

# Skagit County

## Comprehensive Emergency Management Plan



1921 Flood Scene - Interurban Train Tracks Washed Out

Roger Fox Photo Collection

**August, 2013**

**SKAGIT COUNTY  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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## **SKAGIT COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

### **FOREWARD**

The Skagit County Comprehensive Emergency Plan (CEMP) is for the use of elected and appointed officials and those who are responsible for emergency/disaster management in the event of a natural, human-caused, and technological emergencies or disasters.

This plan is intended as a comprehensive framework for preparedness, response, and recovery activities within unincorporated Skagit County and the cities/towns of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley. Mitigation activities are contained with the *Skagit County Natural Hazards Mitigation Plan*.

Every effort has been made to ensure the Skagit County CEMP is compatible and consistent with the Washington State Comprehensive Emergency Management Plan and the Federal Response Framework, including the use of Emergency Support Function (ESF) Annexes. This plan is intended to assist county and municipal officials, departments, and offices in preparing for, responding to, and recovering from the effects of natural, human-caused, and technological emergencies and disasters.

It is the belief of the Skagit Emergency Management Council that the recent updates to this plan move us one step closer to increasing local government's ability to deliver timely and efficient emergency services and thereby minimize the effects of an emergency or disaster on the people and property within unincorporated Skagit County and the cities/towns of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley.

The Skagit County Department of Emergency Management appreciates the cooperation and support of the many jurisdictions and agencies that have contributed to the revision of this plan; our sincere thanks to all of you that have made this plan possible.



Mark Watkinson, Interim Director

Skagit County Department of Emergency Management

**SKAGIT COUNTY  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**RECORD OF CHANGES**

CHANGE NUMBER	PAGE NUMBER	SUBJECT	DATE	ENTERED BY

## SKAGIT COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### LIST OF PLAN RECIPIENTS

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7		City of Burlington	Bryan Harrison
8		Town of Concrete	Mayor Judd Wilson
9		Town of Hamilton	Mayor Joan Cromley
10		Town of La Conner	Mayor Ramon Hayes
11		Town of La Conner	John Doyle
12		Town of Lyman	Mayor Debra Heinzman
13		City of Mount Vernon	Mayor Jill Boudreau
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	3	Skagit County Health Department	Peter Browning
	4	Skagit County Public Works Department	Dan Berentson
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	7	Skagit County Parks and Recreation	Brian Adams
	8	Skagit County Permit & Planning Dept.	Dale Pernula
	9	Skagit County Coroner	Daniel Dempsey
	10	Anacortes Police Department	Chief Bonnie Bowers
	11	Burlington Police Department	Chief Bill VanWieringen
	12	Mount Vernon Police Department	Chief Jerry Dodd
	13	Sedro-Woolley Police Department	Chief Doug Wood
	14	Anacortes Fire Department	Chief Richard Curtis
	15	Burlington Fire Department	Chief Dave Neilson
	16	Concrete Fire Department	Chief Rich Phillips
	17	Hamilton Fire Department	Chief Nick Bates
	18	La Conner Fire Department	Chief Dan Taylor
	19	Mount Vernon Fire Department	Chief Roy Hari
	20	Sedro-Woolley Fire Department	Chief Dean Klinger
	21	Skagit Co. Fire Commissioners Assoc.	Commissioner James Kennedy
	22	Skagit Co. Fire Chiefs Assoc.	Chief Mike Noyes
	23	Island Hospital	Greg Barley
	24	Skagit Valley Hospital	Tyler Dalton
	25	United General Hospital	Greg Reed, CEO
	26	American Red Cross, Mt. Baker Chapter	Melissa Logan
	27	American Red Cross, Islands Chapter	Chapter Manager
	28	Washington State Military Department, Emergency Management Division	Dr. Terry Egan

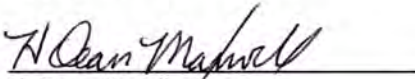


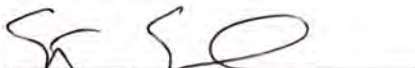
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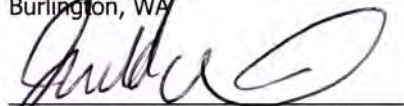
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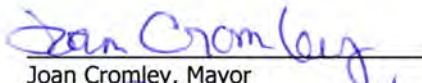
The Skagit County Comprehensive Emergency Management Plan dated August, 2013 is hereby approved this 21<sup>st</sup> day of August, 2013 as the official Plan providing emergency services when life-saving and property protection services cannot be accomplished as a normal daily function of the governments of Skagit County, and the cities/towns of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon and Sedro-Woolley.

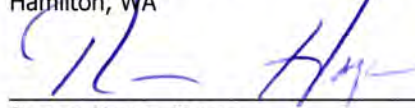
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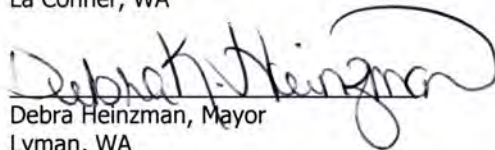
  
H. Dean Maxell, Mayor  
Anacortes, WA

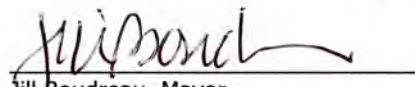
  
Steve Sexton, Mayor  
Burlington, WA

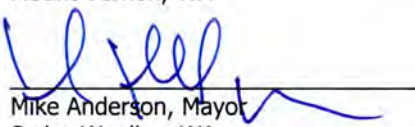
  
Budd Wilson, Mayor  
Concrete, WA

  
Joan Cromley, Mayor  
Hamilton, WA


  
Ramon Hayes, Mayor  
La Conner, WA

  
Debra Heinzman, Mayor  
Lyman, WA

  
Jill Boudreau, Mayor  
Mount Vernon, WA

  
Mike Anderson, Mayor  
Sedro-Woolley, WA

Board of County Commissioners:

  
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District #3

  
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District #1

  
Kenneth A. Dahlstedt, Commissioner  
District #2

**SKAGIT COUNTY  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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  - Tab 11-4, Animal/Plant Disease and Pest Response
  - Tab 11-5, Natural/Cultural Resources and Historic Properties Protection and Restoration
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- Support Annex C – Military Support To Civil Authorities**
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## **INCIDENT ANNEXES**

- Incident Annex A – Terrorism/Weapons of Mass Destruction Response Plan**
  - Incident Annex A is published as a separate document with restricted distribution and is exempt from public disclosure in accordance with RCW 42.17.310(1)(ww).
- Incident Annex B – Flood Response Plan** (to be developed at a future date)

Cover Photo: Interurban Train Track Washout Flood Scene, 1921  
Courtesy of The Jeff Fox Photo Collection

## **SKAGIT COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

### **BASIC PLAN**

#### **I. INTRODUCTION**

##### **A. Mission**

To provide a comprehensive emergency management system within unincorporated Skagit County, as well as the incorporated cities/towns of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley (hereafter referred to as municipalities) that can:

1. Minimize loss of life, protect property and the environment, and otherwise reduce community and government vulnerability to known natural, human-caused, and technological hazards.
2. Encourage cooperative emergency planning at all levels of government to better coordinate multi-agency and multi-jurisdictional preparedness, response, and recovery actions.
3. Promote community, family, and individual disaster preparedness.
4. Hasten the restoration of public services and the return of all segments of the community to pre-disaster conditions.

