

ISLAND COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) Third Edition

2018



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Table of Contents

DISTRIBUTION PAGE	iv
PROMULGATION	vi
BASIC PLAN	1
I. MISSION AND SITUATION	1
PURPOSE	1
SCOPE	1
AUTHORITY AND POLICIES	3
SITUATION	4
HAZARD ANALYSIS	4
ASSUMPTIONS	5
LIMITATIONS	6
II. ORGANIZATION AND RESPONSIBILITIES	8
ORGANIZATION	8
CONTINUITY OF GOVERNMENT	9
III. CONCEPT OF OPERATIONS	29
NIMS INTEGRATION	29
CONCEPT	31
IV. ADMINISTRATIVE AND FISCAL PROCEDURES	37
V. LOGISTICS	40
VI. DIRECTION, COMMAND, CONTROL AND COORDINATION	41
EOC MANAGEMENT AND GENERAL STAFF	41
EMERGENCY OPERATIONS CENTER LOCATIONS	42
EOC AUTHORITY TO ACTIVATE	42
INCIDENT COMMAND/ON-SCENE MANAGEMENT	43
EMERGENCY OPERATIONS CENTER (EOC)	44
PROCEDURES TO ACTIVATE EOC	45
EOC ACTIVATION LEVELS	46

VII. PROCLAMATION OF EMERGENCY 49

VII. DEMOBILIZATION 53

VII. EMERGENCY PUBLIC INFORMATION 55

VIII. TRAINING, EXERCISES AND EDUCATION..... 56

IX. ON-GOING PLAN MANAGEMENT AND MAINTAINANCE 58

X. RESOURCES..... 59

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Recipient	Title of Recipient	Department / Agency	Date of Delivery	Number of Copies Delivered	Copy Number

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PROMULGATION

It is the policy of Island County, Washington to provide the emergency organization and resources necessary to minimize the effects of incidents; prepare to respond to disaster situations; maximize population survival; preserve property, and enhance recovery to ensure the orderly and expeditious return to normal community life in the County in the event of a disaster.

In an effort to fulfill this policy, Island County has prepared this *Comprehensive Emergency Management Plan (CEMP)*, which sets forth the general policies and procedures for Island County departments and divisions to define activities to be undertaken in an effort to minimize the disruption to the County. This document describes the measures necessary for emergency response activities after a disaster or incident by defining the roles of departments and divisions.

This plan complies with existing federal, state and local statutes and is consistent with the capabilities and resources of the various departments and divisions involved. All departments and divisions assuming responsibility under this plan have developed and shall continue to improve upon detailed procedures necessary to carry out their respective responsibilities. In addition, this plan shall be revised and updated, and related training and exercise programs undertaken, as indicated herein.

All County departments and divisions are directed to take appropriate actions to implement this plan and to maintain the necessary capabilities to respond effectively to emergencies and disasters.

_____ Commissioner	_____ Date
_____ Commissioner	_____ Date
_____ Commissioner	_____ Date
_____ Director, Emergency Management	_____ Date

BASIC PLAN

I. MISSION AND SITUATION

PURPOSE

In order to protect life, property and the environment within Island County, County government shall respond to all disaster and emergency events, and shall take appropriate actions to mitigate against, prepare for, respond to, and recover from the effects of such events. This plan incorporates elements of the Island County Continuity of Government and Continuity of Operations Plans (currently under development), and adopts the National Incident Management System to facilitate restoration of basic county government operations following disasters.

For the purposes of this plan, pursuant to Island County Municipal Code 9.24A.020, a disaster or emergency incident is defined as:

Disaster - Actual or threatened enemy attack, sabotage, or other hostile action, extraordinary fire, flood, storm, epidemic, riot, earthquake, or other similar public calamity.

Emergency services - The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to prevent, minimize, and repair injury and damage and to aid victims suffering from damage resulting from disasters. This term shall not include, nor does any provision of this chapter apply to, any condition relating to a labor controversy.

Due to the overwhelming nature of disasters, it is also the policy of the Island County to encourage its employees, businesses and citizens to be self-sufficient for a **minimum** of seven to ten (7-10) days should an emergency or disaster occur. In order for Island County to deliver vital services, County employees are expected to be available for assignment.

This plan is intended as a comprehensive framework for county-wide mitigation, preparedness, response and recovery and will establish appropriate governmental mitigation (separately published document), preparedness, response and recovery actions to emergencies and disasters, and will delineate what resources will and will not be available from Island County. This plan establishes emergency management responsibilities, functions, and specific tasks of the Island County Department of Emergency Management (DEM), county departments, commissions, boards, and councils.

SCOPE

It is the policy of Island County, in order to protect lives and property, to carry out those activities necessary to coordinate and enhance recovery efforts resulting from disaster or emergency incidents.

Island County's Emergency Preparedness Goals are as follows:

1. To coordinate the development and maintenance of the County's Comprehensive Emergency Management Plan that provides the framework for organizational activities during disaster operations.
2. In coordination with federal, state and other local emergency management departments, provide an education and preparedness program for the community, including both the public and private sectors, which enhances resiliency.
3. Provide assistance to county staff through training and activities to develop and enhance response capabilities.
4. Foster an atmosphere of cooperation within Island County, its cities and towns, adjacent jurisdictions, state, and federal agencies.

All directions contained in this Plan apply to preparedness and emergency activities undertaken by Island County and supporting organizations required to minimize the effects of disaster and emergency events, and facilitate recovery activities. Island County Emergency Management provides and supports on-going training and implementation of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all hazards. Under the guidance of the *National Response Framework*, this Plan addresses all activities related to local incident management, including: mitigation, preparedness, response, and recovery activities.

The Plan, including its appendices, checklists, and supporting documents provides for the coordination of operations during emergencies and disasters, focusing on the best utilization of all resources within Island County and its surrounding jurisdictions.

Incident Management Activities

The Plan establishes a mutual understanding of authority, responsibilities and functions of government(s), and provides a basis for incorporating essential non-governmental agencies and organizations into area-wide activities.

Island County's Comprehensive Emergency Management Plan supports and is compatible with various local jurisdiction plans (e.g., Oak Harbor CEMP), other Island County planning efforts (e.g., Island County Feeder Bluff Plan, Island County Transportation Plan, Mt. Baker / Glacier Peak Coordination Plan, etc.), Washington State and National response plans, including (but not limited to): the Island County Hazardous Materials Plan (2015), the Washington State Comprehensive Emergency Management Plan (CEMP), the King County Regional Coordination Framework for Disasters and Planned Events (2014) (previously the Regional Disaster Plan) and the Regional Catastrophic Plan, both of which Island County is a planning partner, and Title III of the Superfund and Re-authorization Act of 1986, among others. Any conflicts with these other response plans will be handled on a case-by-case basis.

AUTHORITY AND POLICIES

The Island County Comprehensive Emergency Management Plan is developed under the authority of the following local, state, and federal statutes and regulations.

- Revised Code of Washington 35A.38, 35.33.081 (Emergency Expenditures);
- Revised Code of Washington 35.33.101 (Emergency Warrants);
- Revised Code of Washington 38.08 (Powers and Duties of Governor);
- Revised Code of Washington 38.52.070 (Emergency Powers);
- Revised Code of Washington 38.52.110 (Use of Existing Services and Facilities – Impressment of Citizenry);
- Revised Code of Washington 39.34 (Interlocal Cooperation Act);
- Revised Code of Washington 42.14 (Continuity of Government);
- Revised Code of Washington 43.43.962 (Washington State Patrol Fire Services Mobilization Plan);
- Revised Code of Washington 49.60.400 (Discrimination, Preferential Treatment Prohibited);
- Washington Administrative Codes 118-30 (Local Emergency Management/Services Organizations, Plans and Programs);
- Washington Administrative Codes 118-40 (Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting);
- Washington Administrative Codes 296-62-3112 (General Occupational Health Standards);
- Public Law 93-288 - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended. U.S. Codes 5121-5202 - Disaster Relief Act of 1974, as amended; 95-124 - Earthquake Hazards Reduction Act of 1977, as amended;
- Public Law 96-342 - Federal Civil Defense Act of 1950, as amended, 2301-2303, Improved Civil Defense 1980;
- Public Law 99-499 - Title III Superfund Amendment and Re-Authorization Act of 1986;
- *The National Response Framework*;
- *Title VI of the Civil Rights Act of 1964*;
- *The Americans with Disabilities Act*;
- Public Law 105-19 Volunteer Protection Act of 1997;
- Homeland Security Presidential Directives 1-8;
- Homeland Security Act of 2002;
- National Pets Evacuation and Transportation Standards Act (H.R. 3858-PETS);
- Code of Federal Regulations (CFR) Title 44: Emergency Management and Assistance;
- United States Code (USC) Title 42, Chapter 68, Disaster Relief;
- Island County Municipal Code 9.24A (Emergency Services).

Impressment of Citizenry – Use of Existing Services and Facilities

In accordance with RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry, in responding to an emergency or disaster, or the threat of an emergency or disaster, “the governor and the executive heads of the political subdivisions of the state are directed to

utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law.” [...]

“The governor, the chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed: PROVIDED, That citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by this chapter and federal and state emergency management regulations for registered emergency workers.”

SITUATION

Disasters and emergencies have occurred throughout Island County and will likely occur again in the future. These events can present unique challenges to the public and private sectors for the efficient and effective use of resources, the protection of lives and property, the protection of the economy, and the preservation of the environment or other essential functions.

HAZARD ANALYSIS

Using the *2015 Island County Multi-Jurisdiction Hazard Mitigation Plan* as the basis to identify hazards of concern, County officials identified those hazards of greatest concern within Island County’s boundaries. Through the process of hazard vulnerability analysis, it has been determined that Island County is vulnerable to: wind, rain, earthquake, flood, landslide, tsunami, hazardous material incident, fire, and energy and utility system failure, among others. While each city and town throughout the County has ranked the hazards of concern based on their experiences, countywide, the potential effects of these hazards could disrupt public services, damage property, and cause injury or death of persons within affected areas.

In addition to identification of the hazards of concern, the County, and all of its planning partners, identified the critical and essential facilities throughout the County. Those facilities have been reviewed for vulnerability to hazard events, and their impact taken into consideration during development of this planning document. Facilities identified are not published within this document, nor the Mitigation Plan, and remain protected from public disclosure pursuant to RCW 42.56.420.

Additional information on the risks associated with these hazards can be found in the *2015 Island County Multi-Jurisdiction Hazard Mitigation Plan*, a separately published document. This CEMP, as developed, takes into consideration all hazards which may impact the County, and is written as an “all-hazards” plan.

ASSUMPTIONS

It is assumed that any of the noted situations could create significant property damage, injury, loss of life, panic and disruption of essential services in Island County. These situations may also create significant financial, psychological and sociological impact on citizens of the community and governmental organizations.

It is reasonable to assume that with impending incidents such as storms and floods, warnings will be issued to enable some preparation prior to the event. Other disasters will come with no advanced warning – sudden impact incidents.

In the event of a widespread disaster there will not likely be any significant assistance from nearby communities, county, state, or federal agencies for 72 hours or longer. In this situation the County will need to rely on available resources, private organizations, local jurisdictions, and residents within the County for initial response operations.

The role of the individual citizen is of key importance in the response and recovery from disasters. The immediate availability of resources to respond to the emergencies associated with a disaster will be limited and responses will be prioritized. It is assumed that there will not be enough resources to respond to every emergency need. Therefore, each citizen must be personally responsible for preparing to meet their own emergency needs for at least seven to ten days. These preparedness items include having a plan, stocking supplies (including medications), learning emergency skills like first aid and CPR, and reducing hazards in the home and workplace. The Court cannot substitute governmental services for individuals' responsibility during a threatened or actual disasters. Citizens should remain aware of a developing or occurring hazardous incident and respond in a safe, responsible manner.

During a widespread event, Island County may be requested to provide support to other jurisdictions (both local and outside the County) with both resources and sheltering during emergencies and disasters not affecting this County. Likewise, Island County may request of surrounding jurisdictions their support for resources and sheltering during emergencies and disasters which exceed the County's capabilities. In 2013-2014, Island County participated in the development of the Puget Sound Regional Catastrophic Disaster Coordination Plan, which, among other things, addresses situations such as this to pre-identify resources, capabilities, and functions. This was done to further support the needs of the citizens of Island County and its cities and towns.

During a disaster event, it is understood that in the case of an emergency, the Director of Emergency Management, as appointed by the Board of Commissioners, may have to invoke the emergency powers granted to him/her under the Island County Municipal Code (ICMC 9.24A.050(A)).

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 Island County's response resources may be overwhelmed, and essential systems may be dysfunctional, the County can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

Island County 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 County or Washington State. The arrival of contracted services, state and/or federal assistance may be delayed for several days from the onset of the incident. As a result of potential limited resources during incidents, the County and its city and towns may elect to work with other local cities within Island County. The sharing of resources, which may include the use of a centralized EOC, will enhance the capabilities of all jurisdictions impacted. The County itself has limited EOC resources, which is similar in situation to the cities and towns within the County, as they are smaller in size, with limited resources. Based on that, the sharing of EOC staffing may assist efforts. Sharing of EOC responsibilities will reduce the burden on all jurisdictions.

