban Development (Federal)

I

IACIndividual Assistance
Coordinator (State)

IAOIndividual Assistance Officer
(Federal)

IFGIndividual and Family Grant
Program

IRSInternal Revenue Service
(Federal)

M

MASTMilitary Assistance to Safety and
Traffic (Federal)

N

NASWINaval Air Station Whidbey Island

NAWASNational Warning System
(Federal)

NIMHNational Institute of Mental
Health (Federal)

NIMSNational Incident Management
System

NMFSNational Marine Fisheries
Service (Federal)

NOAANational Oceanic and
Atmospheric Administration
(Federal)

NPSNational Park Service (Federal)

P

P&RParks and Recreation
Commission (State)

PAProject Application

PDAPreliminary Damage Assessment

PIOPublic Information Officer

PLPublic Law (Federal)

R

RACESRadio Amateur Civil Emergency
Service

RCCRescue Coordination Center

RCWRevised Code of Washington

RETCORegional Emergency
Transportation Coordinator
(Federal)

S _____

- 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 _____

- 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

V _____

- VA**Veterans Administration
(Federal)

W _____

- WAC**Washington Administrative Code
- WDOE**Washington Department of
Ecology
- WISHA**Washington Industrial Safety and
Health Act

- WSLCB**Washington State Liquor Control
Board

Y _____

- YLS**Young Lawyers Section,
American Bar Association

APPENDIX 7

ADMINISTRATION AND RECORDS

I. PURPOSE

1. To provide special administrative procedures for the support of emergency preparedness and response issues in City government.
2. To provide for the curtailment of normal administrative services to the minimum level required for the continuity of government.
3. 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.

APPENDIX 8

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 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 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 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 aid 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 9

TRAINING, EDUCATIONAL SERVICES, AND EXERCISES

IV. 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.

V. 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, see page 24) 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.)

VI. ORGANIZATION AND RESPONSIBILITIES

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

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 10

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
(Type of disaster)
_____ has occurred; and
(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
(Name)

that a LOCAL EMERGENCY now exists due to _____ throughout the City
(Type of disaster)
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.

Signed: _____
Mayor

Date

Attest:
City Clerk _____

EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES**ESF ANNEX GUIDE**

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EMERGENCY SUPPORT FUNCTION - 1**TRANSPORTATION ANNEX**

Lead Agency: Director of Emergency Services

Support Agency: Public Works Department

I. INTRODUCTION**A) Purpose**

Emergency Support Function #1 (ESF 1) is 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.

B) Scope

This ESF establishes priorities for the allocation of limited transportation resources within the City Limits. ESF 1 works in conjunction with other ESF's to provide for transportation within the City and Island County.

II. POLICY

The Director of Emergency Services is the primary emergency transportation coordinator, until the EOC is activated. Upon activation of the EOC the transportation group, if assigned, shall coordinate all transportation functions.

III. SITUATION

State Route 20 is the main transportation corridor to/from the City of Oak Harbor. SR 20 is the connection to Fidalgo Island and the main land. Should that route become inaccessible smaller local roadways and alternate routes must be utilized. In the event of a catastrophic event and the Deception Pass Bridge or the Twin Bridges at the Swinomish Channel fail there is no direct access to Oak Harbor. Alternate routes could be SR525 from south Whidbey Island, or the Port Townsend / Coupeville Washington State Ferry.

IV. 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 buses. 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.

V. 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 Agency: All City of Oak Harbor Departments
ICOM
Amateur Ham Radio Operators

I. INTRODUCTION

A) 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.

B) SCOPE

This Emergency Support Function (ESF) applies to all communication and warning assets for the City of Oak Harbor. The City utilizes the Island Communication Center (ICOM-911) as the primary means of dispatching emergency incidents. The City has redundant data, phone, VOIP, and satellite communication systems. The City is also connected to National Warning System (NAWAS), Emergency Alert System (EAS) and the use of the RACES/AREA Amateur Radio System.

II. POLICY

- A) The City relies on the hazard warning capabilities of Island County, Washington State and the Federal government, private industries and the local media. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather. When there is demonstrated need, particularly if timeliness is critical to protect life and property, the City may supplement existing warning systems. Supplemental measures will depend on the nature of the hazard, the quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing the information being provided and systems being activated at the neighborhood or community level.
- B) In accordance with RCW 38.512.110 in response to a disaster, or the threat of a disaster, the Director of Emergency Services is directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of Island County, State of Washington, political subdivisions, and all other municipal corporations thereof. Including, but not limited to, districts, quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent possible. The officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

- C) ICOM, the Director of Emergency Services for the City of Oak Harbor, and the Island County DEM shall periodically conduct tests of the local warning systems and procedures and familiarize governmental entities and the public with their use.
- D) Public information operations to include warning messages will, whenever possible, be conducted in accordance with the National Incident Management Systems (NIMS) Incident Command System (ICS) Joint Information System (JIS) practices.

III. SITUATION

A) Emergency/Disaster Conditions and Hazards

1. Oak Harbor and Island County will continue to be vulnerable to a variety of hazards requiring that warning and alerting information be passed to citizens, elected officials, and responding organizations.
2. The sudden and unexpected nature of hazards and emergencies requires that notification and warnings be issued by multiple means and media at any hour and any day.
3. Communications and warning preparedness planning, preparation and training are critical tasks that must be addressed prior to the emergency.

B) Planning Assumptions

1. Normal modes of communication will be used to communicate with local and state agencies, provided those forms of communication are operational.
2. Reliance on cellular telephone service is increasing for all governments and jurisdictions. Cell phone service capacity is easily overloaded during emergencies and reliability is degraded during prolonged power outages.
3. Reliable communications are necessary at all levels of government for day-to-day communication, warning of impending disasters, disaster response and recovery operations, search and rescue operations, and coordination between the state, local governments, and response agencies.
4. Emergency or disaster warning may originate from any level of government.
5. The NAWAS, established by the Federal Government, is the primary means of receiving and disseminating warning(s) to state and local officials. The WSEMD operates the Washington State Warning Point 24 hours per day, with operational assistance provided by WSP. Island County's primary NAWAS receiving point is ICOM. A secondary NAWAS receiving point is the Island County EOC.
6. The management and operation of communications systems highly situational and dependent upon flexibility, adaptability, and redundant systems. At any point in time, one or more communications systems may fail.

7. Notification of a threatening situation may come from the EAS, National Weather Service - via NOAA Weather Radio, the commercial media, the amateur radio community, or the public.
8. Governmental entities of Island County will initially focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.
9. Initial reports of damage may be fragmentary, duplicated, and provide an incomplete or distorted picture of the damage.
10. Weather, damage to roads and bridges, and other factors will restrict entry of emergency communications nodes into the area.

IV. CONCEPT OF OPERATIONS

A) Communications

1. The ICOM center is located at 840 SE Barrington Drive, Oak Harbor, Washington. ICOM functions as the countywide 9-1-1 Public Safety Answering Point (PSAP), and provides dispatch services for law enforcement, fire, and emergency medical agencies. ICOM also serves as the initial communications, alert, and warning point for emergency management. Telephone numbers for ICOM are:
 - a. Emergencies: 911
 - b. Business: (360) 679-9567
 - c. FAX: (360) 675-4717
2. ICOM has the capability to provide emergency communications in coordination with City of Oak Harbor and Island County EOCs.
3. Some emergency communications in the form of amateur radio RACES/ARES are provided from the City and County EOC. Public information calls may be shifted from ICOM to a telephone bank at the Island County EOC.
4. EAS, when activated, will operate through local radio, cable TV stations, and NOAA weather radio. EAS is intended to provide state and local officials with the means to disseminate prompt, reliable emergency information, instructions, and warnings in the event of an emergency or disaster. EAS is not meant to be used to provide informational up-dates.
5. During emergencies, staff can utilize the Government Emergency Telecommunications Service (GETS) to prioritize outgoing landline telephone calls or faxes over private and federal networks.
6. The communication capabilities presently available at ICOM and the EOC include:
 - d. 9-1-1 Public Safety Answering Point (PSAP)

- e. Commercial telephone (landline) and cellular
 - f. Two-way radio
 - g. AlertSense (hearing impaired and reverse-call notifications)
 - h. NAWAS, landline located in ICOM.
 - i. Radio Amateur Civil Emergency Service (RACES) radio and data system via amateur frequency bands at the City and Island County EOC.
 - j. Satellite telephone at the City and Island County EOC
 - k. Government Emergency Telecommunications Service (GETS)
7. When instructions to the public need to be translated, the provision of interpreters will be coordinated through the Emergency Operations Center (EOC). The City will strive to deliver messages in alternate languages and methods in all instances of Island County CEMP emergency notifications. The County's 9-1-1 system has available a translation bank which can also be utilized to assist in this matter. Island County also has a Spanish Language Interpreter available 24/7 (greatest population of foreign language spoken in County).
8. The County's AlertSense system does provide a warning system to alert the hearing impaired. Island County recognizes that many deaf individuals also use text via their cell phone and works to encourage all citizens to enroll in a system which delivers messages via text to cell phone.