##### **B. Purpose**

This plan is the principal document for explaining how Skagit County and the participating municipalities will work cooperatively to administer a comprehensive emergency management program. This plan (along with jurisdictional and/or agency plans and supporting procedures) will establish appropriate governmental coordination, response and recovery actions to emergencies and disasters, within unincorporated Skagit County as well as the municipalities located with Skagit County.

This plan establishes a mutual understanding of authority, responsibilities, and functions of the various levels of government and provides a basis for incorporating essential non-governmental agencies and organizations into the emergency management organization.

##### **C. Scope**

Section 38.52.070 of the Revised Code of Washington (RCW) directs all political subdivisions in the State of Washington to establish a local organization for emergency management, to include an appointed emergency management director. In support of RCW 38.52.070, this plan has been developed in accordance with the Washington State Comprehensive Emergency Management Plan and Program.

This plan considers that emergencies and disasters will occur and describes the emergency management organization as well as the responsibilities of county and municipal governments in dealing with emergencies and disasters and speaks to what those organizations can and cannot provide.

## **D. Organization**

The Skagit County Emergency Management Organization is comprised of the Skagit County Board of Commissioners, municipal officials and employees, together with those volunteer forces enrolled to aid them during an emergency or disaster, and all groups, organizations and persons who may, by agreement or operation of law, including persons secured under the provisions of Skagit County Ordinance #8859, Section IX (C), charged with duties incident to the protection of life and property during an emergency or disaster. Emergency Management in Skagit County is organized as shown in Figure 1, Skagit County Emergency Management Organization (see Appendix 2).

The County Commissioners and the Mayors of the incorporated municipalities located within the county, and identified in the mission statement of this plan, shall serve as representatives on the Skagit Emergency Management Council. The Skagit Emergency Management Council is empowered to review and recommend for adoption emergency preparedness and mutual aid plans and agreements as well as the resolutions, rules and regulations necessary to implement these plans and agreements. The Skagit Emergency Management Council shall meet at least twice annually or upon the call of the chairperson or vice-chairperson.

The Skagit County Department of Emergency Management, under the direction and guidance of the Skagit Emergency Management Council, is responsible for coordinating the disaster preparedness, response, recovery, and mitigation efforts within Skagit County, including the municipalities located within the county. The Director of the Skagit County Department of Emergency Management is an ex-officio member of the council and shall administer the agency.

Representatives from the Skagit County Department of Emergency Management, various county departments and offices, municipalities, special purpose districts, and essential support organizations may serve on the Skagit County Emergency Management Advisory Committee for the purposes of planning and coordinating emergency resources and responses.

## **II. POLICIES**

### **A. Authorities and References**

#### **Local, State and Federal Ordinances, Resolutions, Laws, Statutes and Regulations:**

- Skagit County Ordinance 8859
- Skagit County Code, Title 9, Chapter 9.28
- Skagit County Resolution #R20060255 Regarding the Command Structure for Significant Emergency and/or Disaster Events Occurring Within Skagit County
- Inter-local Cooperation Agreement for the Skagit Emergency Management Council
- Whatcom, Skagit, Snohomish, and San Juan Mutual Aid Agreement

- Inter-local Cooperation Agreement (Skagit County Contract #C20070501 between Skagit County and the Skagit Transit Authority
- Skagit County Resolution No. 11444
- City of Burlington Ordinance No. 1116
- Town of Concrete Resolution No. 88-01
- Town of Hamilton Resolution No. 1-88
- Town of La Conner Resolution No. 134
- Town of Lyman Resolution No. 88-3
- City of Mount Vernon Resolution No. 257
- City of Sedro-Woolley Resolution No. 461
- Port of Anacortes Resolution No. 785
- Port of Skagit County Resolution No. 88-05
- Revised Code of Washington (RCW) 38.52, Emergency Management
- Revised Code of Washington (RCW) 38.54, Fire Mobilization
- Washington Administrative Code (WAC) 118-30
- RCW 49.60 - Laws Against Discrimination
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended, 42 U.S.C. 5121, et seq.
- Public Law 96-342, Improved Civil Defense Act of 1980
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, Title III, Emergency Planning Community Right-to-Know Act Sections 311, 312, etc
- 44 Code of Federal Regulations (CFR) Part 201 – Federal Mitigation Funds
- 44 CFR Section 205.16 - Nondiscrimination
- Public Law 105-19, Volunteer Protection Act of 1997
- Disaster Mitigation Act of 2000
- Homeland Security Presidential Directive/HSPD-5
- Post-Katrina Emergency Management Reform Act of 2006
- Pets Evacuation and Transportation Standards Act (PETS Act) of 2006

#### **Related Plans and Documents:**

- National Response Framework
- National Incident Management System
- Washington State Comprehensive Emergency Management Plan
- Washington State Fire Mobilization Plan
- Mount Baker-Glacier Peak Coordination Plan
- North Puget Sound Area Emergency Alert System, Local Area Plan
- North Puget Sound Abducted Minor Broadcast Emergency Response (AMBER) Plan
- Skagit County Hazard Identification and Vulnerability Analysis
- Skagit County Natural Hazards Mitigation Plan
- Skagit County Fire Mobilization Plan
- Skagit County Local Emergency Planning Committee (LEPC) Hazardous Materials Contingency Plan
- Skagit County Household Pets and Service Animals Disaster Plan

## **B. Assignment of Responsibilities**

Skagit County government has the primary responsibility for disaster mitigation, preparedness, response, and recovery within unincorporated Skagit County. Municipalities are responsible for providing these services within their jurisdictions, except where contracts or agreements with other jurisdictions or agencies are in place for these services.

Special purpose jurisdictions (dike districts, drainage districts, fire districts, hospital districts, port districts, school districts, sewer districts, and water districts) are also responsible for providing these services within their jurisdictions, except where contracts or agreements with Skagit County are in place for these services.

Besides this Basic Plan and its Appendices, this plan includes Emergency Support Function Annexes (in accordance with the Federal Response Framework) as well as Support Annexes that identify and describe the roles and responsibilities of county and municipal departments and offices as well as other organizations described within this plan. In addition, this plan contains Incident Annexes that explain how the county and participating municipalities will deal with special types of hazard events.

Specific roles and responsibilities for county and municipal agencies as well as other agencies and organizations are listed on pages 21 through 49 of this Basic Plan. Agencies with primary and support responsibilities within each Emergency Support Function Annex are listed in Figure 5, Responsibilities (see Appendix 2).

## **C. Limitations**

Skagit County and the incorporated municipalities will make every reasonable effort to respond in the event of an emergency or disaster based upon the situation, information, and resources available at the time. However, no guarantee of a perfect response system is expressed or implied by this plan or any of its ESF Annexes, Support Annexes, Incident Annexes, or Appendices.

Skagit County and municipal assets and systems are vulnerable to natural, human-caused, and technological disaster events and may be damaged or overwhelmed. Skagit County and municipal employees will be concerned about the care of their families and personal possessions. They may be unavailable to support emergency or disaster response activities if they have been personally impacted by the event.

Fundamental resources such as water, food, first-aid supplies, utilities, fuels, shelter and sanitation supplies, and basic survival supplies may be needed.

Skagit County and the municipalities do not have sufficient supplies and equipment on hand for long-term use; the arrival of State and Federal assistance may be delayed for several days after the occurrence.

The disaster response and recovery activities of Skagit County and the municipalities may be limited by:

1. The inability of citizens to be self-sufficient for more than three days without additional food, water, medical and shelter resources.