The disaster response and relief efforts of the County may be impacted by:

1. Inability of the citizenry to be self-sufficient for more than seven to ten (7-10) days without additional supplies of food, water, medical, sanitation, fuel, and shelter resources.
2. The lack of police, fire, emergency medical, public works and regional transportation and sewage treatment services response due to damage of facilities, equipment and shortages of personnel.
3. The shortage of critical drugs and medicines at medical facilities due to damage to reduced emergency storage capacities.
4. The shortage of trained personnel and equipment to respond to requests for assistance for fire, emergency medical, police, public works and hazardous material releases. The impact of these shortages may be felt immediately and compounded by the need for twenty-four hour operations sustained over long periods of time.
5. Damages to lifelines such as roads, rail, air transportation facilities, utilities, petroleum and natural gas pipelines, and communications networks. Normal distribution of resources may be curtailed or greatly reduced, impacting the social and economic infrastructure of the County.

6. Damage to responder communications by equipment damage or overloading of telephone lines into 911 dispatch centers.
7. Large movements of people as refugees into or through the County will stress systems, particularly shelter, food, water, and medical services.

Nuclear Event

No political subdivision may be required to include in its plan provisions for emergency evacuation or relocation of residents in anticipation of nuclear attack.

The Federal Government has terminated the public fallout shelter program designed in the 1950s. Population movement and space management changes in previously identified buildings that housed shelters have made the majority of those shelters non-functional or obsolete. The majority of the population now resides in areas outside of the city centers, in homes which provide little or no protection against weapons or munitions (bomb) effects.

Indemnity:

Based on the unknown circumstances and situations which arise when responding to emergency situations, as well as the fact that this is not a predictable science, anyone who carries out duties and responsibilities on behalf of Island County Emergency Management, the County, the County Commissioners, or any of the members of the same, cannot and will not be held liable for actions or perceived inaction that may arise from an emergency situation and the decisions made (ICMC 9.24A.120).

II. ORGANIZATION AND RESPONSIBILITIES

ORGANIZATION

Island County operates under an elected three-member Board of Island County Commissioners (BOICC). The members of the Board make up the *plural executive* form of government who serve as the county's legislative body and also perform executive functions. While the county commissioners establish the budget and act as the county legislative body, they share administrative functions with several other independently-elected county officials, including: a clerk, treasurer, sheriff, assessor, coroner, and auditor. The county prosecuting attorney and the judges of the superior court are also independently elected. In addition to the elected officials, the County is comprised of 11 departments, including Emergency Management. The elected officials maintain oversight of the County's government, responsible for overall policy direction within the County.

The Board shall appoint a Director for the Department of Emergency Management, who shall serve in that capacity until removed by the Board. The Director shall serve as the County's Disaster Coordinator pursuant to County Code (9.24A.060) and RCW 38.52.070.

The day-to-day organizational structure of Island County departments will be maintained as much as practical for major emergency and disaster situations. Other public and private organizations, utility districts, school districts, and volunteer organizations may, under mutual agreement operate in coordination with this plan.

County government will retain authority and ultimate responsibility for direction and control of its own disaster operations, use of resources and application for mutual aid within its own boundaries.

In accordance with RCW 38.52.070, each political subdivision of the state is authorized and directed to establish a local emergency management organization, or be a member of a joint local organization. Under RCW 39.34.030, any political subdivision is authorized to enter into a contract for the provision of such services. As currently situated, Island County Department of Emergency Management maintains the emergency management program only for the unincorporated county.

Pursuant to Island County Municipal Code 9.24A.050, the Island County Department of Emergency Management shall represent only the political subdivision of Island County. The Director of Emergency Management is empowered:

- A. To control and direct the effort of the Island County Department of Emergency Management (ICDEM) for the accomplishment of the purposes of this chapter;
- B. To direct coordination and cooperation between divisions, services, and staff of the ICDEM, and to resolve questions of authority and responsibility that may arise between them;
- C. To represent the ICDEM in all dealings with public or private agencies pertaining to

emergency services; and

- D. To approve and sign contracts on behalf of Island County transferring equipment purchased by the county from funds received from homeland security, law enforcement terrorism prevention program and emergency management program grants to other Island County local government end users.

Additionally, during activation of local area EOC's, County EOC will serve as a Multi-Agency Coordination Center, supporting those local agencies which may function independently, as an Area Command or a Unified Command, depending on the situation. In all cases, it is the intent of Island County Emergency Management to assist the local jurisdictions by coordinating efforts, and, as able, with resource requests.

CONTINUITY OF GOVERNMENT

The Continuity of Government Act RCW 42.14 establishes provisions for the continuity of government in the event its leadership is incapacitated. RCW 35A.13.020, 35A.42.030 provide for filling vacancies of elected officials in the County. The following describes the overall structure and maintenance for Island County, as well as identifying primary responsibilities of all County organizations, committees, branches, departments, divisions, and sections.

A. Emergency Management Organization

The Emergency Management Organization shall be compatible with the existing County organization and shall provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.

B. Disaster Powers

In the event of disaster as herein provided, pursuant to 9.24A.060, the Director is hereby empowered:

- i. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board of County Commissioners;
- ii. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of the life and property of the people, and bind the county for the fair value thereof, and, if required immediately, to commandeer the same for public use;
- iii. To require emergency services of any county officer or employee, and to command the aid of as many citizens of this community as he thinks necessary in the execution of his duties. Such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered civil defense or emergency services worker volunteers; and
- iv. To requisition necessary personnel or material of any county department or agency.

C. Emergency Services Advisory Committee

The Emergency Services Advisory Committee, when active, provides staff support, input and expertise in development of the plan and all supporting documents. The committee is comprised of key personnel, which when active, serve under the direction of the Emergency Management Director. Members of the Emergency Management Committee (among others) may staff the Emergency Operations Center as necessary during activation and coordinate the activities in their respective area of responsibility during major emergencies and disasters.

The Emergency Services Advisory Committee may consist the following members, based on availability and incident:

- Board of Commissioners or designee
 - Clerk/Executive Assistant
- PIO or designee
- Island County Clerk
- Human Resources
 - Personnel
- Human Services Analyst
- Public Works Director or designee
 - County Engineer
 - Engineering Technician/GIS Coordinator
 - Maintenance Supervisor
 - Parks & Recreation
 - Parks Planner
 - Recreation Manager
 - Paths & Trails
 - Roads
 - Solid Waste
 - Storm & Surface Water
- Public Health
- Local Emergency Planning Committee (LEPC)
- Island County Communications (ICOM)
- Information Technology
 - Systems Administrator
- Finance Director or designee
 - Senior Accountant
- Community Development Director or designee
 - Chief Building Official
- Sheriff
- Outside Agencies
 - Municipal Water Purveyors and Districts (various)
 - Whidbey Health
 - City of Langley
 - City of Oak Harbor

- Town of Coupeville
- Port of South Whidbey
- Port of Coupeville
- Naval Air Station Whidbey Island

Sub-Committees

Sub-committees as determined necessary by the Emergency Services Advisory Committee (ESAC) may include individuals from outside organizations. Sub-committees will be chaired by a member of the ESAC. Oversight of sub-committee work will be the responsibility of the Emergency Manager.

D. Emergency Interim Successors for Elected Officials

During an emergency, for periods of less than 30 days, the Co-Chair shall automatically assume the authority and duties of the Chair of the BOICC when the Chair is unavailable. If both the Chair and Co-Chair are unavailable during an emergency or disaster, the first arriving Commissioner will serve in the role of Chair, until such time as said Board Member relinquishes the role or until the Chair or Co-Chair arrives at the designated location and opts to take control after receiving a Situation Report. RCW 42.14.070 provides that the legislative authority shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the County.

E. Meeting Location – Board of Island County Commissioners

RCW 42.14 provides that in the event of an emergency, the BOICC may meet at any place within or outside of the territorial limits of the County on the determination of the Board Chair or any two members of the governing body, and shall lawfully conduct the County's affairs and business matters for the duration of the emergency.

During emergency situations, the use of electronic communications serves as an approved method to conduct Board business during a declared emergency, and identifies a quorum of the Board to be two Board Members during a declared emergency.

In the event the BOICC Chambers are not useable or accessible, the Board may meet at any place within or outside of the County limits. The primary site for meetings will be at Island County Courthouse Annex Building, Room #B102, 1 NE 6th Street, Coupeville, Washington.

In the event that a special meeting of the Board is called, the Island County Clerk of the Board or designee is primarily responsible for coordinating the notification of each Board member, and responsible for notifying the public as soon as practical, either through normal channels of broadcasts, web postings, or news releases, or such other ways as are practical given the situation. The designated Public Information Officer (PIO) shall work to notify the media and to complete the public posting of the meeting. Posting of the meeting shall occur as is defined within the Island County Municipal Code if possible, with minimum postings during emergency situations being acceptable as circumstances may preclude County government from being able

to meet normal posting requirements for emergency Board meetings.

F. Emergency Interim Successor for Board of Commissioners

If the Chair or Co-Chair is unavailable during an emergency, the remaining Board Member(s) shall assume the Chair or Co-Chair role and shall fulfill the responsibilities with the same authority and powers.

Pursuant to RCW 42.14.040, in the event an incident reduces the number of county commissioners, then those commissioners available for duty shall have full authority to act in all matters as a board of county commissioners. In the event no county commissioner is available for duty, then those elected county officials, except for the members of the county board of education, as are available for duty shall jointly act as the board of county commissioners and shall possess by majority vote the full authority of the board of county commissioners.

G. Emergency Interim Successors for Appointed Officials

RCW 42.14.070 requires that each political subdivision shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions. In accordance with this requirement, if an Elected Official or Department Administrator is unavailable during an emergency, an interim successor is appointed as identified in Table 1.

Table 1 Department Administrator Lines of Succession		
Administrator / Director	Interim Administrator (First Alternate)	Interim Successor (Second Alternate)
Chair, Board of Commissioners	Co-Chair	Tertiary
Assessor	Deputy Assessor	
Auditor	Deputy Auditor	
County Clerk	Deputy Clerk	
Coroner	Deputy Coroner	
Courts – District and Municipal - Judge	Judge	Commissioner
Court – Superior – Judge	Judge	Commissioner
Emergency Management	Public Works Director	
Facilities	Manager	Senior Technicians
General Services - Administration/Budget	Budget Manager	
Human Resources	Risk Analyst	
Human Services	TBD	
Information Technology	Assistant IT Director	
Long-Range Planning	Manager	
Planning Community Development	Deputy Director	Permit Manager
Prosecuting Attorney	Deputy Pros. Attorney	Asst. Pros. Attorney
Public Health	Environmental Director	
Public Works	Asst. Public Works Director	Asst. County Engineer
Sheriff	Under Sheriff	
Treasurer	Deputy Treasure	

Role of Elected Officials

The Board of Commissioner's overall role is to annually review policies and appropriate funds to allow the Emergency Management Director and staff to plan, implement, train, and exercise an Emergency Management Program.

Department/Division Responsibilities**1. Board of Island County Commissioners (Legislative and Executive Branches):**

- a) Emergency powers (Island County Municipal Code 9.24A).
- b) Proclaim local emergency.
- c) Appropriate funds to meet emergency needs.
- d) Maintain continuity of government.
- e) Provide policy direction.
- f) Direct County departments.
- g) Coordinate and direct damage assessment and disaster assistance.
- h) Coordination of information exchange (internal and external).
- i) Overall direction and control of emergency operations.
- j) Intergovernmental coordination and requests for assistance, including Military Support.

2. Emergency Manager Director

- a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board of County Commissioners.
- b) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of the life and property of the people, and bind the county for the fair value thereof, and, if required immediately, to commandeer the same for public use.
- c) Manage the Island County Emergency Operations Center during activation.
- d) Assist County with Proclamation of Local Emergency and coordinate requests for outside assistance through county, state, and federal agencies.
- e) Assist responsible staff in the preparation of disaster assistance paperwork and submit to the appropriate agencies.
- f) Dissemination of emergency warning information through various means, including the Emergency Alert System and other available resources.
- g) Coordinate amateur radio operators during disaster operations.
- h) Act as liaison between federal, county, state, and local jurisdiction personnel and military personnel responding to an emergency.
- i) Establish Disaster Assistance Centers to support county-wide recovery efforts.

3. Administration / Budget

- a) Financial documentation.
- b) Procurement.
- c) Inventory/asset management.

- d) Maintain documentation for emergency related activities and costs.

4. Assessor

- a) Provides for the re-evaluation of property, land, and buildings damaged or destroyed by disaster incidents and adjusts taxes as necessary.
- b) Provides trained personnel to complete damage assessment as part of the Local-State-Federal Damage Assessment Team following a disaster.
- c) Processes applications for “Taxpayers Claim for Reduction of Assessment on Destroyed Real or Personal Property”, pursuant to RCW 36.21.080, Chapter 84.70, information form Rev. 64 0003-2 (12-92).
- d) Compiles private property information as required in the Disaster Analysis Report and forwarding reports to State EMD through the Island County DEM.
- e) Support ESF-14 – Long Term Community Recovery.
- f) Maintain documentation for emergency related activities and costs.