B) Warning

1. Upon receiving information on potentially 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.
2. 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.
3. As soon as it is apparent that the public must take some action to prepare or protect itself, the local warning system will be activated. Warning could include one or more of the following means (not prioritized):
 - a. FAX/text/radio/e-mail.
 - b. Activation of the EAS to disseminate urgent information.
 - c. PIO releases to local media.

- d. Activating a call response center in the EOC.
 - e. Posting signs (when appropriate to the type of incident).
 - f. Fire services and law enforcement apparatus providing warnings along specific routes using public address systems and sirens.
 - g. Activation of volunteer resources.
 - h. Electronic reader boards
4. Public information media releases and advisories will be updated as necessary until the hazard has subsided.

V. 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. After hours ICOM will contact Island County DEM for activation of the communication system(s) deemed appropriate for the incident.

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.

VI. Resource Requirements

Implementation of this ESF requires specific equipment to monitor the NWS, EAS, and NOAA weather radio frequencies. Functioning equipment and trained operators are required for RACES support in amateur radio nets established by the state and the county. Maintain equipment to operate in the Comprehensive Emergency Management Network (CEMNET). Other emergency radio equipment will operate in the following ranges: 800 MHz, VHF, UHF, and high frequency.

1. All future significant City communications planning and upgrades 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.
4. EOC Communications
The primary communications center for the City is 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.

5. 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.

6. Common ICOM frequencies

I-COM Frequencies

Frequency Name	Receive	RX PL	Transmit	TX PL
Fire-1 Simplex	154.3400MHz 100.0Hz154.3400MHz 100.0Hz
Fire-2 Repeater	153.7550MHz 100.0Hz154.8300MHz 100.0Hz
Fire-3 Repeater	154.1750MHz 100.0Hz158.9475MHz 192.8Hz
Fire-4 Repeater	154.2950MHz 100.0Hz159.1950MHz 100.0Hz
Fire-5 Repeater	155.7450MHz 100.0Hz153.9350MHz 100.0Hz
Fire-6 Simplex	154.4300MHz 100.0Hz154.4300MHz 100.0Hz
HEAR Simplex	155.3400MHz 156.7Hz155.3400MHz 100.0Hz
LE TAC Repeater	453.0500MHz 100.0Hz458.0500MHz 123.0Hz

ICSO Main Repeater

Frequency Name	Receive	RX PL	Transmit	TX PL
Little Mt	453.6750MHz 100.0 Hz458.6750MHz 100.0Hz
Granite Falls	453.6750MHz 100 .0 Hz458.6750MHz 136.5Hz
Mt Constitution.....	453.6750MHz 100.0 Hz458.6750MHz 107.2Hz
Maynard Hill	453.6750MHz..... 100.0 HZ458.6750MHz 123.0Hz
Oak Harbor PD	460.575MHz 94.8 Hz465.575MHz 94.8 Hz

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

EMERGENCY SUPPORT FUNCTION - 3

PUBLIC WORKS AND ENGINEERING ANNEX

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

I. INTRODUCTION**A) Purpose**

1. To provide public works and engineering support to assist the city in meeting needs related to emergency, disaster response, and recovery.
2. To provide for the inspection of city facilities, city roads, drainage structures, and bridges for structural safety, the identification and marking of unsafe structures, debris removal, temporary repair of essential city roads and drainage structures. Repairs, if required to the all infrastructure including the water main transmission line from Anacortes WA, and the operation of the wastewater treatment plant.

B) Scope

Public Works support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, and provision of emergency power at road shop locations. Activities within the scope include:

1. Participation in mitigation and preparedness activities.
2. Participation in needs and damage assessments immediately following the event.
3. Emergency clearance of debris from city roads to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment.
4. Temporary repair or replacement of emergency access routes to bridges, ports, waterways, airfields, and any other facilities necessary for passage of rescue personnel, and emergency stabilization of damaged roads and related structures.
5. Emergency contracting for related services to restore safety, promote public health, and aide in disaster recovery.
6. As resources permit, technical assistance including structural inspection of public structures, and road structures
7. Preparation of PW project worksheets, preliminary damage assessments (PDAs), related documentation.

8. Fuel support to city emergency response, public safety, and public works vehicles.

II. POLICIES

- A) It is the policy of the City of Oak Harbor to provide public works services to lands and facilities under city jurisdiction. Services to other jurisdictions and private property such as debris collection, road repair, or fee adjustment may be determined by the Public Works Director.
- B) The City has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, wreckage, health hazards as declared by the Mayor or the Director of Emergency Services, and demolition of unsafe or abandoned structures, and administrative costs.

III. SITUATION

A) Emergency/Disaster Conditions and Hazards

An emergency or disaster may cause unprecedented public infrastructure damage. Roads, retaining walls, and drainage structures may be destroyed or severely weakened requiring reinforcement or repair for public safety. Debris may make streets and highways impassable and public utilities may be disrupted. During a large event, local emergency response personnel will also be victims and response equipment may be damaged or inaccessible. Sufficient resources may not be available in the city to meet all emergency requirements requiring a declaration of emergency and a request for resources to the state Emergency Operations Center (EOC).

B) Planning Assumptions

1. Public Works personnel will first secure the safety of their families before reporting for work. This may initially cause available PW workforce to be limited. As soon as possible, rapid damage assessment throughout the City will be made to determine damage extent, critical tasks, and establish work priorities.
2. Debris clearance / removal and emergency road repairs will be given priority in support of lifesaving, emergency response, and utility restoral work.
3. Emergency environmental waivers and shoreline or wetland work permits must be applied for and later formalized to dispose of materials from debris clearance and demolition activities as well as to repair shoreline roads and drainage structures. Temporary debris storage sites are preplanned.
4. After a large-scale disaster, some local private contractors with engineering, construction skills, and construction equipment will be victims and not be available for hire.

5. Previously inspected bridges, retaining walls, and other structures will require re-evaluation if earthquake after-shocks or if additional ground movement occurs following an earthquake.

IV. 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:

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

C) Coordination

1. 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.
2. If water resources are disrupted, the Public Works Department will coordinate with the EOC on obtaining potable water for the effected population.
3. 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

1. 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.
2. 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.
3. 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.

V. 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. Aids 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

Lead Agency: Oak Harbor Fire Department
 Support Agencies: Regional Fire Service Coordinator
 All Island County Fire Districts
 Navy Region NW Fire Agency – NAS Fire
 Director of Emergency Services
 Public Works
 Police Department

VII. INTRODUCTION**A) Purpose**

1. To provide for the command, control and coordination of fire prevention and suppression services within the City of Oak Harbor.
2. To provide for the coordinated use of emergency rescue, basic emergency medical services, and advanced life support services.
3. 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.

B) Scope

This Emergency Support Function (ESF) address all firefighting activities including the detection and suppression of urban, rural, and wildland, fires occurring separately or coincidentally with a significant natural or technological disaster. The scope of the ESF is provide for a broad-based fire suppression effort within the City boundaries.

VIII. POLICIES

- A) During emergency situations, the Fire Department will mobilize all available fire assets and personnel to minimize or contain the situation. Mutual Aid Agreements (MAA) may be activated when initial resources are inadequate for the incident. MAA's are in place for all fire agencies, including Navy Region NW for Whidbey Island. Should those resources become exhausted the WA State EOC will be contacted to begin state fire mobilization.
- B) Each local, state, or federal agency will assume the full cost protection of the lands within its' respective boundaries unless other arrangements are made. Fire protection agencies shall not incur costs in jurisdictions outside their area without reimbursement unless other agreements between those jurisdictions exist.
- C) Priority shall be given to saving lives and protecting property, in that order.
- D) Oak Harbor FD has adopted the NIMS / ICS as the standard incident command system.

IX. SITUATION

A) Emergency/Disaster Conditions

1. Fires generally start without warning and can originate or result from many causes. The fire department is sized and equipped to handle normally occurring fires. The department must be prepared through planning and practice to handle an overload of calls for all services.

B) Planning Assumptions

1. In the event of a large natural disaster, technological (man-caused) disaster, or terrorist act, large, damaging fires could occur in several locations.
2. During and after a disaster, some firefighting equipment may be damaged or not staffed due to firefighters also being victims of the incident.
3. Wheeled-vehicle access may be hampered by bridge failures, downed trees, landslides, etc., making road travel to incidents difficult or impossible. Normal water distribution systems may be inoperative or limited in capacity.
4. Many first responders in Island County are volunteers. In a major disaster many firefighters and emergency medical technicians (EMT) will not be available.