2. The inability to provide citizens with timely warning and emergency information due to damaged warning systems.
3. The inability of law enforcement, fire, emergency medical, public works, and other governmental agencies to fully respond to the incident due to damage to facilities, equipment, supplies, and shortages of personnel.
4. The shortage of trained response personnel and equipment to respond to fire, emergency medical, hazardous materials, law enforcement, public works, and other emergencies.
5. The shortage of medical facilities and critical drugs.
6. Damages to lifelines such as road, rail, utilities, petroleum pipelines, and communication networks.
7. Normal distribution of resources may be reduced or interrupted, impacting the social well being and economic infrastructure of the county.
8. Partial or complete failure of emergency response communication systems due to equipment damage or overloading of telephone lines into the Skagit Emergency Communications (E 9-1-1) Center.

No guarantee is implied by this plan of a perfect response system. Skagit County and the municipalities can only endeavor to make every reasonable effort within their capabilities to deal with the dangers and hardships imposed based on the situation, the information available, and the resources at hand.

### III. SITUATION

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

Emergencies and disasters have, and may occur in Skagit County at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardship to businesses, families and individuals, and disruption to local, state, and other governmental entities. The potential also exists for emergencies and disasters occurring outside Skagit County to negatively impact the county and its municipalities.

The possibility exists that emergency response personnel may be victims of the emergency or disaster and situation and response efforts could be greatly compromised. Should such an event occur within Skagit County, the Department of Emergency Management would request assistance from San Juan, Snohomish, and Whatcom Counties through an existing mutual aid agreement. If needed, assistance would be requested from state, and federal agencies through the Washington State Military Department, Division of Emergency Management.

Skagit County is vulnerable to the effects of a variety of natural, human-caused, and technological hazards. Natural hazards are events that are caused by nature such as flood, severe weather, landslide, forest fire, earthquake, tsunami, seiche, and volcanic activity. The *Skagit County Natural Hazards Mitigation Plan* identifies and describes local vulnerability for the natural hazards affecting Skagit County and the participating municipalities. Human-caused hazards are events that are caused by people such as transportation accident,



hazardous materials release, riot, and terrorism. Technological hazards are events that are caused by facility, equipment, or technological process failures such as downed aircraft, dam failure, communication failure, and energy emergencies. Further information regarding these hazards affecting Skagit County and the participating municipalities can be found in the *Skagit County Hazard Identification and Vulnerability Analysis*, published as a separate document.

An enemy or terrorist attack occurring in Skagit County is considered possible. Although specific attack objectives cannot be predicted, it is assumed that military and governmental centers as well as concentrations of industry and population will be principal targets. In acts of terrorism it is unlikely that warning will be issued.

## **B. Planning Assumptions**

An emergency or disaster could occur at any time. Some emergencies or disasters will occur with enough warning that appropriate notification can be issued to ensure some level of preparation; others will occur without advance warning. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of an incident and the ability of government to respond.

A disaster will severely stress normal county and municipal systems. Skagit County and the municipalities may be unable to satisfy all emergency resource requests during a major emergency or disaster and would likely require outside assistance from other jurisdictions, the state, and the federal government. It is likely that local government response will be delayed; citizens need to be prepared to take care of their own basic survival needs for at least the first 72 hours after an event occurs. This plan assumes that after an emergency or disaster has occurred that:

1. A safe location can be found for coordination of response and recovery activities.
2. Trained personnel exist to establish command and control and implement emergency plans and procedures.
3. Resources are available.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

Minor emergencies such as response to fires, violations of the law, and emergency medical incidents occur on a daily basis and do not normally require the direct involvement of emergency management and elected officials. On a less frequent basis, local government is confronted with larger scale events that may occur suddenly or over a longer period of time that escalate beyond normal operational capabilities. These events, which are classified as major emergency incidents or disasters, require an increased level of response and incident management due to their size and/or complexity. In most cases, these incidents require at least some level of action to be taken by the local emergency management organization.

This action may be minimal, such as requesting the issuance of a Mission Number from the Washington State Military Department, Emergency Management Division Duty Officer. Obtaining a Mission Number helps secure state indemnification protection and serves as a

reference for deployment of local, state, or federal resources to assist in the mission. A Mission Number may also be used to code all documentation tracking the payment of any Emergency Worker compensation claims filed as a result of activities while assigned to the mission.

In some cases, further action may need to be taken. Local elected officials may need to formally declare that an emergency exists in order for local government to take the action necessary to protect lives, property, or the environment. This action also serves as a prerequisite for asking for state assistance and, if needed, federal assistance. If needed, the Skagit County Emergency Operations Center (EOC) may be activated to provide an additional level of direction and control and coordinate response and recovery efforts.

The Department of Emergency Management maintains 24-Hour Duty Officer to provide support and assistance to local emergency response agencies, as needed. The Emergency Management Duty Officer is the primary after-hours contact for receiving alert and warning information from a variety of sources and initiate emergency management response actions, as needed, on behalf of the department.

The essential services of the emergency organization will be coordinated through the Skagit County EOC and/or the appropriate municipal EOC. Emergency operations may be conducted on a 24-hour basis, as required. At the request of the Department of Emergency Management, county and municipal departments/offices will provide personnel to the Skagit County EOC or appropriate municipal EOC to assist in managing response and recovery activities.

The chief official of each county and municipal government department and office is responsible for providing qualified and trained personnel to the EOC and to their respective organizations to carry out emergency activities as assigned. Individuals representing agencies who are staffing the EOC must have knowledge of the resources and capabilities of their respective agency and have the authority to commit those resources during response and recovery operations.

Each municipality is encouraged to use the EOC concept to manage response and recovery activities within their respective boundaries and to efficiently coordinate response and recovery efforts with the Skagit County EOC.

In addition, Skagit County offices/departments and the municipalities are encouraged to develop their own internal plans that will enable them to:

1. Ensure continuity of government operations during or immediately following emergency or disaster and issue emergency proclamations as appropriate.
2. Support and assist county-wide response and recovery efforts and assist in staffing the Skagit County EOC and/or municipal EOC (or Command Post) to the best of their abilities as part of an assigned responsibility or ESF identified in this plan.
3. Communicate with the Skagit County EOC and activated municipal EOC's regarding the status of response and recovery activities during or following any emergency or disaster. Provide situation reports to convey requests for assistance, damage assessment, and preliminary damage estimates of their operational capabilities, equipment, and facilities.

4. Coordinate the dissemination of public information to the media and citizens through the Joint Information Center (JIC), if established.

***NOTE: If established, the JIC will be directed by the Skagit County Public Information Officer (PIO) in cooperation with the Skagit County EOC.***

## **B. National Incident Management System (NIMS)**

Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents, called for the establishment of a single, comprehensive National Incident Management System as a means to improve incident response operations. The NIMS provides the ability for emergency response personnel from different jurisdictions and disciplines to effectively work together to respond to natural disasters and emergencies, including acts of terrorism. The NIMS is also intended to promote development of multi-jurisdictional, state-wide and inter-state mechanisms for coordinating incident management and obtaining assistance during large or complex incidents.

The NIMS provides a standardized system that allows federal, state, and local jurisdictions to:

1. Ensure common and proven incident management doctrine, practices and principles are used to plan for, protect against, respond to, and recover from emergency incidents.
2. Maintain a response operation capable of expanding to meet an escalating situation and the ability to integrate a variety of resources from outside sources to meet the needs of the situation.

The benefits of the NIMS include:

1. A unified approach to incident management.
2. Standard command and management structures.
3. An emphasis on preparedness, mutual aid and resource management.