5. Auditor

- a) Provides for the identification and preservation of essential records.
- b) Ensures that disaster related expenditures are made in accordance with applicable laws and regulations.
- c) Provides staff, as available and required, to support emergency management functions during emergencies and disasters.
- d) Acts as Section Chief for EOC Administration and Finance Section.
- e) Support ESF-14 – Long Term Community Recovery.
- f) Maintain documentation for emergency related activities and costs.

6. Information Technology

- a) Ensure continued operations of the County’s telephone and computer systems; may require coordination through service providers.
- b) Ensure protection and redundancy of computer hardware, software and data.
- c) Coordinate with area utility providers for restoration of services.
- d) Provide guidance and direction for protection of computer hardware and software.
- e) Ensure contracts are in place establishing priority emergency repairs for computers and telecommunications systems and networks.
- f) Arrange for and coordinate emergency replacement of computer, automation, and other business equipment.
- g) Provide staff and/or services to the EOC to maintain or adjust telephone and computer configurations to support the county's information needs, including Internet access.
- h) Evaluates county telecommunications requirements under the Washington State Telecommunications Services Priority (TSP) Plan.
- b) Conduct damage assessment of critical county telecommunications and computer services and equipment.
- c) Maintain documentation for emergency related activities and costs.

7. Clerk of the Board of Commissioners

- a) Support and record emergency legislative activities.
- b) Records maintenance.
- c) Maintain County seal.
- d) Disseminate public information (associated with meeting notices).
- e) Maintain documentation for emergency related activities and costs.

8. Clerk of the Court

- a) Coordinates security and safe keeping of Superior Court records.
- b) Provides staff, as available and required, to support emergency court operations.
- c) Coordinates restoration of the services of the Clerk's office in support of court operations.
- d) Maintain documentation for emergency related activities and costs.

9. Coroner's Office

- a) Coordinate the orderly recovery, identification and proper processing of remains, and arrange for ultimate release for internment.
- b) Complete examination, identification, determination of cause of death, and release of bodies of disaster victims.
- c) Make death notification of next of kin. The Coroner will provide guidance on the delegation of this process.
- d) Ensure security of personal effects of victims.
- e) Coordinate and provide emergency mortuary services.
- f) Provide coordination with other agencies and State and Federal authorities regarding emergency mortuary activities.
- g) Support ESF 8, Health, Medical and Mortuary Services.
- h) Maintain documentation for emergency related activities and costs.

10. Jail

- a) Develop internal disaster plans and procedures for the Island County Corrections Facility.
- b) Coordinate with the Prosecutor, Courts, and the Assigned Counsel on the continuity of Court operations.
- c) Provide food services from the jail kitchen for EOC staff during 24-hour operations when no other food source is available.
- d) Support ESF 5 – Emergency Management and ESF 13 - Public Safety and Security.
- e) Maintain documentation for emergency related activities and costs.

11. Courts (Superior, District, Juvenile and Family Court Services)

- a) Develop internal contingency plans as considered necessary for the continuation of court services and functions.
- b) Provide for the identification and preservation of essential court records.
- c) Maintain documentation for emergency related activities and costs.

12. Facilities Management

- a) Develop internal standard operating procedures for Island County critical facilities to ensure expeditious repair and use.
- b) Coordinates emergency repair or relocation of county facilities as determined necessary.
- c) Provides for emergency repair for EOC to the extent such repair will keep the center operational.
- d) Ensure motor pool vehicles are in working order and available for priority assignments.
- e) Develop and maintain means to expeditiously post warning and safety information in or on all affected county buildings.
- f) Conduct damage assessment of critical facilities.
- g) Support ESF 3 – Public Works; ESF 7- Logistics Management and Resource Support; ESF 14 – Long-Term Community Recovery.
- h) Maintain documentation for emergency related activities and costs.

13. Fire Protection Departments, Districts, and Services

- a) Provide command and control for field operations.
- b) Provide fire suppression services.
- c) Provide hazardous materials incident command and radiological monitoring.
- d) Coordinate with outside agencies as appropriate.
- e) Provide command and control for search and rescue activities.
- f) Support light/limited heavy rescue response.
- g) Provide emergency medical services with limited transportation to hospitals.
- h) Direct or support evacuation efforts as appropriate.
- i) Provide support to other departments in utility restoration efforts.
- j) Assist with dissemination of emergency warning information to the public.
- k) Assist with damage assessment, traffic control, emergency warnings, and road closure efforts.
- l) Provide basic and advanced life support with response by EMTs.
- m) Support ESF 4 – Firefighting; ESF 5 – Emergency Management; ESF 8 – Health, Medical and Mortuary Services; ESF 9 - Search and Rescue; ESF 10 – Hazardous Materials; ESF 14 – Long-Term Community Recovery.
- n) Document emergency related activities and costs.

14. General Services Administration

- a) Animal Control (Contracted Services) - work with contracted animal control services to accommodate increased animal control and sheltering requirements and deal with animal disposal actions during and after an emergency.
- b) Perform Risk Management Activities, including promotion of employee safety programs, building safety and evacuation planning, and program/project risk reviews.
- c) Perform emergency management activities as required.
- d) Support ESF 5 – Emergency Management; ESF 7 – Logistics Management and Resource Support; ESF 11 – Agriculture and Natural Resources; ESF 14 – Long-Term Community Recovery.
- e) Maintain documentation for emergency related activities and costs.

15. Health Department

- a) Provide or coordinate health and environmental health services and activities.
- b) Monitor and provide technical advice on potable water supply to ensure quality is maintained in conjunction with the County's Coordinated Water Systems Plan.
- c) Provide coordination and technical support to water purveyors in restoration of potable water services.
- d) Monitor and provide technical advice on wastewater treatment operations to reduce groundwater and seawater contamination.
- e) Coordinate public information programs dealing with personal health and hygiene, such as disease control operations and sanitation activities.
- f) Identify and coordinate activation of additional mental health professionals, as deemed necessary.
- g) Organize and mobilize public health services during an emergency or disaster.
- h) Conduct detection and identification of possible sources of contamination dangerous to the general public health of the community.
- i) Conduct surveillance, identification and control of communicable disease.
- j) Coordinate preventive medical and health services.
- k) Provide for alternate care facilities for individuals requiring medical care beyond the capabilities of general population shelters.
- l) Provide County representation for coordination of public health services at regional level when appropriate.
- m) Inoculate individuals if deemed necessary due to a threat of disease, if appropriate.
- n) Coordinate health and sanitation services at mass care facilities.
- o) Support ESF 5 – Emergency Management; ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services; ESF 8 – Public Health and Medical Services.
- p) Document emergency related activities and costs.

16. Human Resources

- a) Employee notification and support during disaster activities.
- b) Assist in developing staffing of EOC.
- c) Coordinate the recruitment and registration of temporary emergency workers and volunteers.
- d) Support ESF 5 – Emergency Management; ESF 7 – Logistics Management and Resource Support.
- e) Maintain documentation for emergency related activities and costs.

17. Human Services

- a) Respond to humanitarian and personal needs of county employees by referring them to appropriate agencies, organizations, or individuals.
- b) Coordinate and facilitate established community support services.
- c) Housing Referral?
- d) Any non-employee related functions?
- e) Support ESF 5 – Emergency Management; ESF 6 – Mass Care, Emergency Assistance,

- Housing and Human Services; ESF 14 – Long Term Community Recovery.
- f) Maintain documentation for emergency related activities and costs.

18. Long-Range Planning and Community Development (Land Use, Code Enforcement, Permitting,)

- a) Perform emergency management activities as required.
- b) Assist in preparing Proclamation of Local Emergency.
- c) Assist Public Works in coordinating use of local facilities for temporary emergency shelters, staging areas and points of distribution, including contracting mechanisms.
- d) Serve as lead agency for inspection and declaration of unsafe county buildings.
- e) Provide technical information on damaged structures.
- f) Coordinate with Prosecuting Attorney the development and review of contracts for emergency work and procurement.
- g) Act as lead agency for coordinating hazard mitigation activities related to land use planning, natural resource management, enforcement of codes, inspection process and issuing of permits.
- h) Provide GIS mapping and charting services in support of emergency operations.
- i) Assist in preparing Damage Assessment reports and Requests for Assistance.
- j) Assist in identifying disaster funds as needed.
- k) Assist Public Works in coordinating disaster related purchases and expenditures.
- l) Provide streamlined permit process for disaster recovery efforts.
- m) Support ESF 14 – Long-Term Community Recovery.
- n) Maintain documentation for emergency related activities and costs.

19. Parks

- a) Makes county park facilities available as staging areas for emergency operations, mass care and temporary housing. Identify additional park properties that can serve as temporary mass care tent sites. Maintain restrooms and other facilities during emergency use.
- b) Make all Parks and Recreation equipment and personnel available to Public Works to assist with emergency response operations.
- c) Provides damage assessment of park facilities

20. Prosecutor

- a) Provide emergency legal advice and assistance to county departments.
- b) Review emergency agreements, contracts, ordinances, and disaster related documents.
- c) Provide for identification and preservation of essential records of the Prosecutor's Office.
- d) Coordinate with the Assigned Counsel office, Island County Jail, and the courts for the continuity of the courts and cases in progress.
- e) Provides staff, as available and required, to support emergency court operations during emergencies.
- f) Maintain documentation for emergency related activities and costs.

21. Public Works

- a) Provide assistance with EOC operations as needed.
- b) Protection of public property.
- c) Maintain transportation and evacuation routes, road closures, and traffic control measures and devices.
- d) Provide restoration timelines.
- e) Assist in readiness of county park facilities for use as staging areas, mass care and/or temporary housing locations.
- f) As required, open temporary debris and contaminated materials collection points.
- g) Coordinate efforts to determine infrastructure safety.
- h) Disaster response activities, including damage assessment and temporary repairs of public facilities, debris removal, and emergency protective measure.
- i) Coordinate for additional services from contractors and provide increased services from existing facilities, including debris and waste removal that may impact public health.
- j) Fleet maintenance.
- k) Fueling.
- l) Support Fire Department rescue operations as appropriate, including hazardous material incident response to district sewers and county streets.
- m) Coordinate infrastructure safety and evacuation efforts as appropriate.
- n) Coordinate permanent repair, demolition and/or reconstruction of County equipment, property and facilities during response and recovery.
- o) Provide or contract for engineering services.
- p) Provide light and heavy equipment, generators and supplies.
- q) Provide field communications support when requested.
- r) Provide support to other departments in field activities as appropriate.
- s) Provide, or contract for, engineering and architectural services as needed.
- t) Support ESF 1 – Transportation; ESF 3 – Public Works and Engineering; ESF 7 – Logistics and Resource Support; ESF 10 – Hazardous Material; ESF 12 – Energy; ESF 14 – Long-Term Community Recovery.
- u) Document emergency related activities and costs.

22. Sheriff's Department

The Island County Sheriff's Department is the agency of primary jurisdiction in the unincorporated areas of the County under normal circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies and various law enforcement agencies throughout the state.

- a) Public safety and security.
- b) Evacuation.
- c) Transportation activities.
- d) Crime scene response and investigation.
- e) Public demonstrations and civil unrest.
- f) Command and control for field operations.

- g) Emergency traffic control.
- h) Provide support to the Island County Coroner.
- i) Emergency warning.
- j) Damage assessment as appropriate.
- k) Search and rescue operations as required.
- l) Special weapons and tactical (SWAT) team.
- m) Hostage Negotiating Team.
- n) Drug enforcement.
- o) Explosive device identification, handling, and disposal.
- p) Support ESF 1 - Transportation; ESF 2 – Communications; ESF 5 – Emergency Management; ESF 11 – Long Term Recovery; ESF 13, Public Safety and Security.
- q) Document emergency related costs and activities.

23. Solid Waste

- a) Coordinate for additional service from contractors and provide increased service from existing facilities following a disaster or emergency to facilitate removal of garbage and debris that may impact the public health.
- b) As required, open temporary debris and contaminated material collection points.

24. Treasurer

- a) Arrange for emergency funding.
- b) Establish a means of recording emergency purchases authorized by the County Commissioners.
- c) Provide for essential county services including payroll operations, purchasing, emergency contracts, and payments.
- d) In conjunction with General Services Administration, provide fixed assets inventory as needed for damage assessment and equipment replacement.
- e) Monitor all expenditures and use of resources during an emergency to facilitate documentation of overall disaster costs eligible for reimbursement.
- f) Provide emergency financial advice and assistance to county departments.
- g) Review emergency agreements, contracts, and disaster related documents as necessary.
- h) Provide for identification and preservation of essential financial records of the Treasurer's Office.
- i) Support the EOC – Administration and Finance Sections during EOC Activation.
- j) Support ESF 5 – Emergency Management; ESF 7 – Logistics Management and Resource Support; ESF 14 – Long-Term Community Recovery.
- k) Document emergency related costs and activities.

Supporting Agency Responsibilities

Island Communications (ICOM-911, Police and Fire)

- a) Function as the E911 Public Safety Answering Point (PSAP).
- b) Provide emergency communications service to the Communications Center service area.
- c) Provide for information exchange during activation.