X. 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.

H) Wildland vs. Urban Fires

Predominately the Fire Department will respond to and mitigate urban type fire. Within the boundaries of the City there is limited amount(s) of wildland areas. As such the potential for a large wildland fire is small.

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.

XI. 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

XII. INTRODUCTION**A) 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

B) Scope

This Emergency Support Function (ESF) addresses the informational needs of the EOC for assess a disastrous situation and supporting related response and planning efforts. This ESF will also review the deactivation process of the EOC upon termination of the disaster.

XIII. POLICIES

- A) For the purpose of program management and establishment of the City's EOC, the emergency management function is assigned to the Director of Emergency Services or designee.
- B) Incident management within the City will conform to the National Incident Management System (NIMS) and will utilize the Incident Command System (ICS)

XIV. SITUATION**A) Emergency/Disaster Conditions and Hazards**

Natural or man-made disaster(s) may impact the City at any time, with or without warning. Due to the remoteness of the City and Island County the City's EOC becomes a primary location for; controlling resources, directing activities, mitigation efforts, establishing planning functions and the overall operation of the incident. The EOC can expand or contract depending on the circumstances of the incident.

B) Planning Assumptions

1. Emergency response resources for the City are limited and as such the need to request external support for large or prolonged scale events may be required.
2. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery, and mitigation activities, there will be an immediate and continued need to collect, process and disseminate situational information.
3. Information collection may be hampered due to many factors including: damage to communication systems, communication system overload, damage to transportation infrastructure, effects of weather, and/or other environmental factors.
4. Information, particularly initial information, may be inaccurate, unreliable or ambiguous, and may conflict with information from other reliable sources. Information may also be limited in scope or detail.
5. The City may be unable to provide resources to satisfy all emergency requests during a time of disaster. Requests will be prioritized based on the safety of responders, preservation of life, incident stabilization and preservation of property. The Incident Commander, along with the EOC staff will make the final determination.
6. The potential for ‘volunteers’ requesting to assist is a high probability. The EOC will establish a volunteer pool and will direct and assign tasks to those volunteers.
7. As the incident escalates the EOC will expand as needed, additional staff personnel may be required, and additional assignments will be made. Conversely as the incident stabilizes or diminishes the EOC will reduce the number of personnel required. Deactivation of the EOC will commence upon the termination of the incident, after action reports will be completed, and all final reports, requests or finically impact reports shall be completed.

XV. 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 / After Action 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.

XVI. 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

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Situation Report Format

SITUATION REPORT NUMBER _____

Date: _____ EOC Phone: _____ Regular Phone: _____ Time _____

1) GENERAL SITUATION SUMMARY					
ACTIONS		YES	NO	DATE ENACTED	TIME
1A) Local EOC Open?					
1B) Local Emergency Proclamation in Effect?					
2) PEOPLE AFFECTED					
2A) GENERAL					
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)					
3) PRIVATE PROPERTY					
3A) GENERAL					
Number of:	Homes	Mobile Homes	Multiple Dwelling Homes	Farm Homes	Businesses
Destroyed/ Non-livable	3B)	3C)	3D)	3E)	3F) (Non-operational)
Damaged	3G)	3H)	3I)	3J)	3K)
4) FACILITY DAMAGE					
4A) GENERAL					
	DESTROYED	DAMAGED		DESTROYED	DAMAGED
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 _____

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5) AGRICULTURAL LOSSES				
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) ANTICIPATED ASSISTANCE NEEDS				
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.)				

INFORMATION ANALYSIS AND PLANNING

ESF-5: Appendix 2

Damage to the Private Sector

JURISDICTION: _____

TYPE OF OCCURRENCE: _____

DATE OF OCCURANCE: _____

NAME, ADDRESS AND PHONE	OWN/ RENT?	PRIV. RES., SEC'D. RES. MOB. HOME, FARM, BUSINESS	EST. OF \$ LOSS	% OF LOSS COV'D BY INSUR.	HABITABLE/ USABLE?	COMMENTS: ACCESS OR UTIL., OTHER

EMERGENCY SUPPORT FUNCTION - 6

EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES ANNEX

Primary Agency: Director of Emergency Services
 Support Agency: Finance Department
 Development Services Department
 Human Resources
 Public Works Department
 Red Cross
 Island County DEM

MASS CARE (ESF-6, part 1)**I. INTRODUCTION****A) Purpose**

To coordinate efforts to provide mass care assistance, shelter, and human services for individuals impacted by an emergency or disaster. 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.

B) Scope

This Emergency Support Function (ESF) addresses the implementation of local emergency shelters, mass care, and human services within the City, in coordination with non-governmental organizations, or in coordination with other agencies to set up facilities (regional or local) for the City during a major emergency or disaster and the coordination required for opening shelters

II. POLICY

Activities within ESF 6 – Mass Care, Housing and Human Services will be conducted in accordance with NIMS and the NRF, and will utilize the Incident Command System. The American Red Cross Shelter Operation Workbook will be used as a template for all shelter operations within the City and Island County. The City's Development Services Department and the Public Works Department have primary responsibility for coordinating activities under ESF 6 within the City. This ESF is also directly related to ESF 1, Transportation; ESF 8, Public Health and Medical Services; ESF 11, Agriculture and Natural Resources.

III. SITUATION**A) Emergency/Disaster Conditions and Hazards.**

Oak Harbor is located on the north end of Whidbey Island, and as such has limited access capabilities. The two methods to access Oak Harbor are the Washington State Ferry system or Washington State Highway 20 via Deception Pass Bridge. Should both fail travel to and from the mainland is compromised. Oak Harbor is vulnerable to extreme wind, or wind related storms, earthquakes and possible effects from volcanic eruptions. These hazards could cause damage

such that evacuation and emergency sheltering would not be possible. While other hazards are possible, they are not expected to provide damage to such an extent.

B) Planning Assumptions

1. Facilities and communications systems will likely sustain damage or be impacted, which will result in disruption or reduction of some essential services.
2. Emergency response and recovery activities that rely on the use of facilities and communications systems will likely be impacted and may be difficult to coordinate.
3. Mass care requirements during an emergency or disaster may overwhelm social service agencies.
4. Depending on the hazard and the severity of its effects, Oak Harbor may have limited numbers of shelters or the resources to manage shelters.
5. The ARC is responsible for mass care and shelter during an emergency or disaster. If the ARC cannot provide all of the services needed, victims will be referred to community, church, or other social service shelters that may be opened.
6. The City may initially have to operate shelters or meal sites with few or no external resources, and resources to manage those shelters may be severely limited.
7. Available shelters will be identified by a public information release to the local media.
8. The opening of ARC shelters for all jurisdictions will be coordinated through the County EOC.

IV. 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.

V. 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, in conjunction with Island County DEM, 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.

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. Emergent volunteers shall be registered in accordance with WAC 118-04-200.
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.

L) Animal Control

1. Establish and manage pet shelters for evacuee animals near mass care shelters.

2. Provide assistance in locating shelters and services for pets and owners
3. Coordinate, as available, the transportation of pets to shelters
4. Coordinate the disaster care of pets and farm animals as appropriate.
5. Coordinate reunification of pets and owners
6. Assist in placing stray or injured and animals with local veterinarians.

INDIVIDUAL ASSISTANCE (ESF-6, part 2)

I. INTRODUCTION

To provide 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.

VI. POLICY:

ESF 6, part 2: Individual Assistance will align itself with the main policy for mass causality assistance. It will be the policy of the City to assist individuals, as much as practicable, to provide shelter or required care during a disaster. While the focus will be on mass causality situations, the individual person cannot be forgotten.

VII. SITUATION:

Oak Harbor has a high elderly population, and as such, during times of disasters it may be difficult for that population base to be able to have transportation or a means to report to a shelter. The EOC / Director of Emergency Services must make every means possible to locate and assist those individuals.

VIII. CONCEPT OF OPERATIONS

A) Initial Notification

The need for 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

Individual assistance includes, 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 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

1. The federal government has in place other assistance that is available without a presidential declaration.
2. 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.