HSPD-5 dictated that federal departments and agencies shall make adoption of the NIMS a requirement for the provision of federal preparedness assistance funds. HSPD-5, as amended in May 2007, further established the Incident Management System Integration Division of the National Integration Center (NIC) to provide strategic direction for, and oversight of, the NIMS including the development of compliance criteria and implementation activities at federal, state, and local levels.

Local authorities have the primary responsibility in emergencies and disaster situations as the overwhelming majority of emergency incidents are handled on a daily basis by local resources.

Incident response organizations (law enforcement, fire, emergency medical services, hazardous materials, public health, public works, emergency management, and others) must work together to comply with NIMS components, policies, and procedures to establish and maintain a foundation upon which more advanced homeland security capabilities can be

built. NIMS compliance must be an ongoing effort as new personnel must be trained and plans must be revised to reflect lessons learned.

### **C. Emergency Management Concepts**

The Board of County Commissioners and Mayors are responsible, by law, for emergency management operations within their respective jurisdictions but will also function together under this plan as the Skagit Emergency Management Council. The Director of the Skagit County Department of Emergency Management is responsible to the Skagit Emergency Management Council for carrying out the emergency management program for Skagit County and the member municipalities. The elected and appointed county and municipal officials, departments, and offices, as well as supporting organizations, agencies, or individuals, will retain their identity and autonomy but will coordinate activities under this plan as an emergency organization under the guidance of the Skagit Emergency Management Council.

The Director or designee, assisted by Department of Emergency Management staff, EOC staff, and/or municipal officials, shall help coordinate the activities of all organizations for emergency management within Skagit County and may also maintain liaison and coordination with the emergency management agencies and organizations of neighboring jurisdictions and other levels of government.

When an emergency or disaster is imminent or has occurred, local governments having primary responsibility will respond to preserve life, property and the environment and to minimize the effects of the situation and to expedite recovery. Local officials will implement emergency statutes and ordinances and will mobilize and commit local resources to conduct response and recovery activities to the best of their ability.

Protection of life, property, the environment, and the restoration of local government services and the economy are the primary concerns of county/municipal government. Local governments are mandated by law (and special purpose districts are advised) to perform emergency management functions within their jurisdictional boundaries. Local government may conduct such functions outside their territorial limits as may be necessary pursuant to RCW 38.52 and current resolutions, ordinances, and mutual-aid agreements.

The emergency management organization of member jurisdictions is comprised of all agencies assigned responsibilities as noted in this plan as well as respective jurisdiction and/or agency plans and operating guidelines. The Board of County Commissioners and Mayors have the ultimate responsibility for the operations of their organizations within their jurisdictions. The organization acts in accordance with this plan as well as individual jurisdiction/agency Suggested Operating Guidelines (SOG's).

Skagit County and the municipalities and their employees, augmented by trained reserves, volunteers, and appointed emergency management officials, will take all reasonable action to respond to the effects of a disaster and expedite response and recovery.

Each county and municipal agency has the responsibility to prepare operational guidelines to assist them in accomplishing their respective emergency responsibilities. Employees will use these operational guidelines when carrying out essential activities in order to accomplish the responsibilities assigned to their respective agency.

These guidelines include but are not limited to:

- The jurisdiction/agency chain of command.
- The identification of a location for managing the jurisdictional/agency emergency operations such as a Command Post or an EOC.
- Jurisdiction/agency responsibilities, capabilities and resources to include personnel, facilities and equipment.
- Information needed to manage the jurisdiction/agency during emergency operations and a means of communicating that information.
- Information on how the agency will coordinate with the Skagit County EOC or jurisdictional EOC.
- Methods to ensure that all jurisdiction/agency personnel are aware of the operating guidelines and the concepts of the emergency operations plan.

When an emergency or disaster occurs, jurisdiction/agency management shall carry out their responsibilities using their best judgment and in a coordinated manner. Jurisdictions and agencies may wish to develop a checklist to support operating guidelines including some or all of the items listed below:

- Report to the predetermined site to manage operations.
- Account for personnel.
- Assess damages to facilities and resources.
- Assess personnel and resources available.
- Assess problems and needs.
- Report situation and status to the Skagit County EOC or jurisdictional EOC.
- Send representatives to the Skagit County EOC or jurisdictional EOC, as requested.
- Carry out agency responsibilities and assigned tasks.
- Keep detailed and accurate records, document actions, costs, situations etc.

Other governmental entities within the county are responsible for ensuring effective operations and using all available resources, including mutual-aid, to manage the emergency within their respective jurisdictions prior to requesting assistance from Skagit County government.

The Department of Emergency Management will request mission numbers from the Washington State Military Department, Emergency Management Division for all response actions intended to protect life, property, and the environment during emergency incidents.

Normal, day-to-day organizational structures and chains of command will be maintained as much as possible. When mutual-aid is requested, the responsible requesting organization will be in charge unless the specific mutual-aid agreements direct otherwise. Skagit County government and member municipal governments will utilize all available resources prior to requesting assistance from state government.

During emergency incidents that do not require the activation of the Skagit County EOC, public information may be disseminated to the media through the County Commissioners, Mayors, Agency Public Information Officer(s), On-Scene Incident Commander(s), and the Director of Emergency Management, or their designees. Upon activation of the Skagit County EOC, all public information disseminated to the news media and citizens should be coordinated with the Skagit County Public Information Officer or the Joint Information Center (JIC), if established, to ensure release of compatible and accurate information.

#### **D. Direction and Control**

##### General:

The purpose of direction and control is to provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of government and essential services during and after emergencies and disasters. Direction and control of emergency management functions is the responsibility of the Skagit County Commissioners, the Mayors of local member municipalities, and elected officials of special purpose districts. Depending upon the size, scope, and/or complexity of the emergency or disaster, elected and appointed officials will activate and establish an Emergency Operations Center (EOC) to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

Skagit County Resolution #R20060255, dated August 1, 2006, establishes that the initial command structure utilized by Skagit County government for a significant incident shall be a Unified Command composed of qualified senior officials from the Skagit County Sheriff's Office, Skagit County Public Health Department, Skagit County Department of Emergency Management, and the Skagit County Public Works Department.

The Unified Command establishes an appropriate organization (Area Command or Multi-Agency Coordination Center) to manage and support the incident(s). This system provides a command structure and organization to provide oversight, gather and disseminate incident information, and request and allocate resources to aid response and recovery activities occurring in various locations throughout the county. This structure is also useful to support multiple Incident Command Posts (ICP's) and to effectively manage response and recovery activities associated with events that are large, complex, or affect multiple jurisdictions.

The use of liaisons may be useful to help ensure communication and/or coordination during large or widespread incidents involving multiple jurisdictions. This may be accomplished by municipalities sending a representative to the Area Command or Multi-Agency Coordination Center. If a municipal representative is not available to perform this function, the Area Command or Multi-Agency Coordination Center may send a representative to the affected municipal EOC or Incident Command Post to assist with communication and coordination.

##### On-Scene Command:

Local county and municipal response agencies are strongly recommended to utilize the National Incident Management System. On-Scene Incident Commanders shall establish a Command Post and should use an accountability system to track all personnel assigned to the incident.

Operational departments (such as law enforcement, fire service, emergency medical



services, and public works) are accustomed to dealing with a variety of recurring minor emergencies for which they have established and practiced procedures or suggested operational guidelines in place to manage these types of incidents. However, larger incidents are characterized by the need to mobilize, direct, and control a much more substantial response effort, possibly requiring the participation of multiple agencies.