- d) Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using teletype (TTY) for the deaf and those with hearing impairments.
- e) Develop and maintain the county's radio communications system.
- f) Determine critical links and develop prioritized emergency restoration plans.
- g) Coordinate re-establishment of communications system if disrupted (back-up PSAP).
- h) Under direction of Island County Emergency Manager, disseminate initial warning information and request activation of the Emergency Alert System (EAS) when appropriate.
- i) Activate Reverse 911 in support of emergency activities as appropriate.
- j) Preservation of essential Communications Center records.
- k) Document emergency related activities and costs.

Island County Transit

- a) When Island County EOC is activated, Island Transit representative acts as Transportation Coordinator.
- b) In multi-jurisdictional incidents, Transit coordination will be through the Island County EOC. For incidents confined to a specific city or town (local jurisdiction), Transit will coordinate directly with the impacted EOC.
- c) Coordinate public transportation resources, if requested.
- d) Advise on public transportation issues.
- e) Develop and maintain available transportation resource list.
- f) Assist as needed if requested, and as resources are available, for transportation of persons in the community during evacuations, and for relocation of evacuees back after an evacuation event.
- g) As possible, collect "windshield" damage assessment and situation report information and provide information to EOC.
- h) Document emergency related activities and costs.

Local Emergency Operations Centers (City of Oak Harbor, City of Langley, and the Town of Coupeville)

- a) Support EOC operations as they relate to response and recovery activities as identified within guidelines established in jurisdictions' CEMP.
- b) Coordinate requests for service through Island County Emergency Management.
- c) Provide liaison officers to County EOC when requested, if available.
- d) Document emergency related activities and costs.

Local Fire Protection Agencies

- a) Assist EOC operations as possible.
- b) Provide fire suppression and control within respective fire protection jurisdictions.
- c) As available, provide support to other fire protection agencies if signatories to a mutual aid contract.
- d) Conduct light rescue operations and limited rescue operations for on and off-road situations.
- e) Provide first aid transportation and paramedic services in response to injured persons to include medical triage at mass injury sites.

- f) Provide personnel and equipment as available to assist law enforcement with public notification, evacuation, and traffic control.
- g) Provide initial response to and size-up of hazardous materials incidents, and coordinate with proper authorities for response and/or assistance.
- h) Participate in, or support, the State Fire Mobilization Plan and/or Central Region Fire Mobilization Plan to the level determined by the chief of the district or department.
- i) During flood events, provide emergency response such as pumping, sandbagging, evacuation, and limited property protection to private and public facilities within departmental capabilities.
- j) Document emergency related activities and costs.

Local Emergency Planning Committee (LEPC)

- e) Support EOC operations as they relate to hazardous materials incidents, response and recovery.
- f) Document emergency related activities and costs.

Washington State Emergency Management

- a) Coordinate emergency management activities of the state, including requests for resources and assistance.
- b) Take appropriate actions to mitigate the effects of, prepare for, respond to and recover from the impacts of emergencies or disasters.
- c) Coordinate requests for various services such as specialized skills, equipment, resources and mobilization of resources in support of state and local government emergency operations.
- d) Throughout the emergency, public information staff from the Washington State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and Washington State response efforts. Washington State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
- e) Coordinate requested supplemental emergency medical and logistics support as requested by the Island County Department of Emergency Management.
- f) In conjunction with the Department of Health, coordinate supplemental assistance to support local mortuary services.
- g) Provide for the coordination of state and local SAR resources, including Federal Urban Search and Rescue (USAR).
- h) Facilitate Emergency Management Assistance Compact (EMAC) operations as required.
- i) Coordinate and maintain the Washington State Mutual Assistance System (WAMAS) as requested and required.
- j) Maintain 24-hour capability to receive notification of incidents and requests for assistance and initial notification to local, state and federal response agencies.
- k) Coordinate and update lists of local, state and federal resources.

- l) Coordinate the procurement of state resources for use by the on-scene Incident **Commander** or as requested by DEM or other designated local or state response agencies.
- m) Request the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.
- n) Alert those Washington State and local agencies that have the expertise needed with managing food (Agriculture), water (Department of Health), and donated goods (Government Surplus Administration).
- o) Alert appropriate Washington State agencies of the possible requirement to supplement local energy needs.
- p) Coordinate with the Washington State Utilities and Transportation Commission to provide supplemental assistance to local government.
- q) Dispatch assessment teams to document or verify public and private damage.
- r) If "Individual Assistance" is authorized, work with federal and local agencies to establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance.
- s) If "Public Assistance" is authorized, dispatch assessors to develop, in coordination with local representatives, Project Worksheets for public damage and response costs.
- t) Provide technical assistance and advice on recovery and mitigation activities to both citizens and public agencies, as appropriate.
- u) Coordinate public information and assistance activities with the various cities and towns. Keep local authorities informed of assistance provided to local residents, businesses, and public entities.
- v) Coordinate with local and Federal agencies on the release of emergency information and instructions.
- w) Coordinate requests for military support to state and local agencies as appropriate.
- x) Alert the Governor and Washington National Guard for possible military support requests.

Washington State Patrol

- a) Coordinate Washington State and federal response for transportation assistance, if requested by local government.
- b) Act as the designated Incident Command for hazardous materials incidents.
- c) Assist in law enforcement operations.
- d) Coordinate and maintain liaison with the appropriate state departments, as identified in the Washington State Comprehensive Emergency Management Plan, Emergency Support Function 13, Public Safety and Security.
- e) Coordinate assistance to local government for fire activities and mobilization resources per the provisions of the Washington State Fire Services Resource Mobilization Plan.
- f) Assist in warning and communication support.

Washington State Department of Agriculture

- a) Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.

Washington State Department of Transportation

- a) Coordinate with Washington State Patrol to close state and interstate highways.
- b) Provide damage assessment and other emergency information to the King County Office of Emergency Management for dissemination to King County cities.
- c) Effect repairs on transportation corridors throughout the region.
- d) Provide for air support as needed.

Washington State Department of Ecology

- a) Provide on-scene coordination, technical information containment, cleanup, disposal and recovery, environmental damage assessment, chemical analysis and evidence collection for enforcement actions for non-radioactive hazardous materials incidents.
- b) Maintain a list of cleanup contractors, equipment, and technical and scientific personnel for non-radioactive hazardous materials.
- c) Coordinate damage assessments of moderate and major spills by activating the state's Natural Resource Damage Assessment Team, when appropriate.

Washington State Department of Enterprise Services

- a) Provide overall logistical support of nationally donated goods by managing the state's Logistic Center 72 hours following its activation.

Washington State Department of Health

- a) Assist local and county agencies as needed in pandemic events and other disasters involving injured citizens.
- b) Assist local and county agencies as needed in mass fatality events.
- c) Act as liaison with Federal resources in disasters involving health and mass fatality management.
- d) Serve as the lead agency in Unified Command for incidents involving radioactive materials.
- e) Provide technical personnel and equipment for use with radioactive materials.
- f) Provide technical assistance, sample collection, laboratory analysis, risk assessment and control information relative to incidents involving hazardous materials.
- g) Provide water purveyors with technical assistance and guidance on restoration and decontamination of public water supply systems.

Washington State Department of Labor and Industries

- a) Provide technical assistance and information concerning emergency workers' exposure to hazards, including information on procedures and protective equipment.

Washington State National Guard

- a) Assist the County if needed with security and evacuation procedures during a major disaster or other emergency as authorized by the Governor of Washington State.
- b) Provide Guard resources to local agencies, as requested, authorized and available.

Federal Emergency Management Agency (FEMA)

- a) Provide assistance to state and local agencies to save lives and protect property, the economy and the environment.
- b) Facilitate the delivery of Federal response assistance to state and local governments.
- c) Assist in recovery from an emergency or disaster.
- d) Within the National Response Framework, ESF 3, Public Works and Engineering, provides for the Federal response and support to assist state and local government. The primary Federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of federal activation, King County Office of Emergency Management will coordinate with other local, state, and Federal agencies. Task Federal agencies to perform SAR activities if a Presidential Disaster Declaration has been issued.
- e) If “Individual Assistance” is authorized, may establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance, or may be done virtually.
- f) If “Public Assistance” is authorized, dispatch assessors to develop, in coordination with local representatives, develop Project Worksheets for public damage and response costs.
- g) Provide technical assistance and advice on recovery and mitigation activities to both citizens and public agencies, as appropriate.
- h) Provides training for fire suppression and hazardous materials control to local fire jurisdictions through the National Fire Academy in Emmitsburg, Maryland.
- i) Provide security as needed through the Department of Homeland Security.

Federal Bureau of Investigation

- a) Assist all requesting jurisdictions (local, county, state, and other federal agencies) in criminal investigations, or potential criminal investigations, of missing persons and search and rescue, as needed.
- b) Assist in victim identification services, if requested.
- c) Assist all jurisdictions and agencies in other public safety and security issues as needed.

Emergency Response and Support Teams (Field Level)

- a) Incident Management Assistance Teams (IMATs) as described in Chapter II: Response Actions of the *National Response Framework* may be available to assist in incident management, set up of response facilities and provide expertise and capability. They may include representatives from the Federal Emergency Support Functions (ESF). They will make preliminary arrangements for Federal field facilities and initiate establishment of the Joint Field Office (JFO).

Defense Support of Civil Authorities

- a) The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies. This support and its provisions are described in Chapter I: Roles and Responsibilities of the *National Response Framework*. DOD responds to requests for assistance when local, state and federal resources are overwhelmed. When deployed to assist civil authorities, command of Federal military assets remains with the Secretary of Defense.
- b) Additional information can be found in Emergency Support Function (ESF) 20 – Defense Support to Civil Authorities.

RESPONSIBILITIES OF NON-GOVERNMENTAL AGENCIES AND SPECIAL PURPOSE DISTRICTS**American Red Cross**

- a) If resources are available, provide disaster victims with food, clothing, shelter, first aid, and other urgent immediate needs.
- b) Assist in activating mass care facilities and individual assistance programs as the need is identified by the ARC staff or upon request from the Director of Emergency Management or the Island County EOC.
- c) Implement detailed damage assessment as identified in ARC procedures and forward the information to the Island County EOC.
- d) Assess equipment and training needs.
- e) Provide liaison to the Island County EOC.
- f) Provide health and welfare inquiry services.

Coupeville, So. Whidbey, Stanwood and Oak Harbor School Districts

- a) Partner with the County, local jurisdictions, and the American Red Cross in order to plan for and develop shelters at pre-identified school facilities.
- b) Assist in evacuation planning and operations using their school bus fleet.

Whidbey Public Health (formerly Whidbey General Public Hospital)

- a) Provide emergency medical triage, first aid, and medical treatment of patients impacted by disaster events.

Utility Infrastructure

(Island County has a very large number of water purveyors; to list each would be excessively long).

Water Purveyors

- a) Provide support to the Fire Department rescue operations as appropriate.
- b) Coordinate efforts to determine water utility infrastructure safety and recommend evacuation as appropriate.
- c) Provide or contract for engineering services.
- d) Provide support and compile data in initial damage assessment of essential facilities.
- e) Provide light and heavy equipment, generators and supplies.
- f) Provide field communications support through existing communications equipment when requested.

- g) Provide support for reconstruction, demolition and structural mitigation activities during recovery period.
- h) Document emergency related activities and costs.

Sewer Districts

- a) Provide sewer services.
- b) Coordinate efforts to determine sewer utility infrastructure safety and recommend evacuation as appropriate.
- c) Provide or contract for engineering services.
- d) Provide support and compile data in initial damage assessment of essential facilities.
- e) Provide light and heavy equipment, generators and supplies.
- f) Provide field communications support through existing communications equipment when requested.
- g) Provide support for reconstruction, demolition and structural mitigation activities during recovery period.
- h) Document emergency related activities and costs.

Puget Sound Energy, Snohomish County PUD

- a) Provide electricity and/or natural gas.
- b) Coordinate efforts to determine utility infrastructure safety.
- c) Provide outage and service restoration timelines.
- d) Provide damage assessment.

Cascade Natural Gas

- a) Provide natural gas.
- b) Coordinate efforts to determine utility infrastructure safety.
- c) Provide outage and service restoration timelines.
- d) Provide damage assessment.

Frontier Cable, Whidbey Telecom, Integra Telecom, Comcast, GTE-NW

- a) Provide communications and internet access.
- b) Coordinate efforts to determine utility infrastructure issues.
- c) Provide outage and service restoration timelines.
- d) Provide damage assessment information.

Williams Northwest Pipeline

- a) Provide high pressure natural gas pipeline system extending through various parts of Island County.
- b) Coordinate efforts to determine utility infrastructure issues.
- c) Provide outage and service restoration timelines.
- d) Provide damage assessment information.

III. CONCEPT OF OPERATIONS

NIMS INTEGRATION

1. The National Incident Management System (NIMS) is mandated by *Homeland Security Presidential Directive – 5*, and provides a consistent, nationwide approach for federal, state, local and tribal governments, the private sector and non-governmental organizations to effectively and efficiently prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.
2. To provide for interoperability and compatibility among federal, state, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology.
3. It is the policy of Island County that all emergency management activities will be conducted in accordance with NIMS.