IX. 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

1. Refer to Human Services Directory located in the EOC.

X. REFERENCES

A) Washington State Comprehensive Emergency Management Plan

B) American Red Cross Disaster Services Program (ARC 3000)

POTENTIAL OAK HARBOR SHELTERS / SITES

Oak Harbor Retirement Community

1040 SW Kimball Drive
Oak Harbor, WA
(360) 279-0933

Oak Harbor High School

1 Wildcat Way
Oak Harbor, WA
(360) 279-5800

Whidbey Presbyterian Church

1148 SE 8th Ave.
Oak Harbor, WA
(360) 679-3597

Hillcrest Elementary School

1500 NW 2nd Avenue
Oak Harbor, WA
(360) 279-5810

Oak Harbor Christian Reformed Church

1397 Swantown Road
Oak Harbor, WA
(360) 675-2881

First United Methodist Church

1150 Ireland Street
Oak Harbor, WA
(360) 675-2441

EMERGENCY SUPPORT FUNCTION - 7

LOGISTICS MANAGEMENT AND RESOURCE ANNEX

Lead Agency: City Administration (Mayor/City Administrator)

Support Agency: All City Departments

RESOURCE SUPPORT**I. INTRODUCTION****A) PURPOSE**

This ESF is 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.

B) SCOPE

To administer economic stabilization measures, as authorized, through coordinated rationing of food, fuel, and other essential items. This may include emergency relief supplies, communications and computer equipment, office supplies, facilities, transportation services, and personnel required to support emergency activities.

II. POLICIES

The Logistics Section, City departments and other supporting agencies will operate under existing authorities and regulations.

III. SITUATION**A) Emergency/Disaster Conditions and Hazards**

A significant emergency or disaster has the potential to severely damage and may limit access to resources through normal means of supply and transportation.

B) Planning Assumptions

1. The ability to support the response to a significant emergency or disaster will be severely impacted.
2. All forms of communications may be severely interrupted during the early phases of an emergency or disaster.
3. Resource requests must be prioritized when existing resources are limited or depleted.
4. The City will not / does not have all the resources, either in type or quantity that may be required to combat the effects of all potential emergencies or disasters.
5. The City shall participate in the WAMAS system in order request resources as needed or required. See WAMAS implementation guide.

IV. CONCEPT OF OPERATION**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

1. 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. These areas may also function as temporary storage facilities of heavy equipment and material.
2. Should any of the listed staging areas not be available 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 Facility1400 NE 6th Avenue
 - b. North Whidbey Middle School67 NE Izett Street
2. Northwest
 - a. Oak Harbor High School.....950 NW 2nd Avenue
 - b. Hillcrest Elementary School1500 NW 2nd Avenue
3. Southeast
 - a. Oak Harbor Marina1401 SE Catalina Drive
 - b. OH School District Maintenance Compound200 SE Midway Blvd
 - c. Skagit Valley College1900 SE Pioneer Way
4. Southwest
 - a. Broad View Elementary School.....473 SW Fairhaven Drive
 - b. Wal-Mart.....1250 S.W. Erie Street
 - c. Haggen31656 SR 20
 - d. Safeway1450 SE Erie Street
5. Central
 - a. Tractor Supply32165 SR 20
 - b. North Whidbey Middle School67 NE Izett Street

- c. Oak Harbor Elementary School.....151 SE Midway Blvd.
- d. Oak Harbor Christian School.....675 E. Whidbey Ave.

II. 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

1. The primary emergency resource management responsibilities of the City are:
 - a. maintain or restore vital facilities and essential public services;
 - b. provide essential supplies;
 - c. exercise government control of acquisition and disposition of local resources; and monitor rebuilding and rehabilitation of privately owned homes and facilities;
 - d. maintain, repair or restore local roads and utilities, provide emergency supplies of water, power and transportation;
 - e. inspect, demolish and remove debris from hazardous structures and areas;
 - f. maintain inventory and control of food, water, medical supplies, petroleum products and other essential supplies and equipment;
 - g. re-supply shelters; monitor emergency shutdowns of industrial facilities; and
 - h. issue building, electrical and other construction related permits requiring conformity with City, County, and State statutes.
2. 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 establish 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 are 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 in CONJUNCTION WITH ESF #7

I. INTRODUCTION

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. POLICY

To utilize the Human Resources Department to the fullest extent in the hiring and maintaining the City's workforce. This is to include the potential use of volunteers.

III. SITUATION:

During the times of disasters and/or catastrophic events the City's workforce may be diminished or unable to perform all the required operations. Due to the City's location on an island the workforce may not be able to report to work.

There is a high potential the City will have numerous volunteers to provide help, or specific services. These volunteers must be tracked and be provided credentials as authorized by the City to assist with job functions or assignments. All volunteers must be accounted for and not allowed to free roam during the event(s). HR will maintain a complete and up to date roster of all volunteers.

IV. 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

1. 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.
2. Unless needed immediately at the incident site by the Incident Commander, spontaneous volunteers will be assigned appropriately by the EOC.
3. Appropriate personal information will be obtained from the spontaneous volunteer to document his/her activities and to meet state law concerning emergency workers (RCW 38.52).

V. RESPONSIBILITIES

A) City Government

1. 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.
2. 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.

3. The City is responsible for the recruitment and priority referral of available personnel resources to essential emergency services for City agencies and supporting organizations.
4. 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

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

Lead Agency: Fire Department
 Support Agency: Whidbey Health
 Island County Public Health Department
 Local Health Providers
 Island County Medical Examiner
 Local Morticians
 Police Department

I. INTRODUCTION**A) PURPOSE:**

To coordinate the organization and mobilization of health, medical, ministerial, and mortuary services within the City of Oak Harbor. The City will utilize the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage the incident.

B) SCOPE

This Emergency Support Function (ESF) addresses the identification and coordination of the City's health, medical and mortuary needs during a disaster or emergency. This assistance includes the following:

1. Assessment of health / medical needs
2. Health surveillance and communicable disaster response.
3. Medical care personnel availability and location(s)
4. Medical/health equipment and supplies, including types, availability, and locations
5. Patient evacuation procedures and in-route care.
6. Public health
7. Potable water
8. Wastewater and sanitation
9. Solid waste disposal
10. Ministerial services
11. Mortuary services, victim identification, facilities and capacities.

II. POLICIES

- A) Island County Public Health shall provide guidance to local government and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene and proper disposal of human waste, garbage, and infectious or hazardous waste.
- B) Oak Harbor Fire Department shall provide Basic Life Support. Whidbey Health shall provide Advanced Life Support functions.
- C) All Island County mutual-aid agencies who provide emergency medical assistance shall operate under the direction of Whidbey Health's Medical Program Director. As well as all Washington State Trauma laws.

III. SITUATION

A) Emergency/Disaster Conditions and Hazards

Oak Harbor / Island County is vulnerable to the effects of flooding, extreme wind and storm, earthquake damage, and the possible effects of volcanic eruption.

These hazards could cause damage, injury, and casualties such that hospital, clinic, pharmacies, nursing homes, and other medical care and mortuary facilities would be rendered inoperable or greatly reduced in capacity. Additionally, roads and other transport may be obstructed making transport and evacuation of the injured or already ill impossible or greatly reduced. Finally, medical supplies would be affected by increased usage, damage, lack of refrigeration, and lack of resupply. While other hazards are possible they are not expected to produce casualties to such an extent.

B) Planning Assumptions

1. A significant disaster could overwhelm Oak Harbor's medical facilities and services requiring emergency coordination within the City and Island County and with adjacent counties and facilities.
2. Whidbey Health, in conjunction with Oak Harbor's nursing homes, clinics, pharmacies, and other medical and health care facilities may be severely damaged, destroyed, or reduced to a lower capacity.
3. During naturally occurring or terrorist-caused disease outbreaks, hazardous materials emergencies, or major trauma events, local supplies of antibiotics and other medical equipment may be inadequate to address the consequences of the incident.
4. A disaster will likely involve health threats from contaminated food and water; food and water shortages; inoperable waste disposal facilities; interruption in solid waste collection and disposal, and the release of hazardous materials.
5. The damage and destruction resulting from a catastrophic disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
6. Disruption of sanitation services and facilities, loss of power, and the massing of people in shelters and temporary facilities will increase the potential for disease and injury.

IV. CONCEPT OF OPERATION

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 Health.
9. Transportation for the injured will be coordinated by the Whidbey Health, and may include private carriers.
10. Assignments of patients to hospitals or temporary treatment facilities will be coordinated through "Medical Control."
11. Whidbey Health 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 Health is designated as the primary "Medical Control" in a mass 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. The Island County Coroner has jurisdiction over bodies of all deceased (RCW 68.08.010). Procedures may vary if an incident falls under the jurisdiction of the FAA, Department of Defense, or Washington State.
2. The Coroner will coordinate support to local mortuary services as needed. Local funeral directors may assist in the processing of human remains at the discretion of the Coroner.
3. If local resources for proper handling of the dead are exceeded, the state and federal government may provide supplemental assistance for identification, movement, storage, and disposition of the dead. The Coroner may make a request for such assistance to the DES or through the WA State Department of Health.
4. In the event of many 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.

V. 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 Health (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. 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 Health as the appropriate disaster medical control facility.
7. Aid 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 the 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 Coroner

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 Coroner 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. Aid 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.