On-Scene Incident Commanders will establish an Incident Command Post and direct response and recovery operations in the field and request additional resources (including mutual-aid) through normal methods. Multiple-agency responses will require the establishment of a Unified Command Organization.

Depending on the requirements of the situation, the On-Scene Incident Commander may seek further assistance as listed below:

1. Request the Emergency Management Duty Officer to respond to the scene to assist in requesting and coordinating additional resources to adequately respond to the incident.
2. Request activation of the appropriate municipal EOC or the Skagit County EOC to provide direction and control and aid in overall coordination of response and recovery activities, as needed.

Multi-agency responses will operate under the Unified Command System. Very large or complex incidents, or incidents involving terrorism and/or weapons of mass destruction, may require the utilization of an Incident Management Team to properly manage response and recovery activities.

Large events involving multiple locations may require multiple Command Posts may be established in order to manage on-scene emergency response activities. On-scene Incident Commanders will exert command and control over field operations and personnel under their command. Overall coordination, allocation of resources, and dissemination of public information to the media will be performed by the appropriate municipal EOC or, if activated, by the Skagit County EOC.

Under such a circumstance (such as a Skagit River flood event) the Skagit County EOC may act as an Area Command or Multi-Agency Coordination Center (MACC) to assist involved agencies and jurisdictions by acting as an overall coordinator and clearinghouse to reconcile any competition for scarce resources and/or to eliminate the potential for conflicting or duplicated efforts.

## **E. Emergency Operations Center (EOC)**

### General:

The Skagit County Emergency Operations Center (EOC), located at 2911 East College Way in Mount Vernon, WA, is the central coordination point of the emergency management organization for Skagit County and the participating municipalities.

Based on situational demands, the over-arching strategic goals listed below should be the

primary focus during activations of the EOC:

1. Personal safety of emergency responders.
2. Saving and protecting the greatest number of people at risk.
3. Saving and protecting as many residential, business, and industrial properties as possible.
4. Saving and protecting as much vital government infrastructure as possible.
5. Restraining the spread of environmental damage.
6. Minimizing human hardship and economic interruptions.

Depending upon the situation, implementation of the above-listed strategic goals could include any or all of the following:

1. Local Proclamation of Emergency.
2. Providing and coordinating emergency warning and public information.
3. Collecting and managing information.
4. Overseeing the effective use and allocation of available local resources.
5. Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the state for supplemental assistance.
6. Coordinating inter-agency and/or inter-jurisdictional activities.
7. Coordinating continuity of government operations.
8. Coordinating damage assessment and recovery activities.

The Skagit County EOC is equipped with supplies, information display materials, internal communications, and support equipment to help facilitate efficient operation. Backup power generation is maintained to ensure continued operations.

Skagit County Commissioners (or their designees) along with heads of selected departments and offices (or their designees) and other key individuals may operate during emergencies and disasters from the Skagit County EOC, or another site (or sites) as designated.

Municipalities may activate Command Posts or EOC's in support of their specific operations. These Command Posts or EOC's will coordinate information, needs, and resources with the Skagit County EOC.

Overall direction and control for incidents occurring in unincorporated Skagit County or large and/or complex incidents occurring within an incorporated municipality will normally be conducted from the Skagit County Emergency Operations Center (EOC) in order to support overall response activities and/or to best coordinate efforts with supporting agencies and state and federal agencies. The Skagit County EOC will be activated to the level deemed appropriate by the Emergency Management Director or designee to support emergency and disaster operations.

EOC Activation:

Depending upon the severity of the emergency or disaster, the Skagit County EOC may be activated at the request of the Board of Commissioners, Mayors, their successors, or, upon the direction of Skagit County Department of Emergency Management officials.

Depending on the situation, EOC staff may include representatives from various county offices or departments and selected representatives from other support agencies within the county. In many cases, it may be necessary for liaison personnel from various agencies and organizations such as selected municipalities, the Washington State Military Department, and federal agencies to be located in the Skagit County EOC. Support agencies may consist of: law enforcement, fire, emergency medical, and public works agencies; special purpose districts; utilities and industry; and various volunteer organizations.

Upon the activation of the Skagit County EOC, the following will be notified:

1. Skagit Emergency Communications (E 9-1-1) Center.
2. Washington State Military Department, Emergency Management Division Duty Officer.
3. Members of the Skagit Emergency Management Council.

Furthermore, as a recognized emergency management organization and recipient of federal Emergency Management Performance Grant (EMPG) funds, Skagit County Emergency Management has the responsibility to inform the Washington State Military Department, Emergency Management Division upon activation of the Skagit County EOC and to provide incident situation information and damage assessment statistics in accordance with the Washington State CEMP.

#### EOC Activation Levels:

**Phase I Activation – Alert/Watch Operation:** Phase I Activation is the lowest level of EOC activation and is typically initiated in the event of an impending or occurring incident that requires close monitoring by the DEM Duty Officer and/or other DEM staff, select staff from other county offices/departments, and/or other agencies. Examples of Level I incidents may include: flood watch, minor/localized small stream flooding, winter storm watch, high wind warning, minor hazardous materials incidents, and multiple-casualty incidents.

**Phase II Activation – Limited Operation:** An incident has grown or is expected to grow beyond the capability of alert/watch operation staffing levels and requires additional EOC staffing and capabilities to manage the incident and provide warning and/or public information. The decision on whether an incident meets the criteria for Level II activation will be made by the Emergency Management Duty Officer and any one or a combination of the following individuals or their designees:

- Skagit County Emergency Management Director.
- Skagit County Sheriff.
- Skagit County Public Works Director.
- Skagit County Public Health Department Director.

Examples of Level II incidents may include: minor/localized river flooding, moderately sized

hazardous materials incidents, winter storm events.

**Phase III Activation – Full Operation:** Phase III Activation is the highest level of EOC activation. The size and complexity of an incident requires EOC representation by all appropriate local and outside agencies and organizations to support response and/or recovery activities. The decision on whether an incident meets the criteria for Level III activation will be made by the Emergency Management Duty Officer and any one or a combination of the following individuals or their designees:

- Skagit County Emergency Management Director.
- Skagit County Sheriff.
- Skagit County Public Works Director.
- Skagit County Public Health Department Director.

Examples of Level III incidents may include: moderate to major flooding events, moderate to major earthquakes, large-scale evacuations, extended periods of severe weather, and large hazardous materials incidents, incidents that require the establishment of an Area Command.

**Phase III-Alt Activation – Alternate Operation:** Extensive damage throughout the County creates unstable and unsafe roads and bridges preventing personnel from reaching the EOC facility. In this instance, DEM personnel not able to reach the Skagit County EOC will attempt to report to the most accessible municipal EOC: Anacortes, Burlington, Mount Vernon or Sedro-Woolley. EOC personnel from other departments need to follow their departmental SOG. Those departments need to fill as many of their vacant positions in the County EOC as possible and report those that can't be filled.

#### Area Command:

According to the National Incident Management System, Area Command is defined as a command structure that oversees the management of multiple incidents that are each being handled by an Incident Command System organization or a very large incident that has multiple incident management teams assigned to it. The primary functions of an Area Command are:

1. Provide agency or jurisdictional authority for assigned incidents.
2. Ensure a clear understanding of agency expectations, intentions, and constraints.
3. Establish critical resource use priorities between various incidents.
4. Ensure that incident management team personnel assignments and organizations are appropriate.
5. Maintain contact with officials in charge, and other agencies and groups.
6. Coordinate the demobilization or reassignment of resources between assigned incidents.

