

## **SUPPORT ANNEX D**

### **EMERGENCY PROCLAMATIONS**

#### **I. INTRODUCTION**

##### **A. Purpose**

To outline the process for processing a request to the Board of Island County Commissioners (BOICC) for a local proclamation of emergency for all or parts of Island County.

##### **B. Scope**

The scope of this Support Annex is defined by the nature of the event facing the county. Definitions of catastrophe, disaster, emergency, and major disaster from the Washington State CEMP are repeated in paragraph VII of this section.

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

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

1. An emergency situation or disaster has or will impact all or parts of Island County. Early analysis of the available information either as to the expected impact or initial damage assessments indicates that normal operating procedures by municipal or county government will not be sufficient to adequately cope with the situation. For this reason, extraordinary measures under Island County Code, Chapter 9.24A, RCW 36.40.180, and RCW 38.52.070 (2) are necessary and must be authorized by the formal proclamation of emergency.
2. The terms emergency declaration, declaration of local emergency, and disaster proclamation can be found in various documents. The county will formally declare an emergency when the BOICC resolves and issues an emergency proclamation. The proclamation formally invokes the emergency procedures under the statutes cited above or when county resources have been overwhelmed and additional resources are being requested from the state.

##### **B. Request**

1. All emergency situations within Island County will be handled under the National Incident Management System (NIMS) and the Incident Command system or ICS. In accordance with the ICS, each incident, emergency, or disaster site will have an on-scene incident commander

(IC). Only the IC or the Director, Acting Director, Island County Department of Emergency Management (DEM) can initiate a request for an emergency declaration.

2. Once the IC has requested or recommended a declaration of an emergency, the Director, DEM will coordinate with the heads of county departments and agencies involved in the incident to determine if other local resources are available to meet the situation. If the consensus is no, the Director, DEM will alert the BOICC and prepare a draft proclamation in the form of a resolution (see Tab A).

**C. Coordination**

1. Time and circumstances permitting, the draft proclamation will be hand carried to the Prosecuting Attorney for review and comment. The DEM will address and correct all comments and required changes before it is presented to the BOICC.
2. The Director, DEM may at this time alert the Washington State Emergency Operations Center (EOC) that such an emergency proclamation is being prepared and the nature of the assistance required.
3. The final version of the resolution will be hand carried to the BOICC for review and approval by the BOICC or the commissioners present.

**D. Continuity of Government**

1. The adoption of resolutions would normally be done at a scheduled meeting of the BOICC. If this is not possible, Island County Code, Chapter 2.08A.020 and RCW 42.30.080 allows that the BOICC may hold special meetings and introduce resolutions.
2. The BOICC will take necessary action under applicable rules to consider the requested proclamation declaring an emergency.
3. If and when approved, copies of the signed proclamation will be provided to county agencies and departments as authority to conduct operations under emergency rules and regulations. A copy of the signed proclamation will also be sent by facsimile to the State EOC.

**E. Public Information**

1. Declaration of an emergency and the consequences of that action must be presented to the media and the public in a manner that enhances cooperation with emergency operations and emergency workers.

2. The EOC PIO must be able to get the substance of the proclamation and its ramifications to the media quickly and clearly. If a JIC is formed, the PIO announcement of the proclamation should include information about actions of the other participating agencies and jurisdictions.

**F. Termination**

Once a declared emergency is over or the county again has the available resources to respond to and recover from the remaining problems, the state of declared emergency will be terminated by BOICC proclamation. This action is necessary to formally terminate special financial or legal operations undertaken by the county to respond to the emergency. A sample termination proclamation is included at TAB B. A copy of the termination proclamation will be transmitted to the Washington State EOC.

**III. REFERENCES**

- A. Island County Code, Chapter 2.08A, Board of County Commissioner Meetings
- B. Island County Code, Chapter 9.24A, Emergency Services
- C. RCW 36.32.270, Competitive Bids - Exemptions
- D. RCW 36.40.180, Emergencies Subject to Hearings, Nondebtable Emergencies
- E. RCW 38.52.070 (2), Local Organization, Joint Local Organizations, Establishment, Operation, Emergency Powers
- F. RCW 42.30.080, Special Meetings

**IV. DEFINITIONS**

- A. **CATASTROPHE** - An expected or unexpected event in which a community, because of the severity of the event, is unable to use its resources or the need for resources has greatly exceeded availability, disrupting the social or economic structure of the community, preventing the fulfillment of the community's essential functions, and rendering the community incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.
- B. **DISASTER** - An event expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses

so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

- C. EMERGENCY - An expected or unexpected event involving shortages of time and resources that places life, property, or the environment in danger and requires response beyond routine incident response resources.
  
- D. MAJOR DISASTER - As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused 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... in alleviating the damage, loss, hardship, or suffering caused thereby.

**TABS**

TAB A Sample Resolution Format for Proclamation of Emergency

TAB B Sample Termination Proclamation



Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**BOARD OF COUNT COMMISSIONERS**  
Island County, Washington

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Member

**TAB B Sample Resolution Format for Proclamation Terminating an Emergency**

**BOARD OF THE COUNTY )  
COMMISSIONERS OF ISLAND COUNTY ) Resolution No. C- \_\_\_\_\_  
PROCLAMATION OF EMERGENCY )**

*Whereas*, on \_\_\_\_\_ the Board of Commissioners adopted Resolution \_\_\_\_\_, declaring that an emergency exists in Island County due to \_\_\_\_\_; and

*Whereas*, the Board of Commissioners has determined that the state of emergency no longer exists;

**NOW THEREFORE, BE IT RESOLVED**, THAT PURSUANT TO Island County Code Title 9.24A, the period of emergency conditions declared in Resolution \_\_\_\_\_ is hereby ended.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BOARD OF COUNT COMMISSIONERS  
Island County, Washington**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Member