ESF 8, Appendix A and B

The City of Oak Harbor will utilize, by reference, Island County DEM's 'Strategic National Stockpile (SNS)' distribution plan as well as the 'Local Strategic National Stockpile Plan'

Both plans are listed in [Island Counties CEMP, ESF #8](#) and are provided in this plan as ESF 8, Appendix A and B

APPENDIX A Island County Health Department Strategic National Stockpile (SNS)
Distribution Plan, May 2009

APPENDIX B Options for initiating Quarantine or Isolation under
WAC 246-100-040

EMERGENCY SUPPORT FUNCTION – 9

SEARCH AND RESCUE ANNEX

Lead Agency: Police Department
 Support Agency: Fire Department
 Human Resources Department
 Director of Emergency Services
 U. S. Navy SAR - Helo
 U.S. Coast Guard – Waterborne, Air Operation

I. INTRODUCTION**A) Purpose**

Provide for the effective utilization of search and rescue resources and the control and coordination of various types of search and rescue operations.

B) Scope

1. This Emergency Support Function (ESF) addresses urban search and rescue operations, and includes search and rescue on the ground, from the air, or in the water occurring separately or coincidentally with a significant natural or technological disaster.
2. This ESF does not apply to searches conducted by law enforcement related to criminal apprehension and arrest.
3. This ESF does not address search and rescue operations typically conducted by fire services such as search and rescue within a burning building or entrapped in vehicles at an automobile accident.

II. POLICIES**A) Search and Rescue (SAR) means:**

The act of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or man-made disaster, including instances involving searches for downed aircraft when ground personnel are used (RCW38.52.010[7])

B) In accordance with RCW 38.52.400(1), the chief law enforcement officers of each political subdivision shall be responsible for SAR activities within their jurisdiction. Search and rescue operations will use the National Incident Management System (NIMS) Incident Command System (ICS) and will follow procedures and responsibilities outlined in the CEMP Basic Plan and this and related emergency support functions.

1. Search operations are normally an extension of a missing person report and are normally initiated and commanded by law enforcement personnel. Other jurisdictions and disciplines may be asked to contribute resources and equipment to a search operation.
2. Rescue operations are by nature an extension of emergency medical services (EMS) in that persons requiring rescue often require medical attention either due to their

condition or to a preexisting medical condition. Fire service personnel generally provide initial EMS beyond basic first aid. The fire service is generally equipped and trained for basic rescue as an extension of removing injured persons from buildings, vehicles, or other technical entrapment situations.

3. Initial incident command of a SAR operation will be established in accordance with ICS doctrine. A transfer of incident command due to a change in the technical mission, that is, from search to rescue will be at the discretion of the IC based on the existing situation.
- C) The United States Coast Guard (USCG) directs all SAR operations on or above navigable waters (waters where the USCG maintains navigational aids or where there is commercial shipping or navigation). Initial response may be undertaken by local jurisdictions based on urgency, location, and equipment availability. Incident command will be properly transferred to the USCG as the situation dictates.
- D) The Washington State Emergency Management Division (EMD) will issue SAR mission numbers to local authorities in response to a downed or missing aircraft for ground search only and will coordinate these missions with the Department of Transportation, Division of Aeronautics.

III. SITUATION

A) Emergency/Disaster Conditions and Hazards

1. Oak Harbor / Island County is vulnerable to the effects of flooding, extreme wind and storm, earthquake damage, landslide, and the possible effects of volcanic eruption. These hazards could cause damage and injury such that people may be trapped in structures or vehicles or stranded by high water.
2. Oak Harbor contains areas of high steep bluffs and semi-isolated beaches where people can become trapped by the unstable ground, height above ground, or rising tides.
3. Finally, persons with mental or emotional conditions and children can and do wander into woods and underbrush and become disoriented, lost, and require location and recovery.

B) Planning Assumptions

1. Law enforcement will generally assume incident command (IC) of a search operation within the City of Oak Harbor. Upon arrival, the USCG will formally assume search or rescue incident command in the waters adjacent to the City.
2. Land and near shore rescue operations will normally be conducted by fire services based on the skills and equipment required.
3. U.S. Navy SAR resources responding to an Oak Harbor SAR operation will take their direction from the SAR IC but will be responsible for their own mission assessment, tactics, and safety evaluation – while coordinating with local authorities.
4. Search or rescue operations that evolve into human remains recovery will be a law enforcement operation coordinated with the Island County Coroner

IV. CONCEPT OF OPERATIONS

A) Responsible Agency

5. 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.)
6. 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.

V. 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.”).

E) U.S Coast Guard

1. When requested, the USCG will conduct waterborne and/or air to ground searches. During a waterborne incident the USCG will assume on-scene incident command functions.
2. The USCG will provide as needed vessels, or airborne unit to conduct SAR activities.

F) U.S Navy – NAS Whidbey Island SAR Units

1. When requested either via the EOC or the USCG, NAS Whidbey will provide air support to conduct SAR missions.

EMERGENCY SUPPORT FUNCTION – 10

OIL AND HAZARDOUS MATERIALS ANNEX

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

I. INTRODUCTION**A) Purpose**

1. To ensure a coordinated response to a Hazardous Materials (HAZMAT) incident, oil spill, or other release while minimizing the effects of a hazardous materials incident on people or the environment.
2. The primary objective of every HAZMAT incident is to protect the people at risk.
3. The plan will provide guidance for HAZMAT incident planning, notifications, and responses as required by SARA Title III of 1986.
4. The City of Oak Harbor will utilize, by reference, Island County's Hazardous Materials Emergency Response Plan (ESF 10)

B) Scope

1. This Emergency Support Function (ESF) #10 describes the situation, planning assumptions, concept of operations and responsibilities of a hazardous materials response in the City of Oak Harbor.
2. While each hazardous materials incident presents its own specific challenges, the overall concept of incident command, control, containment, mitigation, and restoration remains the same.

II. POLICY

1. Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPC). The City of Oak Harbor is a member of the Island County LEPC. It is the responsibility of each LEPC to develop a Hazardous Materials Response Plan (HMRP).
2. The Community Right to Know Act requires all facilities with hazardous materials to report types and amounts of hazardous materials to the LEPC.
3. Oak Harbor Fire Department is the lead agency within the City of Oak Harbor for hazardous materials incidents. The fire department will utilize additional agencies, as required, to mitigate hazardous materials incidents.
4. All Oak Harbor Fire Fighters are trained in basic HAZMAT awareness and have access to the DOT Emergency Response Guide.

III. SITUATION

1. Hazardous materials are commonly stored, used and transported within the City of Oak Harbor.

2. Hazardous materials incidents may occur along any transportation route, or inside any structure.
3. The Oak Harbor Fire Department will assume command and control of any HAZMAT incident. This control may be redelegated to a higher level of certification should the need arise.

IV. 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 HAZMAT team(s).

1. HAZMAT 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.

V. 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.

E) 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.

F) 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.

G) 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. Requests for other than state roads and interstate highways will be made through the County office of Emergency Management.

H) State Patrol

1. The Washington State Patrol (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 SUPPORT FUNCTION – 11

AGRICULTURE AND NATURAL RESOURCES ANNEX

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

I. INTRODUCTION**A) Purpose**

This Emergency Support Function (ESF) is to provide for a process of emergency food and water distribution to the citizens of Oak Harbor. This ESF has a goal to prevent and control contagious or economically devastating animal/zoonotic disease and to ensure the safety of commercial food and public water supply following a major emergency or disaster. As part of this goal the ESF will include the well-being of household pets during an emergency response or evacuation.

B) Scope

This ESF includes five (5) primary functions

1. Provide emergency food distribution to large groups of people. Included in this ESF is the distribution of potable water. The ESF will support ESF #6.
2. Respond to animal diseases and pests as part of a biological emergency or after any other type of emergency.
3. Ensuring the safety and security of commercial food and public water supplies.
4. Protect, as well as feasible, natural, cultural and historic resources.
5. Provide for the safety and well-being of household pets.

II. POLICY

- A)** The priority for providing nutrition assistance – safe food and water – will be areas most impacted by an emergency, and then to other areas of need.
- B)** Island County Public Health will provide guidance to the City of Oak Harbor to ensure the safety of food and water to the public. The City of Oak Harbor will designate areas of distribution.
- C)** The EOC will coordinate the distribution of available local supplies of food and water, prior to seeking assistance from the State.
- D)** The City will encourage individuals to maintain personal or family reserves of food, water, medications (human and pet), and hygiene items for five to seven-day supply.

III. SITUATION**A) Emergency / Disaster Conditions and Hazards**

1. A significant emergency may deprive a substantial number of City residents from access to safe and reliable food and water supplies.
2. An emergency may be caused by OR cause the spread of a contagious disease through food and water systems or from animals to people.
3. Any displacement or evacuation of people from their homes may cause household pets to be placed at risk for food, shelter, and care.