Within Skagit County, an Area Command (managed by a Unified Command structure) is

typically established during flood events to accomplish the following strategic goals:

1. Assist in inter-jurisdictional and inter-agency coordination.
2. Aid in efficient use and allocation of resources, including volunteers.
3. Assure incident priorities and constraints are made known to Incident Commanders and implemented across incidents.
4. Provide consistent warning and emergency information to the public.
5. Reduce workload for agency officials.

Also see: Figure 3, Skagit County Flood Response Organization – Area Command Organizational Chart; and Figure 4, Skagit County Flood Response Organization – Area Command Coordination Diagram in Appendix 2.

Alternate EOC Facility:

Skagit County is in the process of establishing an alternate EOC located in the Sheriff's Office Bay View Detachment building near the Skagit Regional Airport. Basic communication equipment has been installed in the facility. In addition, the Department of Emergency Management owns, operates, and maintains a Mobile Command Post Vehicle. The municipalities of Anacortes, Burlington, La Conner, Mount Vernon, and Sedro-Woolley have established and equipped modest EOC facilities including full two-way radio communications capability within their municipalities.

## **F. Continuity of Operations/Continuity of Government**

General:

The purpose of Continuity of Operations/Continuity of Government planning is to ensure that the capability exists to continue essential government functions throughout any potential emergency.

The primary objectives of Continuity of Operations/Continuity of Government planning include:

1. Protecting essential facilities, equipment, essential records, and other assets.
2. Reducing disruptions to essential government operations.
3. Providing for and orderly succession of leadership.
4. Facilitate critical decision-making during emergency or disaster events.
5. Provide a timely and orderly recovery and resumption of full government services.

Continuity of Operations/Continuity of Government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records. The concept of Continuity of Operations/Continuity of Government needs to be carefully considered by all elected and appointed officials. In order to ensure Continuity of Government, local elected officials, and jurisdictional department heads should name successors to their respective positions and these successors shall have full authority to conduct emergency activities and carry on the essential services of local government.

NOTE: Historically, Skagit County and the participating municipalities have always prepared,

to the greatest extent possible, to respond to emergencies and disasters within their jurisdictional boundaries to save lives, protect property and the environment, maintain essential communications, and restore basic public services. However, as of the writing of this plan, formal Continuity of Operations/Continuity of Government plans have not been developed for Skagit County or the participating municipalities.

#### County Government:

Whenever there is a vacancy in the Board of County Commissioners, it shall be filled according to RCW 36.32.070. In the event that an emergency or disaster leaves less than a full Board of Commissioners available for duty, the commissioners that are available will act as the Board. If there are no commissioners available, those elected county officials, except for the members of the county board of education, who 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 (RCW 42.14.040), until such time as RCW 36.32.070 may be enacted.

#### Municipal Government:

The Mayors and executive heads of all jurisdiction departments and offices should have named successors to assure continuity of leadership and operations. They should take steps to insure that all successors to their respective positions are aware of their emergency responsibilities and have the full authority to conduct emergency activities.

In the event that, due to an emergency or disaster, the Mayor or Mayor Pro-Tem of any city or town is unavailable to exercise the powers and discharge the duties of the office, then those members of the city or town council available for duty shall by majority vote select one of their members to act as the mayor of such city or town. In the event the number of council members is reduced, then those members available for duty shall have full power to act by majority vote of those present (RCW 42.14.050).

### **G. Administration**

Each county and municipal department/office shall identify records that are vital for their operations and take steps to preserve those records in order to effectively resume normal business after a disaster or emergency.

During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other locations in order to provide support services. Each county and municipal department/office will use all available personnel to the maximum extent possible. It may be necessary to hire temporary employees to meet staffing requirements. Employees may be required to work either overtime or out-of-class and shall be compensated in accordance with existing laws, rules, contracts, and personnel policies. Depending upon the situation, re-assignment of personnel, the payment of overtime or out-of-class pay, and the hiring of temporary employees will require the approval of the Skagit County Commissioners, Mayor, or City/Town Council.

In order to facilitate disaster recovery and the repair and/or reconstruction of damaged buildings and facilities, an expedited plan review and permit process may be instituted and



given priority within the County and municipalities.

In cases where emergency work is performed to protect life and property, requirements for environmental review and permits may be orally approved as provided in local and state statutes and codes. However, environmental assessments and appropriate permits may be required for the repair and restoration of damaged facilities prior to final project approval. 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.

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. Volunteer emergency workers shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards, and provided identification and assignments appropriate to their qualifications.

## **H. Mitigation Activities**

Mitigation activities are designed to reduce or eliminate the effects of future disasters upon people, property, environment, and economy. The *Skagit County Natural Hazards Mitigation Plan* (published as a separate document) identifies a variety of mitigation activities applicable to Skagit County and the municipalities. The plan is a multi-jurisdictional mitigation plan that addresses natural hazards and has the distinction of being the first such plan to be approved by FEMA within the State of Washington. The plan has been adopted by Skagit County, all of the incorporated municipalities within the county, The Samish Indian Nation, the Swinomish Indian Tribal Community, the Upper Skagit Indian Tribe, and numerous special purpose districts within the county. The goals of the *Skagit County Natural Hazards Mitigation Plan* are to:

1. Save lives and property.
2. Increase disaster preparedness and reduce the risk of future losses.
3. Speed recovery.
4. Facilitate post-disaster funding.
5. Demonstrate commitment to improving community health and safety.

The *Skagit County Natural Hazards Mitigation Plan* contains a listing of multi-jurisdiction/multi-hazard mitigation goals and action items and jurisdiction-specific mitigation strategies and proposed projects.

## **I. Preparedness Activities**

Preparedness activities are designed to encourage and support a state of readiness in governments, public organizations, businesses, families, and individuals that provide the capability to survive a disaster and to ensure continuity of government. County and municipal governments should take steps to prepare for emergency and/or disaster events before those events occur.

Those county and municipal agencies that have primary and support responsibilities during an emergency or disaster event should take action to develop the operational capabilities necessary to facilitate an effective response. These agencies should:

1. Identify lines of authority to ensure continuity of government.
2. Establish jurisdiction and agency roles and responsibilities for emergency and/or disaster events.
3. Review disaster readiness capabilities and develop and/or update emergency procedures and guidelines.
4. Promote employee individual and family preparedness.
5. Ensure personnel assigned to EOC positions are trained and maintain their proficiency to perform assigned EOC duties.
6. Encourage and maintain inter-jurisdiction and/or inter-agency cooperation and coordination of readiness planning efforts.
7. Maintain facilities, equipment, supplies, and vehicles in a readiness condition.
8. Develop and maintain a resource inventory.
9. Develop and adopt mutual-aid agreements and memorandums of understanding with neighboring jurisdictions/agencies.
10. Elected officials and/or department heads shall identify employees that require NIMS training and arrange for those employees to be trained to the level required.

## **J. Response Activities**

Response activities primarily include emergency notification and warning, coordination of response actions, management of resources, dissemination of emergency public information, and liaison with various local, state, and federal agencies/officials. Those county and municipal agencies that have primary and support responsibilities during an emergency or disaster event should be prepared to:

1. Make proper notifications to officials and key staff.
2. Provide warning to the public.
3. Prepare and release emergency public information.
4. Activate appropriate emergency operations centers.
5. Initiate data collection and record keeping procedures.
6. Coordinate emergency response activities.
7. Coordinate disaster health services and mass care operations.
8. Assess the situation and request resources to meet response needs.
9. Prepare to transition to recovery operations.