General

The Revised Code of Washington (RCW), Chapter 38.52, Emergency Management, empowers local governmental entities to establish a program to deal with emergencies. Local governments are responsible for ensuring that provisions are made for continuity of government during emergencies within their respective jurisdictions. County government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources and application of mutual aid within its own boundaries.

1. Island County Emergency Management Division (ICDEM) is charged with the responsibility of coordinating disaster mitigation, preparedness, response, and recovery efforts. ICDEM is under the direction and control of the BOICC. ICDEM's jurisdiction includes all of unincorporated Island County, and provides emergency management coordination to all incorporated cities and agencies in Island County as requested.
2. The Director of Island County Department of Emergency Management is responsible for the organization, administration, and operation of the emergency management program and for managing and coordinating the county's emergency management activities.
 - a. The towns of Coupeville, Langley, and Oak Harbor have emergency plans and leadership to direct emergency response and recovery operations within their jurisdictions.
 - b. After local jurisdiction declarations of emergency, Island County will coordinate with each jurisdiction as required by the circumstances and provide available resources or request resources from the state.
 - c. One Fire Department (Oak Harbor) and four fire districts in Island County provide fire protection and Basic Life Support Services (BLS) medical services and technical assistance. Whidbey General Hospital provides Advanced Life Support (ALS) emergency medical services to all of Whidbey Island. Camano Island Fire & Rescue

provides ALS (transport) to all of Camano Island, as does Stanwood Fire, if necessary.

The Emergency Management Director has been delegated the responsibility for the development and maintenance of the CEMP and the coordination of emergency preparedness and management activities within the County.

Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

Concurrent Implementation of Other Plans

The CEMP is the core plan for emergency management. This CEMP employs an Emergency Support Function (ESF) approach. This approach identifies sources of direct assistance and operational support through the EOC that the County may need in order to address hazard mitigation, preparedness, response, and recovery from an emergency or disaster.

The Basic Plan presents the policies and concept of operations that guide how the County will conduct mitigation, preparedness, response, and recovery activities. The Appendices describe emergency management activities and give details supporting the Basic Plan.

The Emergency Support Functions describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities. All of the ESFs are strategic-level documents. Based on this document structure, some ESFs specific to response activities require additional details that are of an operational capacity (i.e., they define a more detailed in process than necessary within the CEMP). Those operational-level documents are designed as manuals or plans, which may be maintained by the departments responsible for such functions. The CEMP currently identifies the following manuals, which are not attached as part of this CEMP, but are stand-alone documents.

Table 1 - ESFs and Related Manuals

ESF #	ESF Title	Manual(s) Title
2	Communications, Information Sharing and Warning	Communications Plan, Tactical Interoperable Communications Plan (TICP); Communications SOP
5	Emergency Management	EOP Manual (currently being updated)
6	Mass Care, Housing and Human Services	Shelter Plan, Pet Shelter Plan, Commodities Distribution Plan, Special Needs Populations Plan (all under development)
7	Resource Support	Resource Manual (under development)

8	Public Health and Medical Services	Various Public Health Plans, Fatality Management and Mortuary Services Plan (maintained by Public Health and Coroner)
10	Oil and Hazardous Materials Response	HazMat Plan; SOP
13	Public Safety and Law Enforcement	Terrorism Manual (not discoverable by Public Disclosure), Tsunami Evacuation Plan
14	Long-Term Community Recovery	Puget Sound Regional Catastrophic Disaster Coordination Plan; Debris Management Plan; Debris Management SOP

The Support Annexes to the CEMP describe the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute functional and administrative requirements necessary to ensure efficient incident management. They may be separate, stand-alone plans, or plans supporting the CEMP, specific to managing one or more aspects of an emergency event.

Other plans, authorities, protocols, and guidance used before, during, or after disasters and emergencies within Island County include the following:

- ✓ Puget Sound Regional Catastrophic Disaster Coordination Plan (2014)
- ✓ Washington State Comprehensive Emergency Management Plan (2016)
- ✓ National Response Framework

CONCEPT

1. It is the policy of Island County to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.
2. It is the policy of Island County to provide vital services to the community during emergency conditions while maintaining a concern for the safety of County employees and their families. The following protocols should be followed during an emergency or disaster:
 - a. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department Standard Operating Procedures (SOPs), which are currently in the process of being formalized in a written format.
 - b. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this plan.
3. The Information Technology Department is the lead agency for providing information and assistance regarding the protection of data and computer equipment.

4. It is the policy of Island County that each department take an active role in emergency planning to facilitate emergency response to ensure continuity of County functions. It is the responsibility of the supervisor of each department and office to:
 - a. Provide a designee and alternates assigned as members of the Emergency Services Advisory Committee to actively participate in the preparation and maintenance of the County's Comprehensive Emergency Management 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 Standard Operating Procedures (SOP), which may include the following:
 - i. Department Chain of Command/Delegation of Authority
 - ii. Establish primary and secondary location for managing departmental emergency operations.
 - iii. Identify departmental responsibilities, capabilities, and resources, to include: the number of personnel needed to perform operations; specific facility requirement (e.g., square foot requirement for employee or space requirement for equipment; resource needs; logistical support, including equipment.
 - iv. Identify vital records needed to manage the department during emergency operations.
 - v. Identify a primary and secondary means of communication for obtaining that information.
 - vi. Develop process for how the department will coordinate with the Emergency Operations Center.
 - vii. Identify training method to ensure that all department staff are aware of Standard Operating Procedures and of the concepts of the Comprehensive Emergency Management Plan.
5. It is the policy of Island County that county departments participate in training activities and emergency operations assignments.
6. It is the policy of Island County that all public information released to the media during an incident be coordinated and disseminated by a Public Information Officer to ensure compatible and accurate information.
7. When mutual aid is requested, the responsible requesting organization will be in charge unless the specific mutual aid agreement(s) direct otherwise. (This can/will also apply to the County's contracted services, unless otherwise stated).
8. FEMA Incident Typing is a tool that can be used in the EOC during activations. Understanding the FEMA typology is helpful in using common terminology when working within a regional or national emergency, is required under NIMs, and is required within Island County. When incident typing is required to make decisions about resource requirements, the following incident types will be used. A Type-5

incident may simply require the EOC to be in a “monitoring status” with only a single operational period. A Type 1 incident requires full activation of the EOC, and progresses over multiple operational periods based on the level of complexity of the incident.

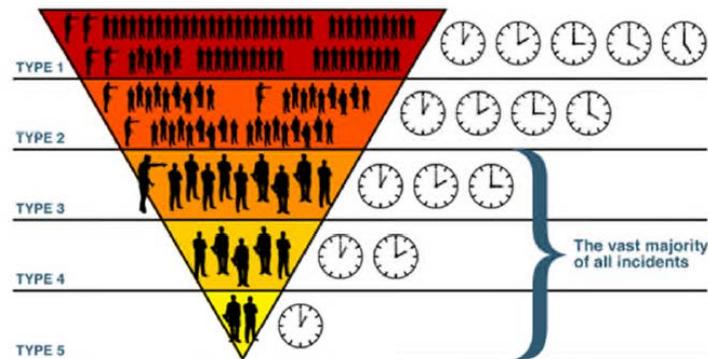


Figure 1 Incident Types for Single Resources and Initial Action Incidents (from FEMA IS-200)

Island County’s Response to an Emergency or Disaster:

When a major emergency or disaster occurs, county department management shall use the following general checklist as a basis for managing disaster operations:

1. Report to the pre-determined site to manage department operations.
 - Make appropriate notifications to county personnel.
 - Account for personnel.
 - Assess damages to facilities and resources.
 - Assess personnel and resources available.
 - Assess problems and needs.
 - Report situation, damages and capabilities to the Emergency Operations Center once activated.
 - Send designated representatives to the Emergency Operations Center.
 - Carry out departmental responsibilities and assigned tasks.
 - Continue assessment of department resources, needs and actions.
 - Continue reports to the Emergency Operations Center regarding actions, problems, needs, damages, etc.
 - Keep detailed and accurate records, document actions, costs, situations.
2. Determine activation of the Island County Emergency Operations Center (EOC) as the level of operations requires. 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 (identified below).
3. Designated staff report to the EOC to coordinate response efforts and support field operations.
4. The Chair of the Board of Island County Commissioners or designee, in coordination with the Emergency Management Director, shall be responsible for evaluating a

- situation to determine if a Proclamation of Emergency is necessary.
5. Island County departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner.
 6. When a major emergency or disaster occurs, it is anticipated that County 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.
 7. In the event of a Proclamation of Emergency the request and/or deployment of out-of-jurisdiction resources will be initiated and coordinated through the Island County Emergency Operations Center. Resources to be utilized to support County (and potentially local) operations may be placed at staging areas until specific assignment can be made.
 8. In the event a situation is, or will become, beyond the capabilities of the resources of the County and any of its cities and towns, and those provided through mutual aid, the Chair of the BOICC or designee may request assistance from the Governor through the Island County Emergency Operations Center to Washington State EOC.
 9. In the event of communications failure in a disaster, any temporarily established site (including incident command site) may act as a remote EOC until coordination can be established from the Island County EOC. Each may serve as a command post, staging area, triage station, communications center or in any other functional capacity appropriate for the situation.
 10. The registration of emergency workers and other volunteers will be coordinated through Island County Human Resources Department or through Island County EOC (when activated), as determined by ICDEM.

OPERATIONS BY TIME PHASE

In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various elements of the Island County Emergency Management Organization and county departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

MITIGATION AND PREPAREDNESS PHASE

1. Develop and maintain the Island County Comprehensive Emergency Management Plan.
2. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.
3. Develop appropriate contingency plans and standard operating procedures in support of the Comprehensive Emergency Management Plan.
4. Initiate efforts toward detection and prevention of impacts to public health and safety.
5. Identify and implement actions to reduce hazards and risks faced by first responders in order to protect responder health and safety.
6. Report any threats, incidents and/or potential incidents using established

- communications and reporting channels.
7. Immediately report any suspicious activity, terrorist threats and/or actual incidents with a potential or actual terrorist nexus to the regional Joint Terrorism Task Force in Seattle.
 8. Coordinate with other local, county, state and Federal agencies to assure cohesive working relationships and compatible emergency plans.
 9. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
 10. Conduct mitigation activities to protect County personnel, equipment, supplies, services and properties as appropriate.
 11. Conduct annual training activities to enhance response capabilities.
 12. Conduct annual public education to enhance citizen self-sufficiency.
 13. Additional information on specific mitigation activities can be found in the *2015 Island County Multi-Jurisdiction Hazard Mitigation Plan*, which includes all cities and towns within the County, a separately published document.

INCREASED READINESS/WATCH OR WARNING PHASE

1. Make appropriate notifications and initiate actions to place emergency plans into effect.
2. Activate and staff the Emergency Operations Center as required for the situation.
3. Disseminate emergency warning as appropriate.
4. Take incident specific mitigation actions to protect public and private property.

RESPONSE PHASE

1. Initiate actions necessary to preserve life and property utilizing available resources.
2. Evaluate overall situation.
3. Carry out damage assessment.
4. Prepare Proclamation of Local Emergency as appropriate.
5. Coordinate response and support functions with outside agencies and volunteer organizations.
6. Coordinate operations, logistics, and planning functions.
7. Compile event status information and report to appropriate agencies.
8. Prepare and maintain detailed documentation of events and activities.
9. Provide public information and warning as appropriate.

RECOVERY PHASE

1. Carry out damage assessment functions and assess needs.
2. Prioritize recovery projects and assign functions accordingly.
3. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
4. Prepare documentation of event, including event log, cost analysis and estimated recovery costs.
5. Facilitate the establishment of disaster assistance offices to assist local jurisdictions, private business, and citizens with individual recovery.
6. Assess special community needs and provide information and assistance where

appropriate.

7. Incorporate long range plans from recovery and reconstruction activities.
8. Maintain alliance and integration in the Puget Sound Regional Catastrophic Disaster Coordination Plan (2014).
9. Additional information on recovery activities can be found in Emergency Support Function (ESF) 14 – Long-term Community Recovery.

IV. ADMINISTRATIVE AND FISCAL PROCEDURES

1. It is the policy of Island County that each county department will assign personnel to be responsible for documentation of disaster activities and costs and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational activities and expenditures from day to day activities and expenditures.
2. Financial documentation and associated reports shall be prepared at the direction of the Emergency Management Director.
3. The Emergency Management Director shall develop effective methods and procedures for documenting disaster expenditures and shall provide each department with documentation forms and completion instructions.
4. The Emergency Management Director, in coordination with other departments, shall identify records that are vital for the operation of Island County, in order to effectively resume normal business after a disaster or emergency.
5. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.
6. Island County will incur disaster expenses from currently appropriated local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080-100. The BOICC, Emergency Management Director, or any department head may be requested to assist in identify other sources of funds to meet disaster related expenses if fund budgets are exceeded.
7. Normal procedures for expenditures and payment processing may be modified to accommodate the circumstances associated with the disaster. In keeping with RCW 35A.33.010, .080 and .090, the BOICC, Emergency Management Director, Public Works Director, General Services Administrative/Budget Director, Treasurer, or their designees may authorize emergency procurements in lieu of the County's normal purchasing policies, when there is an emergency situation. An emergency condition is an immediate and serious need for supplies, materials, equipment, or services that cannot be timely met through normal purchasing methods, and the lack of which could threaten the functioning of county government, the preservation or protection of property, or the health and safety of any person.
8. Island County will submit reports required by both state and federal agencies in a disaster situation with information concerning nature, magnitude and impact for use in evaluating and providing appropriate response resources and services. These reports include, but are not limited to:

- Situation Reports
- Proclamation of Emergency
- Requests for Assistance
- Damage Assessment Reports

It will be the responsibility of the Emergency Management Director to coordinate the preparation of all required reports and ensure that they are delivered to appropriate agencies.