B) Planning Assumptions

1. Within the disaster area, the following conditions may exist:
 - a. Commercial food supplies within the City are maintained by a 'just-in-time' supply system, making on-hand reserves and storage capacity low.
 - b. Any prolonged power outage will place fresh or frozen food at risk or render it unsafe for consumption.
 - c. An earthquake or other land movement may break water distribution pipes contaminating potable water supplies/
 - d. The City will not accept unprocessed donated goods during an emergency or disaster.
 - e. Distribution of food, water and donated goods will tax City government, humanitarian and social service agencies.

IV. 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](#)).

F) Household Pet Welfare

1. This ESF only applies to common household pets.
2. The EOC Logistics section will work with the Red Cross, local animal welfare organizations, and the City's animal control officer, to provide for facilities, collection and care of common household pets displaced or separated from owners.
3. Animal welfare organizations may be able to provide pet care areas with cages near shelters, so owners can continue to care for their animals. In worst case situations animal shelters may have to accept animals whose owners have no other option than to abandon them.
4. Pet owners are encouraged to plan for emergency pet care to include water, food, medications, and travel cages. The food, water, exercise, cage sanitation for household pets is the responsibility of the owner and will not be assumed by the shelter staff.

V. 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.

F) Red Cross

1. The American Red Cross will provide disaster victims with food, clothing, shelter, first aid, and meet other urgent immediate needs.
2. Assess equipment and training needs
3. Provide liaison to the City / County EOC

G) Animal Welfare Organizations

1. Coordinated with the Red Cross, as required, for household pet care near identified shelters. Acquire temporary cages and carriers for pets.
2. Train shaft members how to effectively setup and operate temporary pet shelters.
3. Plan for accepting displaced or abandoned animals following a local disaster.

Food Suppliers/Grocers

Safeway	1450 SW Erie St	(360) 279-8829
Saars Market Place.....	32199 SR 20	(360) 675-3000
Haggen	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
 Cascade Natural Gas
 Verizon
 A T & T

I. INTRODUCTION**A) Purpose**

1. 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
2. To provide for the effective utilization of available electrical power, water resources, telecommunications, natural gas, propane and petroleum products to meet the needs in the City of Oak Harbor during an emergency or disaster. A method must be provided for the restoration of utilities affected by the emergency or disaster.

B) Scope

The scope of this Emergency Support Function (ESF) includes

1. Assessment of energy systems and utility damage, post disaster supply and demand, and requirements to restore those systems.
2. Assisting City Departments and agencies to obtain fuel for transportation, communications, emergency operations and electricity for critical facilities.
3. Obtaining and disseminating current information on power and utility status for the general public
4. Assisting energy suppliers in obtaining equipment, specialized labor, and transportation to repair or restore service to pre-disaster levels.

II. SITUATION**A) Emergency/Disaster Conditions and Hazards**

Oak Harbor is vulnerable to the effects of flooding, extreme wind and storm, earthquake damage, and the possible effects of volcanic eruption. These hazards could cause damage that would disrupt the normal supply of electric power and other utilities. Additionally, power and utility infrastructure could be damaged so as to reduce capacity and further slow response and recovery operations. A widespread disaster could make repair teams and material scarce and further slow recovery. While other hazards are possible they are not expected to produce widespread severe disruption of electricity and other utilities.

B) Planning Assumptions

A severe natural disaster or other emergency event can sever key energy and utility lifelines. This further reduces supply in impacted areas, or in areas with supply links to impacted areas. Energy and utility outages or shortages impacts firefighting, transportation, communication, food storage, and other lifelines needed for public health and safety.

1. There may be widespread and/or prolonged electric power failure. With no electric power, communications may be affected, water treatment and distribution systems will not operate properly, waste treatment plants will be affected, food storage facilities will start to degrade affecting supplies, and traffic signals may not operate, which could lead to localized transportation safety problems.
2. There may be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
3. There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.
4. Natural gas lines may break causing fire, danger of explosion, or health (inhalation) hazards.
5. Water pressure may be low, hampering firefighting and impairing water and sewer system function.
6. City departments, under an emergency proclamation, will require the authority to go on to private property to evaluate and shut -off utilities that jeopardize public and private property or threaten public health, safety, or the environment.

III. 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.

H) RCW

The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. (RCW 43.21G.040)

"To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local agency is authorized and directed to take action to carry out the orders issued by the Governor.....a local governmental agency shall not be held liable for any lawful actions consistent with RCW 43.21G.030.....in accordance with such orders issued by the Governor." (RCW 43.21G.050)

IV. 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
Washington State Patrol

I. INTRODUCTION**A) 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

B) Scope

The intent of this Emergency Support Function (ESF) is to outline the law enforcement procedures required to respond to emergencies and disaster incidents within the City of Oak Harbor.

II. POLICIES

- A) The Police Chief will function as the law enforcement coordinator for emergencies, disaster and catastrophic events in accordance with RCW 38.52
- B) A law enforcement-oriented emergency, disaster or catastrophic event is any large-scale situation where the maintenance of law and order is the primary focal point such as; hostage or terrorist activity, riot, civil disturbance, terrorism incidents as declared by the senior officer of the responsible law enforcement agency / department.
- C) The Incident Command System (ICS) will be utilized at all City of Oak Harbor emergency or disaster incidents. At declared law-enforcement incidents the senior law-enforcement officer will assume the position of IC until command is formally transferred.

III. SITUATION**A) Emergency/Disaster Conditions and Hazards**

Oak Harbor is vulnerable to the effects of flooding, extreme wind and storm, earthquake damage, and the possible effects of volcanic eruption. These hazards could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption of commercial activity in the county. These and other possible hazards will require maximum efforts by available law enforcement personnel to maintain civil control and property security. While other hazards are possible they are not expected to produce as widespread or prolonged impact on the City.

B) Planning Assumptions

1. General law enforcement problems are compounded by disaster related community disruption, restriction of movement, impacted communications and facilities, and a shortage of law-enforcement resources.

2. The capabilities of local law enforcement agencies will be quickly exceeded. Supplemental assistance shall be requested through local and state emergency management channels and the operation of mutual aid agreements (MAAs).

IV. 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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

V. 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. MISSION

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. FUNCTION

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 Emergency Management Division with a reasonable account of the situation.
- 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 Emergency Management Division. 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.

III. PRE-DISASTER ACTIVITIES

- A) Develop procedures for soliciting, receiving, recording, evaluating and disseminating damage assessment information.
- B) Develop plans and operational strategies with public and private stakeholders. Develop and maintain a 'who's who' guide as to points of contact and what services can be readily provided.
- C) Conduct annual table top training exercises with City staff, Island County DEM, and other key players such as Whidbey Health, school district, Red Cross, and faith-based agencies. Include damage assessment, recovery, and restoration activities.
- D) Develop a list of 'high-priority' target hazard areas where the greatest loss of life and/or structural damage may occur.

- E) Provide different forums for public education, to include community events, seminars, and distribute printed information.
- F) Develop a list of all City department critical facilities and services that can be provided. Critical facilities are those needed for continuity of government and public safety.

IV. POST DISASTER ACTIVITIES

- A) Continue to support or assist with the coordination of recovery and restoration activities. Assist other agencies as needed. Provide liaison with County, State and Federal agencies as required.
- B) Coordinate with the PIO or JIC with providing timely and accurate information for the public. Information to include available services and assistance programs.
- C) Complete an after-action report detailing all aspects of the incident, what went well and areas needing improvement.
- D) In coordination with DEM, EOC and the ARC identify potential sites for temporary campsites, or housing areas. Site accommodations to assist displaced families must be spaced for sanitation facilities, cooking areas, portable generators, and other equipment required to support living conditions.
- E) Begin the financial reconciliation to determine all costs involved and begin the process of requesting State or Federal assistance.
- F) Post disaster recovery efforts may be short or long, depending on the event and extent of damage. Individuals may require assistance from FEMA, or other government sponsored programs. The EOC or DEM will have the materials available to assist those persons.

TAB A

DAMAGE REPORTING

PRIVATE PROPERTY INITIAL DAMAGE ASSESSMENT INFORMATION

The information requested on this form is the information needed by the City of Oak Harbor Emergency Services Director to include your private property damage in the City’s initial damage assessment. Please complete as much of the form as possible and return it to a City representative. You may FAX the form to Oak Harbor Fire Department at (360) 279-4717. Please do not mail. The information in the same order may also be e-mailed to: rmerrill@oakharbor.org. Collection of this information is time sensitive.

THIS FORM DOES NOT AUTOMATICALLY QUALIFY YOU FOR ANY CASH OR OTHER ASSISTANCE PAYMENTS BUT WITHOUT THIS INFORMATION YOUR PROPERTY AND THE COUNTY MAY NOT QUALIFY FOR ANY ASSISTANCE.