## **K. Recovery Activities**

Recovery activities include collecting and reporting damage assessment information, assisting in establishing Disaster Assistance Centers, coordinate disaster relief efforts within

the community. Those county and municipal agencies that have primary and support responsibilities during an emergency or disaster event should be prepared to take the necessary action needed to restore governmental, health, and welfare support systems to minimum operational standards and eventually to pre-incident levels including the following:

1. Carry out damage assessment functions and assess community recovery needs.
2. Prioritize recovery projects and coordinate activities with appropriate agencies.
3. Compile event documentation.
4. Coordinate with state and federal officials to provide short-term and long-term disaster relief as needed.
5. Conduct after-action assessment to identify deficiencies.

## V. RESPONSIBILITIES

### **Role of Federal Government:**

The Federal Government, through the Department of Homeland Security (HLS), will provide assistance in a timely manner to save lives and to protect property. Federal response will be organized through the use of the Federal Response Framework to facilitate the delivery of all types of Federal response assistance to States to help them deal with the consequences of significant emergencies and disasters.

### **Role of State Government:**

Washington State, through the *Washington State Comprehensive Emergency Management Plan* (CEMP), and Washington State Emergency Operations Center, shall coordinate all emergency management activities of the state to protect lives and property of the people and preserve the environment. Furthermore, state government will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters. State government departments are responsible for providing services such as specialized skills, equipment, and resources in support of state and local government emergency operations.

### **Role of County and Municipal Government:**

The responsibilities listed on the following pages are basic responsibilities for emergency management operations provided by and through the Skagit Emergency Management Council.

Detailed responsibilities and essential activities are found in the appropriate Emergency Support Function (ESF) Annexes and Appendices to this document.

Response agencies are responsible for providing and maintaining their own communication systems.

Conduct Continuity of Operations and Continuity of Government planning.

**The Skagit Emergency Management Council has the responsibility to:**

Make policy decisions.

Review and recommend for adoption, emergency preparedness plans and mutual-aid agreements and the resolutions, rules and regulations necessary to implement those plans and agreements.

Appropriate revenue and authorize expenditures.

Warn the public.\*

Inform the public.\*

Proclaim an emergency or disaster exists, when needed.

Request support/assistance from the Washington State Military Department, Division of Emergency Management.\*

Direct the implementation of emergency response and recovery plans.\*

Direct the use of the Skagit County EOC.\*

Support response and recovery activities as required.

Provide supplies, equipment, services and personnel to adequately support the Department of Emergency Management and the Skagit County EOC.

Provide for internal and system financial auditing as required to maintain the continuing emergency management functions.

Provide assistance in analyzing emergency planning on issues affecting county and municipal emergency management.

As required, report to or send a designee with decision making authority to the Skagit County EOC.

Provide support personnel to the Skagit County EOC and Public Information Officers (PIO's) to the Joint Information Center (JIC) as required.

\* Indicates responsibilities conducted by the Skagit County Department of Emergency Management under the authority of the Skagit Emergency Management Council.

**The County Commissioners/Mayors have the responsibility to:**

Provide for jurisdictional chain of command and continuity of government.

Make policy decisions and other major decisions necessary to accomplish response and recovery activities within their respective jurisdictions.

Adopt and enact ordinances and motions; appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response and recovery.

Direct the implementation of emergency response and recovery plans and operating procedures within their respective jurisdictions.

Conduct public meetings and take actions to assist in reassuring and informing the public and identify public needs.

Assist in providing public information and the dissemination of emergency information through county and municipal departments/offices, in coordination with the EOC, JIC, and Public Information Officers of affected jurisdictions.

Direct citizen's requests for assistance and information to appropriate agencies.

Provide public information officers and/or support personnel to the JIC as required.

Provide for the coordination of emergency operations.

Provide for the coordination and management of all available local resources.

Request support (through the Department of Emergency Management) from neighboring jurisdictions and/or the Washington State Military Department, Emergency Management Division.

Direct the use of activated EOC facilities under their control.

Re-establish county/municipal operations and capabilities.

Provide supplies, equipment, services, and personnel as requested through the appropriate EOC.

Support response and recovery activities as required.

**The Department of Emergency Management has the responsibility to:**

Participate as part of the Unified Command during emergency or disaster events occurring within Skagit County.

Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.

Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that conforms to the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.

Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.

Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.

Act as a contact point for the request and coordination of disaster assistance from other response agencies beyond mutual-aid.

Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.

Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.

Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.

Maintain current Suggested Operating Guidelines (SOG's) for department disaster responsibilities.

Conduct alert and warning notification via the Skagit County Fan-Out Alerting System.

Conduct hazard identification and vulnerability analysis.

Advise public officials of response and recovery activities.

Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans in accordance with Department of Homeland Security Exercise and Evaluation Program.

Prepare damage assessment, incident, and disaster analysis reports as necessary.



**Skagit Emergency Communications (E 9-1-1) Center has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide E 9-1-1 call receiving, dispatch services, and relay of messages for all Skagit County emergency services agencies on a 24-hour basis in order to support response and recovery activities.

Conduct alert and warning notification via the Skagit County Fan-Out Alerting System.

Develop and maintain alert and warning notification procedures in cooperation with the Department of Emergency Management.

Coordinate with Frontier, Century Link (and other vendors) to assure high quality and continuous operation of the E 9-1-1 system, and timely restoration of E 9-1-1 services in the event of service disruptions.

Advise the Skagit County Department of Emergency Management of communication capabilities and limitations.

Verify that ACCESS, NAWAS, and EAS systems are operational and that messages received are distributed in a timely manner to the Department of Emergency Management and other appropriate parties.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Fire Service has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the National Incident Management System (NIMS).

Perform routine fire fighting and rescue.

Perform Basic Life Support (BLS) care to the injured.

Assist Advanced Life Support (ALS) agencies/personnel in providing emergency medical care.

Assist in hazardous materials containment and control, based upon level of training.

Coordinate with the Skagit County Department of Emergency Management and hazardous materials team(s) that may respond to hazardous materials and/or terrorism and weapons of mass destruction incidents within Skagit County.

Provide rescue services such as motor vehicle extrication, confined space extrication, water, high angle, trench and structural search and rescue based upon level of training.

Establish priorities for primary and/or life saving debris clearance.

Establish staging areas as needed for support personnel and equipment.

Assist law enforcement as needed with warning, evacuation, and traffic control.

Assist dike district, county and municipal flood-fight efforts as needed.

Provide for the use of available personnel and equipment to support emergency communications requirements.

Provide representative(s) and equipment to assist in staffing appropriate EOC(s).

Assist in obtaining damage assessment information and reporting damage to the appropriate EOC.

Provide support personnel to the JIC as required.

Support response and recovery activities as required.

Return organizational activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Law Enforcement has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the National Incident Management System (NIMS).

The Skagit County Sheriff participates as part of the Unified Command during emergency or disaster events occurring within Skagit County.

Conduct normal day-to-day law enforcement activities.

Assist in the conducting of alert and warning notification via the Skagit County Fan-Out Alerting System as appropriate when contacted by the Skagit Emergency Communications (E 9-1-1) Center.

Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.

Conduct evacuation(s) of the affected area, as needed.

Provide crowd and traffic control and assist fire service as needed.

Direct and control the use of available resources required to conduct search and rescue operations.

Provide for the security of the disaster area and county and municipal facilities.

Provide protection of key public officials; prevent and control civil disorder.

Provide for the use of available personnel and equipment to support emergency communications requirements.