9. A streamlined plan review and permit process may be instituted within the County in order to facilitate recovery and repair activities.
10. 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 Island County Municipal Code, State Environmental Policy Act, Hydraulics Project Approval Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.
11. Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval, requiring compliance with the Island County Municipal Code, State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, Hydraulics Project Approval Act, and Flood Control Act.
12. 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.
13. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age, sexual orientation or disability.
14. Local activities pursuant to the federal/state Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 - Laws Against Discrimination and 44 CFR Section 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
15. Volunteer emergency workers used during emergencies and disaster operations shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards.
16. It is the policy of Island County that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. Human Resources is the lead department for essential human resource activities in the county, and as such, may assist other departments in identifying and assigning employees to assist in disaster recovery. It may be necessary to hire temporary employees to meet staffing requirements.
17. County departments, although retaining responsibility for the day-to-day supervision of their work force, should coordinate their personnel needs with the Emergency Management Director. Since non-essential activities may be canceled during an emergency, County employees may be required to work either overtime or "out of class", and shall be compensated in accordance with existing rules. Requirements of the Washington State Overtime Law, Fair Labor Standards Act (FLSA), existing labor contracts and County policies and procedures shall apply.
18. The Emergency Management Director shall designate an EOC representative to coordinate personnel needs, maintain liaison with volunteer organizations, and assist county employees in obtaining recovery assistance.
19. Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses and labor organizations. Requests for additional assistance should be coordinated through the EOC.
20. Volunteers will become an important human resource in the event of a disaster. Staging

areas should be designated and persons wishing to volunteer may be directed there for registration and assignments. Human Resources will be responsible for the recruitment, registration and coordination of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

V. LOGISTICS

1. The BOICC or Emergency Management Director, following a Proclamation of Emergency, have the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations.
2. The BOICC or Emergency Management Director are 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 operations.
3. It is the policy of Island County that all county departments prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster and emergency situations.
4. The BOICC, Emergency Management Director, and Directors of Public Works, Human Resources, Community Development, and Long-Range Departments will pre-identify locations within the county for use as Logistics Staging Areas and Points of Distribution for response and relief supplies. Additional information on Staging Areas and Points of Distribution can be found in Emergency Support Function (ESF) 7 – Resource Support.
5. Additional governmental resources may be called upon for assistance through the use of existing mutual aid agreements and through the Washington State Emergency Operations Center through the Island County EOC.

VI. DIRECTION, COMMAND, CONTROL, AND COORDINATION

Because EOC staffing is scalable depending on the type of incident and support needs, smaller incidents may have only a portion of the positions listed below, while larger incidents may require a full staffing of the positions. The overall *structure* of the operation of the EOC should not vary between small or large incidents. In some instances, position-specific EOC duties are identified in position-based standard operating procedures maintained by the department responsible for such position.

EOC MANAGEMENT AND GENERAL STAFF

The EOC Staff is comprised of EOC Management, Policy Group, and General Staff. EOC Management are positions established to assign responsibility for key activities not specifically identified in the General Staff functional elements. EOC Management positions include the Board of Island County Commissioners, EOC Manager, Public Information Manager, Safety Officer and Liaison Officer.

1. Command and control of emergency management activities rests with the BOICC, followed by the Emergency Management Director pursuant to Island County Municipal Code 9.24A and RCW 38.52. The Chair of the BOICC or designee is responsible for ensuring the overall emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within Island County. He/she shall designate an Emergency Management Director. The Director will help implement emergency statutes and ordinances, and mobilize and commit County emergency resources as required. Overall control during disaster response operations will be divided into two levels.
 - a. The BOICC and Emergency Management Director: Deal with policy issues brought about by the disaster, coordinates disaster resources and monitors the disaster situation.
 - b. Field Operations: Operate in field locations or command posts and will direct and coordinate disaster field operations.
2. The Board of Island County Commissioners is responsible for countywide policy decisions. The Chair of the BOICC or designee provides policy recommendations to the remaining Board Members during times of emergency or disaster, or in anticipation of large-scale emergencies or disasters.
3. The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. Vacancies of elected officials in the County shall be filled according to the RCW provisions.
4. The day-to-day organizational structure of the County departments shall be maintained as much as practical during emergency and disaster operations. Each department shall have a line of succession to the supervisor.
5. Overall direction, control and coordination of local resources and operations will normally be conducted through the Island County Emergency Operations Center in order to support the overall community response to the disaster and to best coordinate efforts with county, state and federal agencies. While scalable in size, the EOC provides for six essential functions, filled as needed to meet the needs of the event (Figure 2):

Management (EOC Manager), Operations (ESF's), Planning, Intelligence, Logistics and Administration/Finance.

EMERGENCY OPERATIONS CENTER LOCATIONS

Primary and Secondary Locations

The Island County Emergency Operations Center is currently located 855 East Whidbey Ave, Oak Harbor, WA, which is equipped with a temporary power supply for use during general system failures and is available for operations 24 hours a day. The alternate sites within the County are:

- a. County Annex Building, 1 NE 6th Street, Coupeville, WA;
- b. Mobile Command Trailer

EOC AUTHORITY TO ACTIVATE

The EOC may be activated to any level deemed appropriate for the level of disaster operations by the BOICC, Emergency Management Director, Sheriff, Fire Chief, Public Works Director or Community Development Director. It will be staffed by members of the Emergency Management Department and necessary support staff as required. Initial staffing of the EOC following activation will be the responsibility of the Emergency Management Director.

1. Individual County departments may designate alternate locations or field command posts for coordinating individual department operations. The individual in charge of a command post shall be responsible for keeping the EOC informed of their situation and activities and shall act in coordination with the EOC.
2. 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 and health.
 - b. Protect public and private property.
 - c. Develop and disseminate public information.
 - d. Restore essential services and facilities.
 - e. Minimize economic disruption to the community.
 - f. Preserve existing institutions and organizations.

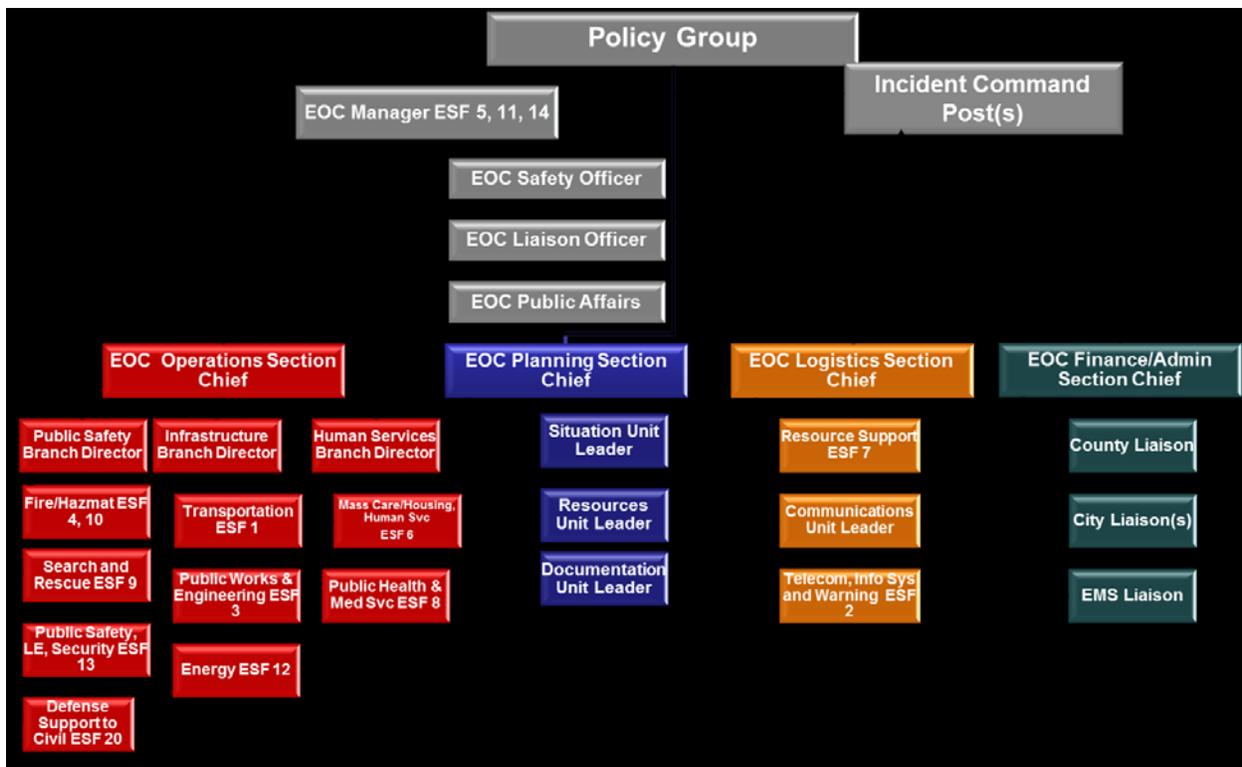


Figure 2 Sample EOC Organizational Chart (ICS/ESF Hybrid Model)

INCIDENT COMMAND/ON-SCENE MANAGEMENT

1. In compliance with the National Incident Management System (NIMS), on-scene management of emergencies will normally 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 with support function groups.
 - d) Public Information Officer - Coordinates media relations and emergency public information.
 - e) Operations Section - Implements strategic and tactical actions at the incident scene, perimeter control, evacuation, fire suppression, rescue, clean-up, emergency medical, decontamination.
 - f) Logistics Section - Responsible for communications, transportation, supplies, special equipment.
 - g) Planning Section - Responsible for situation and resource status reports, documentation, incident planning, technical advisors, and demobilization.
 - h) Finance/Administration Section - Responsible for contracts, time keeping, cost analysis, compensation, 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 and shall remain

- responsible for all ICS functions until delegated. 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 organization objectives, action plans and priorities.
 - c) Ensure safety issues are addressed.
 - d) Contact appropriate agencies, dispatch, or the EOC to request necessary resources.
3. When more than one agency is involved in response at the scene, the Incident Commander and other responding agencies should coordinate to ensure each agency's objectives are identified. As necessary a Unified Command may be implemented. 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. Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction through a common set of incident objectives and strategies and a single Incident Action Plan. Each participating agency maintains its authority, responsibility, and accountability
 5. Washington Administrative Code (WAC) 296-62-3112 requires that the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.
 6. The Incident Commander may appoint a Public Information Officer to, when the situation warrants, 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 shall be coordinated through the EOC. The Public Information Officer shall be responsible for communicating released information to the EOC.

EMERGENCY OPERATIONS CENTER (EOC)

Although field Incident Command will control on-scene activities related to the disaster, the EOC will coordinate the overall County's response to the disaster. The Emergency Management Director, along with other emergency management staff, designated County staff, agency representatives and trained volunteers shall provide staffing at the EOC when activated rather than at the incident site. The Emergency Management Director will coordinate the activities of the EOC in the role of EOC Director.

The organization of the EOC and the degree or level of activation will depend on the severity and nature of the emergency and anticipated requirements for support.

EOC Organization

EOC Director – The EOC Director is responsible for coordination of EOC activities; interface with the Emergency Services Advisory Council (when activated), Incident Command and other government agencies and private organizations; and may also authorize support staff to perform functions such as public information, liaison, safety and security.

Operations – This section is responsible for the initial receipt and coordination of information, and the requests related to actual field response. This section also maintains communications with field representatives, and shares vital information with other EOC personnel.

Planning – This section is responsible for the collection, evaluation and dissemination of information related to the incident or event, and for the preparation and documentation of an EOC Action Plan and Situation Reports as identified within ICS. The Planning Section also maintains information on the current and forecasted situation related to the emergency, and associated factors, such as maintaining current weather forecasts, determining potential shelter needs, etc.

Logistics – This section is responsible for providing service, support, supplies, equipment, personnel and other resources to help manage the incident. This includes both for field (on-scene) activities and EOC requirements.

Finance/Administration – This section is responsible for monitoring costs, procurements, contracts and other financial considerations, and supporting document tracking and monitoring.

EOC Readiness

The Emergency Management Director or designee is responsible for ensuring the maintenance and operational readiness of the primary EOC, and coordinating the readiness of the alternate EOC. The EOC should include facilities for feeding personnel and an emergency power source capable of maintaining a functioning ECC for at least 72 hours.