This is my: Primary Residence Secondary Residence Rental Property
Circle the category that applies to your property

1. **Jurisdiction:** Name of city, or community, or development: _____

2. **Incident Type:** *Circle one that best applies:*

- a. **WIND DAMAGE** - INCLUDES WIND DAMAGE TO STRUCTURE and TREE BLOW-DOWN DAMAGE TO STRUCTURE
- b. **WIND DRIVEN RAIN AND FLOODING** – same as “a” includes water damage
- c. **TIDAL FLOODING** d. **EARTHQUAKE**
- e. **LANDSLIDE (NOT EARTHQUAKE)** f. **OTHER:** _____

3. **Date(s) of Damage:** From: _____ To: _____

4. **Last Name:** _____ **First Name:** _____ **MI:** _____

5. **Street Address:** _____ **ZIP Code:** _____

6. **Occupant:** *Circle one that applies:* **OWNER** **RENTER**

7. **Habitable:** *Circle one that applies:* **HABITABLE** **NOT HABITABLE**

8. **Accessible:** *Circle one that applies:* **YES** **NO**
(Accessible – can you drive to your property as you normally would, is your driveway or road intact, blocked by trees, covered with water, mud or debris too deep to cross?)

9. **Insurance (circle one):** **homeowners,** **flood,** **earthquake,** **hurricane,** **NONE**

10. **Insurance Deductible:** *(enter dollar amount or percentage amount)*

by \$ Amount: _____

by % of structure’s Fair Market Value: _____

11. **Estimated Structural Loss (in dollars, BEST GUESS) \$** _____

Do Not wait for an insurance estimator or contractor’s estimate.

12. **Estimated personal property loss in dollars (\$\$): \$** _____

Your BEST GUESS value for essential items: clothing, furniture, cars, appliances. For renters this will be the only damage reported. Do not wait for other estimates.

13. **Damage Category:** **DESTROYED** **MAJOR** **MINOR** **AFFECTED**

Destroyed: Total Loss, Permanently Uninhabitable

Major: Significant or structural damage greater than 50% of value, uninhabitable

Minor: Conditional use, repairable in less than 30 days, few \$1000’s for repairs

Affected: Living space damaged, but still habitable

14. **BRIEF DESCRIPTION OF THE DAMAGE.** Be brief. Comment on the damage to the structure and contents and any access problems or restrictions. **Damage to outbuildings and landscaping is not eligible. Bulkheads, Seawalls, Dikes are eligible.**

15. **Contact information:**

Current address: _____

Current telephone phone number: _____

Cell Phone Number: _____

E-mail address: _____

[This is a feeder form for HS form 1-PR. Information will be consolidated on to the 1-PR and transmitted to Washington State EMD]

TAB B

INDIVIDUAL ASSISTANCE PROGRAMS

This compendium identifies typical individual assistance programs that **may** be available following an emergency or disaster. Each program has its own eligibility requirements which **must be met** by each applicant to receive assistance.

Program **HUMANITARIAN SERVICE GROUPS**

Examples: American Red Cross, Salvation Army, Church Groups, Voluntary Organizations, Community Service Groups, etc.

Funded by Agency or Group

Administered by Agency or group at temporary or permanent locations

Services provided Immediate emergency aid such as clothing, food, medical assistance, shelter, clean-up help, transportation, furniture, and medical supplies. These services can be requested by individuals, local, or state officials.

Program **EMERGENCY FOOD STAMP PROGRAM**

Funded by Food and Nutrition Services (USDA)

Administered by State Department of Social and Health Services

Services provided Food coupons to qualifying disaster victims. Requires a request to the USDA by the Department of Social and Health Services, based on request to DSHS by State Emergency Management in coordination with local Emergency Services.

Program **INSURANCE ASSISTANCE**

Administered by American Insurance Association (AIA)
Federal Emergency Management Agency
National Flood Insurance Program

Services provided Counseling on insurance problems and/or questions.

Program **PROTECTION**

Administered by State Attorney General's Office

Services provided Provides counseling on consumer problems such as non-availability of products and services needed for reconstruction, price gouging, and disreputable business concerns and practices. May involve coordinating with the Insurance Commissioner and/or legal counsel.

Program **CRISIS COUNSELING**

Administered by Department of Social and Health Services

Services provided Available only after a special request by the Governor and approved by FEMA. Referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

Program **INDIVIDUAL AND FAMILY GRANT PROGRAM (IFGP)**

Funded by 75% Federal; 25% State

Administered by State Emergency Management

Services provided Intended to aid individuals and families to permit them to meet those disaster-

related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement or insurance program.

Program **TEMPORARY HOUSING PROGRAM**

Funded by 100% Federal Administered by: FEMA

Services provided Financial assistance or placement in government-owned dwellings, if available, for those whose primary residences are uninhabitable because of a disaster.

Program **DISASTER LOANS**

Funded by U.S. Small Business Administration

Administered by U.S. Small Business Administration

Services provided Physical Disaster Loans. Low interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residences or personal property loss for renters.

Business Loans (Physical Disaster Loans). Low interest loans to businesses for repair, replacement or rehabilitation of disaster damaged property.

Economic Injury Disaster Loans (EIDL). For business that are suffering economic loss as a result of single sudden physical event of catastrophic nature. SBA's maximum loan is up to \$500,000. Funds can be used for indebtedness and operating expenses.

Program **EMERGENCY LOANS (FARMS)**

Funded by Farmers Home Administration (FHA)

Administered by US Department of Agriculture

Services provided Low interest loans to farmers, ranchers, and agricultural operators, either tenant-operator or owner-operator, for physical and production losses. Loan may also be used to repair or replace farm property and supplies, or for repayment of farm operating debts incurred during the disaster year. May also be available if approved by the USDA following a Governor's request.

Program **DISASTER UNEMPLOYMENT ASSISTANCE**

Funded by FEMA

Administered by US Dept of Labor through the State Employment Security Department (DOL)

Services provided Weekly benefit payments to those out of work due to the disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

Program **TAX ASSISTANCE**

Administered by Internal Revenue Service (IRS) County Assessors

Services provided Counseling and assistance in the form of income tax rebates to disaster victims who file income tax returns during the year of the disaster or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses or farming/ranching operations.

Benefits may also result from filing amended state income tax returns. County assessors may provide information on possible property tax relief.

Program **SOCIAL SECURITY BENEFITS**

Funded by Social Security Administration (SSA)

Administered by Social Security Administration

Services provided Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, survivor benefits, and SSI payments.

Program **VETERAN'S BENEFITS**

Funded by Veterans Administration (VA)

Administered by Veterans Administration (VA)

Services provided Assistance in applying for VA death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages. VA representatives will also record address changes if necessary.

Program **LEGAL SERVICES**

Administered by Federal Emergency Management Agency

Services provided Free legal counseling to low income persons for disaster related problems. May include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

Program **INFRASTRUCTURE ASSISTANCE COORDINATION COUNCIL (IACC)**

Administered by State Department of Community, Trade and Economic Development (CTED)

Services provided The IACC is an organization of state and federal agencies and associations that provides Washington communities with public financial and technical assistance. Through the council, these agencies coordinate their efforts to better assist counties, cities, towns, special purpose districts, utilities and tribal governments.

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

EMERGENCY SUPPORT FUNCTION - 15

EXTERNAL AFFAIRS ANNEX

Lead Agency: Mayor – City of Oak Harbor
Support Agencies: Director of Emergency Services
All City Departments

I. INTRODUCTION

During a disaster or emergency, efficient and clear communications will be critical to effectively help the City through the incident. Effective public information and communication can help ensure the public trust and credibility of the Island County Emergency Public Information Plan (EPI). Education and communication can assist City and County response and recovery efforts by limiting the impact and effects of the disaster. Utilization of the EPI Plan involves all types of media (TV/radio), websites, information lines, conference calls and phone trees, as well as local communication equipment for first responder and governmental agencies.

A) Purpose

The purpose of accurate public information during a disaster or emergency event is to provide a rapid and efficient means of communicating with the public. Emergency Public Information will enhance public confidence in local governmental officials. It will provide the public with information to make the best possible decisions for their families and communities. The first forty-eight hours of the event are most important in establishing public credibility for the remainder of the event. The Island County Emergency Public Information Plan will:

1. Provide accurate, consistent, complete information.
2. Provide the public with the facts of the emergency.
3. Address rumors, inaccuracies and misperceptions.
4. Serve as a resource for emergency responders.
5. Through education, minimize hostility and public misconceptions.
6. Provide for a Public Information Officer (PIO) and if required a Joint Information Center (JIC) will be mobilized.