Authority to Activate EOC

The County EOC *may be activated* by any of the following County officials or their designated alternatives

- BOICC
- Emergency Management Director
- Public Works Director
- Community Development Director
- Sheriff
- Fire Chief

Authority to Request EOC Activation

In addition to the officials that may activate the EOC, the following County personnel *may request activation* of the EOC

- Any Department Director
- Fire Service Personnel
- Sheriff Department Personnel
- Public Works Department Personnel

PROCEDURES TO ACTIVATE EOC

To activate the EOC, the requesting individual should attempt to notify the following, in the preferred order:

1. Appropriate response agency (e.g., fire, police, WSP for Hazmat, etc.)
2. Public Works/Emergency Management Director
3. Chair, BOICC (who will notify remaining Commissioners)
4. Community Development Director
5. Sheriff
6. Fire Chief

The Sheriff's Department is staffed 24 hours a day, 7 days a week, as is Fire, and can assist in the notification of the above individuals. The person requesting the EOC activation shall indicate whether it is a Level One, Two or Three Activation (defined below). The first individual notified of the EOC activation request shall ensure the remaining personnel identified above are notified either directly or through delegation.

Notification should also be made to the various county and state communication hubs as appropriate, and the: Washington State Emergency Operations Center, all of which should be advised that the County is activating their EOC.

The Public Works Department has personnel on duty 24/7 on a rotating schedule, and serve in the capacity of "Duty Officer" and field operations. These personnel many times serve as initial response (after law enforcement), and make notifications based on assessment of the situation in the order identified. Depending on the issue being addressed, the County has various SOP's in place which the duty officer's follow for appropriate response issues (e.g., water systems failure, sewer systems, etc.).

EOC ACTIVATION LEVELS

Level One:

Situation and Staffing: Functional support to the incident commander. Continued monitoring of the incident and information gathering to facilitate possible requests for assistance and coordination. The incident may require the County Public Information Officer support. The DEM/EOC staff initiates coordination with other jurisdictions to assess the situation and resources available, and make requests as needed. Minimal staffing is required to monitor the situation; answer the main EOC phone lines; and call in additional staff if needed. Provide limited support to field (on-scene) operations as requested. Situation usually involves a single jurisdiction with adequate resources available to handle the incident. No need to declare a local emergency. The County's current policy of the first arriving at EOC either handling the situation or notifying the appropriate Department(s) of the situation and assisting.

Examples include: Weather advisories/watches; minor field incidents.

Activities: Level One Activation may be done remotely with the Director of the Department of Emergency Management (DEM) as EOC manager. DEM will provide staffing with additional personnel called in as necessary to provide assistance as needed.

Level Two:

Situation and Staffing: Moderate staffing of all appropriate EOC sections to facilitate interdepartmental coordination; public information is disseminated and information collection and distribution occurs through situation reports and regular briefings. Provide functional support to incident commander and other jurisdictions. Event or incident may involve more than one jurisdiction. May involve high media interest. May require a local emergency to be declared (formal declaration), requiring State EOC notification. The County's current policy is the first arriving at the EOC calling in additional resources, or for a known weather event, requiring employees be held over.

Examples include: Medium impact Emergency - moderate earthquake requiring damage assessment, major wind event with significant power outages, situations requiring mass evacuation, and/or moderate flooding.

Activities: The EOC will act in the role of a multiagency coordination center (MACC). Initial damage assessments should be requested. The County PIO will provide media updates and will establish rumor control process. DEM prepares formal emergency declaration and notification is sent to SEOC. DEM may activate amateur radio communications and coordination is made with local chapter of American Red Cross for sheltering and mass care. Documentation is collected for all damage, decisions, and costs.

Level Three:

Situation and Staffing: High impact emergency/disaster situation requiring a high degree of coordination and generally involving state and federal assistance. In most cases, a local emergency will have already been declared to activate state assistance. Full staffing to perform all required functions of the EOC. All staff available are needed to handle the situation. (This may be an incident where the sharing of EOC resources with another surrounding EOC's may be utilized.)

Examples include: Major earthquake, major flood, multiple departments being involved in full response or support to the major incident.

Activities: Level three activation requires activation by DEM Director or designee serving as EOC Manager. EOC will be fully staffed at the onset, with staff prepared for 24/7 operations. The role will be of a MACC; the EOC may be staffed with representatives from primary and supporting agencies as necessary.

COORDINATION

1. The Island County EOC is the lead agency for facilitating the coordination of emergency activities and information among local, state, federal and private sector agencies within Island County. In the event of a large-scale emergency affecting a widespread area, the

- Island County EOC will be activated to provide coordination of activities and resources.
2. Communications during an emergency or disaster will be through communications systems currently established within the County and city organizations. Backup and supporting communication activities will be provided by organized volunteer radio operators assigned through Island County EOC.
 3. Emergency warning and public information will be communicated to citizens via local media through the designated Public Information Officer, existing County communications systems and the Puget Sound Emergency Alert System.
 4. The County will coordinate with partner agencies and adjacent jurisdictions through the Island County EOC.

REQUEST FOR EMERGENCY ASSISTANCE

1. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the BOICC, Director of Emergency Management, or their designee will request additional resources through the Washington State EOC for state and federal assistance as necessary.
2. Requests to the Governor to declare a State of Emergency are made by the Board of Island County Commissioners. This proclamation by the Governor is necessary to obtain federal disaster relief funds.

VII. PROCLAMATION OF EMERGENCY

1. 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.
2. The Proclamation of Local Emergency is made by the BOICC or designee and is the legal method by which the use of extraordinary measures to accomplish tasks associated with disaster response is authorized. The Proclamation is normally a prerequisite to state and federal disaster assistance.
3. Only the BOICC, Incident Commander (IC), a Director, Acting Director, or Island County Department of Emergency Management (DEM) can initiate a request for an emergency declaration.
4. 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.
5. The EM Director 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.
6. The final version of the resolution will be hand carried to the BOICC for review and approval by the BOICC or the commissioners present.
7. Island County Municipal Code 2.08A.020 and RCW 42.30.080 states that in the BOICC may hold a special meeting to introduce the Resolution for Emergency Proclamation.
8. Copies of the signed proclamation will be provided to county agencies and departments as authority to conduct operations under emergency rules and regulations.
9. Once the Proclamation made, it is to be delivered to all news media within the County and shall use other methods as necessary, to give notice of such Proclamation to the public.
10. The Proclamation authorizes the County 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 (except mandatory constitutional requirements). These include, but are not limited to: rationing of resources and supplies, curfew, budget law limitations, competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.
11. The BOICC, Emergency Management Director, or their designees will notify the Washington State Emergency Operations Center, and other appropriate local, county, state and federal agencies following the Local Proclamation of Emergency.
12. 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.

PROCLAMATION AND TERMINATION OF PROCLAMATION

The following shall serve as a templates for emergency proclamations issued by Island County.

Island County Emergency Proclamation

BOARD OF THE COUNTY)
COMMISSIONERS OF ISLAND COUNTY) Resolution No. C- _____
PROCLAMATION OF EMERGENCY)

WHEREAS, a disaster has occurred, specifically (description of incident), and

WHEREAS, the problems caused by the disaster have created a threat to life and property, and

WHEREAS, all available resources will be committed to disaster work, and

WHEREAS, the County may require supplemental assistance, and

WHEREAS, the severity of this disaster is beyond the capability of County and local resources:

NOW, THEREFORE, BE IT RESOLVED THAT this event constitutes an emergency necessitating the utilization of emergency powers granted under RCW 38.52.070;

IT IS PROCLAIMED BY THE CHAIR OF THE BOARD OF ISLAND COUNTY COMMISSIONERS OR DESIGNEE THAT:

AN EMERGENCY BE PROCLAIMED IN OUR COMMUNITY

Dated this _____ day of _____, _____.

BOARD OF ISLAND COUNTY COMMISSIONERS

Chairman

Member

Member

ATTEST:

Clerk of the Board

Island County Proclamation Terminating 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 COUNTY COMMISSIONERS
Island County, Washington

Chairman

Member

Member

Attest:

Clerk of the Board

IX. DEMOBILIZATION

When determined that the activation of the EOC is no longer required, the EOC Manager will issue instructions for demobilization from emergency management activities at the conclusion of the emergency event.

X. OPERATIONS - TERRORISM ADVISORY SYSTEM THREAT CONDITIONS

For civil disturbances or terrorist activities, the National Terrorism Advisory System provides a guide to assist government and private-sector entities in initiating a set of standardized actions as a result of increased terrorist threat levels within the United States, and to inform the public on updated homeland security requirements. The raising of the threat condition generally is reserved for threats that are credible, corroborated and imminent. An elevated threat condition can be applied nationally or by region, by industry or to a specific target.

1. Threat level – GREEN: Threat conditions are LOW. Law Enforcement comprised of Island County Sheriff’s Department and Local Police Departments monitor intelligence disseminated through normal channels of communication regarding terrorist threat(s); and maintains situational awareness through the continued monitoring of reported incidents.
2. Threat level – BLUE: Threat conditions are GUARDED. Law Enforcement monitors intelligence disseminated through normal channels of communication regarding terrorist threat(s); and maintains situational awareness through the continued monitoring of reported incidents.
3. Threat level – YELLOW: Threat conditions are ELEVATED. Law Enforcement monitors intelligence disseminated through normal channels of communication regarding terrorist threat(s); and maintains situational awareness through the continued monitoring of reported incidents.
4. Threat level – RED: Threat conditions are SEVERE. If the threat level is elevated regionally or locally, Law Enforcement will coordinate all activities with a Joint Field Officer (JFO) in the local area. In the absence of a JFO, special teams deployed in response to a terrorist threat will operate in coordination with the FBI Joint Operations Center (JOC).

XI. EMERGENCY PUBLIC INFORMATION

Providing current and accurate information to the public is of great importance following an emergency or disaster. The County shall strive to provide both emergency and general information in a timely and coordinated manner. For the purposes of this plan, the County defines “emergency information” as information which has direct relevance to the safety and/or health of the citizens of the County, i.e. evacuation orders and routes, boil water orders, shelter-in-place notices, curfews, etc. “General information” may consist of information such as debris pick-up schedules, permit fee schedules, facility hours of operation, etc.

1. The BOICC, Director of Emergency Management, or their designee shall appoint the Public Information Officer, which currently is the Director of Emergency Management, who will coordinate the dissemination of emergency public information through the EOC, including within a JIC/JIS.
2. All available methods may be used to relay emergency information to the public. This may include, *but is not limited to*:
 - Island Communications (ICOM-911)
 - Island County Sheriff’s Department
 - IPAWS
 - Reverse 9-1-1
 - Emergency Alert System (EAS)
 - MyStateUSA/Alert Sense
 - Regional Public Information and Notification (RPIN)
3. Activation of the Auxiliary Communication Services (ACS) and the Emergency Alert System shall be done through the Island County EOC.
4. During activation of a Joint Information Center or Joint Information System, the County PIO will provide timely and consistent messaging throughout the involved jurisdiction(s) to ensure that the information disseminated to the public is accurate and accessible to all.
5. Printed education and information materials are available through the Island County Emergency Management Department and the State of Washington Emergency Management Division.
6. It is anticipated that in some circumstances, emergency public information may need to be released from field command posts. In this event, the individual in charge of the location shall notify the EOC in a timely manner and provide detailed information regarding information released.
7. Additional information on public information activities can be found in Emergency Support Function (ESF) 15 – Public Affairs.

XII. TRAINING, EXERCISES AND EDUCATION

PURPOSE

To identify and establish methods of meeting the training, exercise and educational needs of Island County employees (and approved volunteers) responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

1. The BOICC or Director of Emergency Management is ultimately responsible for ensuring that the appropriate staff will receive training in specific emergency management skills and professional development through available resources.
2. Public education programs are available through the Washington State Emergency Management Division and the Department of Homeland Security to all segments of the community. The following general programs are designed to increase awareness of hazards and explain how best to safely respond and promote self-preparedness.
 - a. Schools: The development and practice of emergency plans, and the dissemination of information on local hazards and how to prepare for and respond to their effects will be encouraged.
 - b. Community Groups: Information on local hazards and how to prepare for and respond to their effects will be available through community education programs to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households within the group in times of emergency.
 - c. Businesses: Information on local hazards and how to prepare for and respond to their effects. The corporate community will be encouraged to engage in business recovery and contingency planning.
 - d. County employees: Information on local hazards and how to prepare for their effects. General preparedness for all hazards will be encouraged.
3. The County will utilize all types of exercise formats, including both tabletop and full-scale exercises.
4. Each County department director is responsible for ensuring that their employees are trained in the concepts of the Comprehensive Emergency Management Plan (CEMP) and in the department specific standard operating procedures (SOPs).
5. The County will use outside resources to provide specialized training, if appropriate.
6. The BOICC or Director of Emergency Management is responsible for ensuring that drills and exercises are conducted to evaluate NIMS/ICS application, the effectiveness of the CEMP, and to determine future training needs.
7. The BOICC or designee, through the Director of Emergency Management, in coordination with Law Enforcement and the fire authorities are responsible for coordinating and implementing drills and exercises for County employees.
8. The Director of Emergency Management is delegated the responsibility for the development and maintenance of the CEMP.

RESPONSIBILITIES

1. Island County
 - a. County Departments
 - 1) Develop SOPs that define employees' operational responsibilities during an emergency or disaster.
 - 2) Provide necessary training to enable employees to carry out those responsibilities in coordination with the County EOC.
 - 3) Provide guidance on NIMS required training for personnel at appropriate levels of responsibility.
 - 4) Allow employees time to complete initial and refresher training as appropriate.
 - 5) Track and monitor training records to ensure NIMS compliance.
 - 6) Provide assistance to the BOICC or Director of Emergency Management in the design, conduction and evaluation of drills and exercises to determine the effectiveness of the County's emergency management programs and the employees' level of training.
 - b. BOICC through the Director of Emergency Management
Provide for the design, conduction and evaluation of drills and exercises to determine the effectiveness of the County's emergency management programs and employees' level of training.
2. All Other Partner and Support Agencies participate in training and exercises, if requested and as resources allow.

XIII. ON-GOING PLAN MANAGEMENT AND MAINTAINANCE

COORDINATION

The Director of Emergency Management or designee will coordinate with, and will reach accord with all agencies that have a role in incident management for the development and execution of policy, planning, training, equipping and other preparedness activities.

PLAN MAINTAINANCE

1. The Director of Emergency Management or designee will ensure that exercises of this plan are conducted on an on-going, annual basis.
2. This CEMP will be updated every four years. The revised CEMP will be submitted to the Washington State Emergency Management Division for review.

XIV. RESOURCES

It is the responsibility of each Department Director and each employee to help keep the EOC resource lists current. Resource lists will be important to the County and the EOC in the event of a disaster. Each Department needs to send an updated list of resources to be stored in the EOC annually. The Emergency Management Committee will maintain the Resource Directory.

Resource lists should include:

- Employee names and phone numbers – both land line and cell phones
- Employee pager numbers or Text addresses
- County-owned cell phone numbers
- County supplier lists
- Contractor lists
- Heavy equipment inventory and operators
- Transportation agencies
- Schools
- Phone numbers of major businesses
- EOC contact information for other emergency management organizations (provided by state EMD Duty Officers)
- Phone numbers (cell and office) of utility providers (liaison and primary offices)
- Media phone numbers and email addresses
- Area hospital phone numbers
- Volunteer lists
- Identified list of vital records and systems
- Backup of identified vital records (hard copy and/or electronic versions) (thumb drive, portable hard drive, etc.)

PROVISIONS FOR COUNTY EMPLOYEES:

A. General Policy

Island County values the knowledge, skills and abilities of its employees, and understands that the needs of the family must be met in order to ensure employees are effective in fulfilling their respective responsibilities to Island County and its constituents. All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department Standard Operating Procedures (SOPs), which are currently in the process of being formalized in a written format.

B. Responsibility

Each Department Director is responsible for ensuring that their department is prepared with food, water and any supplies necessary for their personnel to function for the first 72 hours after a disaster (e.g., temporary power, flashlights, food, water, portable radio, system for communication, e.g., GET cards for phone use, Satellite phone, cell phone).

XI. EMERGENCY SUPPORT FUNCTIONS

The number system for the ESFs follows the format provided by the National Response Framework and Washington State's Comprehensive Emergency Management Plan. In some instances, the County relies on supporting jurisdictions for meeting the intended requirement, as identified in Table 1. (Note: During the 2017 update, not all ESF's were updated as they remain relevant to current standards and practices.)

The specific operational responsibilities of each County department/division after a disaster are identified in Table 2, and are further addressed under the Emergency Support Function (ESF) component of this plan.

XV. ISLAND COUNTY SUPPORT ANNEXES:

The following existing and/or planned annexes support Island County's Comprehensive Emergency Management Plan. Those items for which the County relies on state, contracted services, or other jurisdictions to provide the essential service are indicated as such.

All references to other plans and documents are incorporated by reference as though the entire body of the document is part of this CEMP.

Appendices:

Acronyms and Definitions (Appendix A)

Annex Documents:

Emergency Support Functions (Annex A)

Continuity of Operations Plan (Under development – Anticipated Completion 2017)

Damage Assessment Annex (Under development)

Island County follows the protocols established annually by the State of Washington for damage assessment activities. The County follows established protocols in determining damages to its facilities and structures within its boundaries and under its jurisdiction, and provides that information to the State when requested.

Debris Management Plan (Annex B)

The County is currently developing this plan; Solid Waste services are contracted; however, the County does have some pre-identified locations for debris storage if needed.

Donations Management Plan (Under development)

Evacuation Annex (Under review/update by County)

Document is separately maintained by Island County, and is currently under review based on the recently completed Hazard Mitigation Plan to ensure accuracy and consistency.

Pandemic Influenza Incident Plan (Island County Public Health Department)

Island County residents are provided services through the Island County Public Health Department, and relies on those plans, exercises and activities developed by that entity for these services. County Emergency Management does work with the Island County Health Department and Whidbey General Hospital District to determine appropriate Points of Distribution within the County to ensure those areas are pre-identified and are consistent with the hazard areas of concern to ensure public and employee safety. Once identified, this information will help ensure access is available as needed after a storm event or Pandemic situation. This information will be utilized by the Public Works Department in establishing its priority road clearance list.

Pet Evacuation and Shelter Plan Annex (Future)

Island County has entered into a Contract to provide these services to the County for Pet Evacuation and Sheltering.

Island County Points of Distribution Study

The purpose of this study was to identify, based on established criteria, Island County Points of Distribution (PODS). Various locations were identified, with site suitability determined. The list of PODS identified will be utilized during incident periods when necessary. Actual POD locations will be activated based on area of impact and need within the respective community.

Resource Management Plan (Future)**Separately Published Documents:****Mt. Baker Glacier Peak Coordination Plan**

The purpose of this coordination plan is to identify certain common coordination tasks and responsibilities which various private sector, county, state, provincial, and federal agencies in the United States and Canada will need to accomplish before, during, and after a hazardous geologic incident at either volcano. This coordination plan supports (but does not supplant) each jurisdiction's and agency's Comprehensive Emergency Management Plan (CEMP).

<http://www.emd.wa.gov/plans/documents/PromulgatedVersionMtBakerGlacierPeakCoordinationPlanAugust2012-Expanded.pdf>

Island County Transportation Recovery Plan Annex (2014): Disruption Scenario Information and Maps <http://mil.wa.gov/uploads/pdf/PLANS/island%20county%20annex.pdf>

Puget Sound Regional Catastrophic Disaster Coordination Plan (2014):

<http://mil.wa.gov/uploads/pdf/PLANS/coordinationplannew.pdf>

Hazard Mitigation Plan Update (2015)

<http://www.islandcountydem.org/hazard-mitigation-plan.html>

Terrorism Plan Annex (Island County Sheriff's Dept. Annex)

Island County relies on the Island County Sheriff's Department Terrorism Annex (published separately) to meet the requirements of this Annex document. Pursuant to RCW 42.56.420, distribution of this Annex is limited due to exemption from public disclosure.

Various Checklists (Beginning Phases - attached)

Table 1	
Roles and Responsibilities of the Emergency Support Functions (ESF)	
Emergency Support Function (ESF)	Scope
ESF #1 – Transportation	Transportation safety Restoration/recovery of transportation infrastructure Movement restrictions Damage and impact assessment
ESF #2 – Communications	Coordination with telecommunications and information technology industries Restoration and repair of telecommunications infrastructure Protection, restoration, and sustainment of cyber and information technology resources Oversight of communications within the incident management and response structures
ESF #3 – Public Works and Engineering	Infrastructure protection and emergency repair Infrastructure restoration Engineering services and construction management Emergency contracting support for life-saving and life-sustaining services
ESF #4 – Firefighting	Coordination of firefighting activities Support to wildland, rural, and urban firefighting operations
ESF #5 – Emergency Management	Coordination of incident management and response efforts Resource and human capital Incident action planning Financial management
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	Mass care Emergency assistance Disaster housing Human services
ESF #7 – Logistics Management and Resource Support	Incident logistics planning, management, and sustainment capability Resource support (facility space, office equipment and supplies, contracting services, etc.)
ESF #8 – Public Health and Medical Services	Public health, including medical and mental health services Mass fatality management
ESF #9 – Search and Rescue	Life-saving assistance Search and rescue operations
ESF #10 – Oil and Hazardous Materials Response	Oil and hazardous materials (chemical, biological, radiological, etc.) response Environmental short- and long-term cleanup
ESF #11 – Agriculture and Natural Resources	Animal and plant disease and pest response Food safety and security Natural and cultural resources and historic properties protection and restoration Safety and well-being of household pets
ESF #12 – Energy	Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination
ESF #13 – Public Safety and Security	Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control
ESF #14 – Long-Term Community Recovery	Social and economic community impact assessment Long-term community recovery assistance Analysis and review of mitigation program implementation
ESF #15 – External Affairs	Emergency public information and protective action guidance Media and community relations

Table 2
Emergency Support Function Organization and Functional Responsibility

Emergency Support Function	Emergency Support Function Number	Emergency Operations Center P=Planning; O=Operations; L=Logistics; F=Finance; C=Command	Board of Commissioners	Administrative Services	Assessor	Auditor	Central Services	Clerk	Communications (ICOM 911)	Coroner	Corrections	Courts	Emergency Management	Facilities	General Services	Health Dept.	Human Resources	Planning and Community Services	Prosecutor/ Legal	Public Works	Sheriff's Department	Treasurer	NON-COUNTY DEPARTMENTS OR AGENCIES										
																								Fire Authorities (Various)	Island County Transit	Red Cross	Schools	Utilities-(Power, Internet, Comms)	Utilities - Water	WSP			
Transportation	1	O/L								S			S	S	S					P	P			S	P								
Evacuation	1	P	S										P		S	S			S	P	P			S	P	S						P	
Communication & Warning	2	C	S				P	P	P				P	S	S		S		S	S	P			S									
Public Works/ Engineering	3	O/P											S	S	S	S		P	S	P							S	S					
Fire	4	O											S	S	S	S				S	S			P									
Emergency Management	5	C	S	S	S	s	S	S	P	S	S	S	P	S	S	S	S	P	S	S	S				S							S	
Direction/Control	5	C	P	S	s	s	S	S	P	S		P	P			S	S	P	S	P	P			S	S	S	S	S	S	S	S	S	
Admin & Finance	5	F		P	P	p						S	P			S		S															
Mass Care	6	O/P		S	S	S				P	S		S		S	S		S							P	S							
Logistics/Resource	7	L	S	P	S	s	S			S		S	P	S	S		S				S			S								S	
Health/Med & Mort.	8	O/P								P			S			P		S						P		S							
Search & Rescue	9	O							S	S			P	S	S					S	P			S		S							
Hazardous Materials	10	O											S							S	S			P								P	

CHECKLISTS

- i. **Go-Kits (Sample Attached)**
- ii. **Bomb Threat Call Procedures (Data Capture Form for use during Bomb Threat Call)**

GO-KIT CHECK LIST

	Preparedness Task	Description/Notes/Location
<input type="checkbox"/>	Contact list updated	Contact list stored ____ and ____.
<input type="checkbox"/>	Line of succession identified	
<input type="checkbox"/>	Alternate sites identified	
<input type="checkbox"/>	Support needs identified for alternate sites	
<input type="checkbox"/>	Department Go- Kit stocked	The COOP Kit is stored in ____.
<input type="checkbox"/>	Vital records identified	
<input type="checkbox"/>	Vital records stored offsite	
<input type="checkbox"/>	Vital records backed-up	All hard copy records have been stored digitally and are backed up ____ by IT.
<input type="checkbox"/>	Communications plan developed	

Bomb Threat Call Procedures

- Keep caller on the line—the longer he/she talks, the more we can learn.
- Record as much of the message as possible on the form below—try to get exact words.
- Tell the caller (if applicable) that the building is occupied and that the threatened action could result in the death or serious injury to many innocent persons.
- Immediately upon termination of the call report information to Security.

Date: _____ **Time of Call:** _____ **Time Caller Hung Up:** _____ **Ext. No.:** _____

Exact message (if possible):

Ask Caller:

Where is bomb located? (Building, Floor, Room, etc.)

When will it go off?

What did it look like?

Why?

Who put it there?

Caller's Name?

Information About Caller:

Where is caller? (Describe background and level of noise)

Sex: **Male** **Female**

Pitch of Voice: **Low** **Moderate** **High**

Speech: **Stutter** **Accent** **Peculiar Dialect**

Other:

Estimated age:

Name and Room Number of Person Receiving Call:

Caller's Voice		Background Sounds		Threat Language
Calm	Nasal	Voices	Static	Well Spoken (Educated)
Angry	Stutter	Music	Local	Foul
Excited	Lisp	Motor	Booth	Irrational
Slow	Raspy	Clear	Other	Message Read by Threat Maker
Rapid	Deep	Crockery		Taped
Soft	Ragged	Street Noises		Incoherent
Loud	Clearing Throat	Office Machinery		
Laughter	Deep Breathing	Factory Machinery		
Crying	Cracking Voice	Animal Noises		
Normal	Disguised	Long Distance		
Distinct	Accent	House Noises		
Slurred	Whispered	PA System		

Report Call Immediately To:

Name: _____

Phone Number: _____

Today's Date: _____

Your Name: _____

Position: _____

Phone Number: _____