B) Scope

This ESF details suggested Emergency Public Information policies and procedures to be used by the City and Island County staff during an emergency or disaster

II. POLICY

- A) The City in conjunction with Island County will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response and recovery. This will, when possible, be coordinated with the Island County cities and and/or towns and the U.S. Navy.
- B) Island County and its incorporated cities and towns are entitled to release information concerning their emergency actions. Any releases prepared by the County EOC, city, town,

or the Naval Air Station Whidbey Island (NASWI) EOC which quote or mention another jurisdiction should be coordinated with the respective jurisdiction before being released.

C) This plan supports the Incident Command System (ICS) Public Information Officer

III. SITUATIONS

- A) A disaster or emergency may necessitate an Emergency Public Information (EPI) operation and possibly the need for a Joint Information Center (JIC).
- B) Emergency Public Information will be effective in warning the public and mitigating the impact of a disaster or emergency.
- C) The public has a right to know what the emergency is and to be provided this information quickly and accurately.
- D) A local disaster or emergency will generate intense, immediate and sustained media attention.

IV. CONCEPT OF OPERATIONS

A) General

The PIO, as authorized by the Mayor and/or the Director of Emergency Services, will coordinate the timely release of all information and instructions to the public and may coordinate with other PIO's if required.

It is vital to keep the public informed of the progress of events, including pre-event warnings, if available, during the event, and post-event information. This information must be accurate, timely and available on multiple media sources. i.e. social media, TV, radio, and in person. A special effort will be made to report positive information regarding emergency response to reassure the community that the situation is being controlled. Rumor control will be major aspect of the informational program.

B) Pre-incident preparation

During the pre-incident stage, public information and communications activities will include.

1. Raising the community's awareness regarding disaster preparedness, establishing lines of communications, establishing 'call-back' networks.
2. Designation and training of Public Information Officers and other staff members to assume the role of PIO should the need arise.
3. Plans for evaluating the training and assisting Island County with the EPI plan.
4. Maintain accurate list(s) of community contacts.

C) During the Incident

1. Provide accurate information, as it becomes available, and disseminate that information by any means available.
2. Inform the public on protective measures that can be taken during (and after) an emergency.

D) After the Incident

1. Reassure the citizen's that everything possible is being done as quickly as possible.
2. Provide information as to the location of shelters, food, water, and human resources.
3. The PIO(s) must provide reliable and accurate information.
4. Inform the public on protective measures that can be taken to protect their property and themselves. Reduce the rumor mill – by providing consistent and accurate information.

V. RESPONSIBILITIES

A) Mayor's Office

1. Authorizes and approves information to be disseminated to the public. In his/her absences the Director of Emergency Services shall assume that duty.

B) Director of Emergency Services

1. Develop and maintain a public information plan and provide and educational program for all City staff.
2. Coordinate and maintain a working relationship with the local media.
3. Shall provide the JIC / PIO with the information to be disseminated.
4. Shall coordinated with other agencies to provide personnel, information or resources as needed.

EMERGENCY SUPPORT FUNCTION - 16

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EMERGENCY SUPPORT FUNCTION - 17

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EMERGENCY SUPPORT FUNCTION - 18

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EMERGENCY SUPPORT FUNCTION - 20

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EMERGENCY SUPPORT FUNCTION - 21

EVACUATION AND MOVEMENT ANNEX

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

I. INTRODUCTION**A) 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.

B) Scope

This ESF is to provide guidance on the potential movement of residents of the City. Due to the geographic nature of the city one section could be affected while the remaining portion of the city is habitable.

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.

II. POLICES

The City recognizes the importance of protecting all citizens. The City will do all things possible to maintain a safe and habitable area in which to live. However, there may be situations, beyond the City's control, that may necessitate the movement and/or relocation of some areas of the population. The City will attempt to provide as much warning as possible.

III. SITUATION

The City of Oak Harbor is located on Whidbey Island and may be subject to severe weather events including but not limited to: high wind, earthquakes, low level flooding, extreme cold temperatures, the potential for damage due to volcanoes is low but does exist.

IV. 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) 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.

C) 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.

D) 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.

E) 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.

F) 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.

G) Information

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

V. 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.
6. 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.

D) 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.

E) 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 - 22

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. INTRODUCTION**A) Purpose**

Is to ensure that buildings that have been exposed to the effects of an earthquake are structurally sound.

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.

B) Scope

This ESF is to address the procedures to follow after an earthquake has occurred. The inspections may be conducted with a 'windshield' assessment, or if required a more detailed inspection utilizing the City's Engineering, Building, and / or Fire Departments.

In the event the damage is severe, or the earthquake powerful structural engineers may be required to conduct a building by building inspection prior to re-occupancy.

II. POLICY

It will be the policy of the City to conduct inspections of buildings as soon after an earthquake as possible. The highest priority will be life safety, without subjecting City staff to unreasonable risks. Inspections will be prioritized from high-target hazards i.e. critical infrastructure buildings, (water, sewer, power etc..) high occupancy structures, industrial and so forth.

III. SITUATION

The City of Oak Harbor is located on Whidbey Island and as such is surrounded by numerous earthquake fault lines. Should a sizable earthquake occur, Oak Harbor and Whidbey Island would be isolated from the main land.

Access would be limited at best. It is vital to conduct a safety survey / inspection of the structures within the City to confirm they are occupiable as soon as practical after an earthquake.

IV. 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 - 23

RELIGIOUS AND VOLUNTARY AGENCY AFFAIRS ANNEX

Lead Agency: Chaplains, Police and Fire

Support Agencies: Local Church leaders

I. INTRODUCTION**A) PURPOSE**

1. To provide an organized group within the City of Oak Harbor government to assist emergency preparedness workers.
2. To coordinate and provide spiritual direction, counseling and leadership to those that may request or need such care.
3. To coordinate the use of churches and private schools in their use as mass care and social service activities or needs.
4. To assist in the dissemination of emergency information and instructions to the population.
5. To promote voluntary groups within the City of Oak Harbor at both the residential and business level.

B) B. SCOPE

This ESF is designed to provide for any type of religious support to the community. The Chaplains, Police and Fire, will be made available to assist local churches, or religious groups to assist the public. These Chaplains will be working in the community and will be able to direct person(s) to the appropriate resources for assistance.

II. POLICIES

It will be the policy of the City to assist the Police and Fire Chaplains in fulfilling their respective functions and mission. The City will provide the necessary resources for the Chaplains. The City will establish a volunteer resource list and utilize volunteers to the best of their abilities while providing necessary people power to the City and its mission.

III. SITUATION

During the time of disasters or emergency situations, people tend to rely heavily on the clergy and religious institutions. The City must be able to assist individuals and provide information as to where they may receive assistance.

Volunteers will come forward wanting to assist however and where ever they can. Those groups must be directed and controlled in so much as they are an asset to the community and not a deterrent.

IV. 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 who 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).

V. 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 - 24

ANIMAL CARE ANNEX

Lead Agency: Police Department (Animal Control)
 Support Agencies: WAIF
 American Red Cross
 WSU Cooperative Extension

I. INTRODUCTION**A) Purpose**

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.

B) Scope

This ESF is to provide for, as well as possible, the care and security of household animals (pets) during and after a disaster. While human life safety is paramount, the care and well-being of animals is important. The City and DEM will attempt to care for or locate areas / shelters that will care for animals. The City will do its utmost to reunify pets with their owners.

II. POLICIES

A) The City / EOC will contact animal care providers if possible.

B) The EOC will assign the Animal Control Officer the task(s) of animal care, or coordination of animal care services with the local veterinarians and animal shelters.

III. SITUATION

During times of disasters or severe emergency events animals may become separated from their owners/ families. Those animals may be scared or running free within the City. It is in the best interest to locate those animals house them in s secure location and to locate their respective owners. To do so a large group of volunteers and/or veterinarians may be called upon to locate, retain and provide for the safety of the animals.

IV. 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
 - 1. 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.

V. RESPONSIBILITIES

A) **City of Oak Harbor Animal Control Holding Facility**

- 1. Provides public information about emergency/disaster considerations for animals.
- 2. Provides information and/or services for the disposal of dead animals.
- 3. Provides emergency feeding and limited emergency shelter for animals.
- 4. Provides limited emergency care for pets brought to public shelters or congregate care facilities.

B) **WAIF**

- 1. Provides public information about emergency/disaster considerations for animals.
- 2. Provides information and/or services for the disposal of dead animals.
- 3. Provides emergency feeding and limited emergency shelter for animals.
- 4. Provides limited emergency care for pets brought to public shelters or congregate care facilities.

C) **WSU Cooperative Extension**

- 1. Provides assistance and acts as a liaison for the care and treatment of domestic livestock.

D) **Office of Emergency Management**

- 1. 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.

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