Provide representative(s) and equipment to assist in staffing appropriate EOC(s).

Assist in obtaining damage assessment information and reporting damage to the appropriate EOC.

Provide support personnel to the JIC as required.

Support response and recovery activities as required.

Return organizational activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

The Washington State Patrol shall act as the Incident Command Agency for hazardous materials incidents in Skagit County.

**Emergency Medical Services (EMS) has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the National Incident Management System (NIMS).

Provide normal day-today Advanced Life Support (ALS) to the injured.

Assist fire service in providing Basic Life Support (BLS) to the injured.

Act as the lead agency for all Multiple Casualty Incident (MCI) planning activities within Skagit County.

Assist in staffing the Skagit County EOC as required.

Support response and recovery activities as required.

Return organizational activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Administrative Services has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Perform administrative activities necessary for the continuity of county government.

Provide risk management services as soon as is feasible.

Assist county departments/offices for the protection of vital records.

Assist the Skagit County EOC and county departments/offices to record and protect all documents (incident reports, logs, etc.), relevant to the emergency or disaster event.

Provide for the recruitment, allocation, and general management of labor forces required during emergency operations.

Provide for the identification, recruitment, and allocation of Skagit County employees for emergency operations in coordination with Skagit County officials.

Plan for and develop procedures to provide for the registration and management of emergent volunteers.

Provide representatives to the Skagit County EOC as required.

Provide support personnel to the JIC as required.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Assessor has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Assist in coordinating and compiling essential damage assessment information for county and

municipal government offices/organizations as required.

Assess property damage and provide damage assessment information to the Department of Emergency Management, the Skagit County EOC, and other county/municipal officials upon request.

Provide representative(s) to the Skagit County EOC as required.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Budget and Finance Department has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide assistance in emergency financial management and prepare county government financial reports.

Provide for the receipt, disbursement, and accounting of State, Federal, and other funds provided to county government for disaster response and recovery expenses and the repair and/or replacement of infrastructure.

Implement emergency procurement procedures for purchasing of equipment and supplies needed by all departments/offices required to provide county government emergency services and, if needed, provide support staff to the Skagit County EOC for proper financial documentation to assure accordance with RCW 38.52.070.

Support EOC, response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Community Services has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Coordinate with various agencies to provide for mental health crisis response, involuntary detention services, and outpatient mental health services as needed.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

Provide the Department of Emergency Management with information on known vulnerable persons as related to particular areas within the county affected by an emergency or disaster.

Upon request, provide personnel to assist the Department of Emergency Management in staffing the Skagit County EOC and compiling damage assessment information.

If staffing and facilities are available, assist the American Red Cross in providing mass care and feeding operations at Senior Services facilities.



**Skagit County Coroner has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide normal day-to-day Coroner services.

Coordinate and provide mortuary services, including investigating cause of death; managing mass fatality incidents; and identification and disposition of remains in accordance with RCW 68.50.010. Coordinate request for such services as Disaster Mortuary Operations Response Team (DMORT) or deployment of a Regional Mass Fatality trailer through Skagit MAC/EOC/DEM.

Assist in the coordination of public information on identification and confirmation of deceased disaster victims.

Provide reports and other information to the MAC/EOC/JIC as required.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Facilities Management has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide routine maintenance to provide operational readiness of existing installed emergency generator(s) and telecommunication systems for county offices.

Coordinate with and assist in the emergency installation of additional emergency generator(s) and telecommunications equipment/facilities to support E 9-1-1 and EOC operations and other essential facilities including shelter, command post, and temporary morgue sites.

Coordinate and conduct post-incident safety evaluations to assess damage to county-owned buildings, structures, and facilities; report damages to the Skagit County EOC.

Coordinate the emergency rental/leasing of property/buildings as required to ensure continuity of government.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Information Services/Mapping has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Provide for the safe keeping of all essential computer records.

Assure operation of essential computer services.

Support EOC, public information, response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Parks and Recreation Department has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Assist in relocation and safe keeping of public records as requested.

During flood events, oversee, coordinate, and conduct sandbagging operations at the County Courthouse Complex as may be required for the protection of government facilities and the continuation of essential government services. Assist other county departments/offices with sandbagging efforts as resources permit and the situation allows.

Make county parks and recreation facilities, equipment and personnel available to assist the American Red Cross and other volunteer support agencies with the establishment of emergency shelters.

Provide representative(s) and equipment to assist in staffing the EOC.

Assist in obtaining damage assessment information and reporting damage to the EOC.

Assist in the establishment of staging areas for incoming resources.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Planning and Development Department and Permit Center has the responsibility to:**

Develop and maintain operational procedures for use during emergency and disaster operations.

Coordinate and conduct post-incident safety evaluations of structures as needed to support disaster response and recovery activities. Ensure a team of evaluators is trained, equipped and available to conduct evaluations immediately following a seismic event as requested by Emergency Management.

Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during and after an emergency or disaster event.

Coordinate the abatement of dangerous buildings and structures.

Assist in the planning/permitting of buildings for use as disaster shelters by providing International Building Code expertise and inspections.

Assist in collecting information and compiling data for emergency operational reports.

Provide representatives to the EOC as required.

Provide reports and other information to the JIC as required.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

If needed, direct the Fire Marshal to activate the Region III Arson Task force and help coordinate fire investigation activities, as required.

If needed, have the Fire Marshall coordinate with other local, state, and federal agencies to facilitate a permitting process for the burning of certain debris.

**Skagit County Prosecuting Attorney has the responsibility to:**

Advise county government officials on legal matters related to emergency management authority and responsibility and provide legal advice to department heads in the development and execution of emergency administrative plans, as requested.

Represent county government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations.

Support response and recovery activities as required.

Return operational activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Public Health Department has the responsibility to:**

Participate as part of the Unified Command during emergency or disaster events occurring within Skagit County.

Develop and maintain public health operational procedures for use during emergency and disaster operations; including biological terrorism and/or weapons of mass destruction incidents/events.

Coordinate and provide emergency health services, including: communicable disease control; immunizations; quarantine procedures.

Coordinate and provide environmental health services, including: inspections for water and food contamination; inspections of temporary emergency shelters, housing and schools for proper sanitation and disposal of human waste; instructions to the public for the disposal of disaster related solid and human waste.

Monitor private and public wells, water systems and groundwater for contamination during and after flood events.

Coordinate the disposal of dead animals.

Advise on public health matters.

Coordinate with other local, state, and federal agencies to facilitate permitting of temporary dump sites for receiving disaster related debris.

Coordinate with the Public Information Officer (PIO) or Joint Information Center (JIC) to prepare public information materials and health advisories during the response and recovery phases of an emergency or disaster.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.

**Skagit County Public Works Department has the responsibility to:**

Participate as part of the Unified Command during emergency or disaster events occurring within Skagit County.

Act as the Primary Agency for ESF #1 – Transportation, and ESF #3 – Public Works and Engineering and support other ESF Annexes and Support Annexes within this plan.

Develop and maintain operational procedures for use during emergency and disaster operations.

Cooperate and coordinate with other partner agencies to provide for maintenance and operability of river gauges within the Skagit River Watershed to provide a flood warning system for all river systems that flood in Skagit County.

Assist in providing direction and control of flood-fighting resources provided by Skagit County.

Assist municipalities, special purpose districts, fire districts, and other agencies with flood-fighting efforts as resources permit. If local resources are overwhelmed, request assistance from the United States Army Corp of Engineers through the Skagit County Flood Response Area Command.

Open emergency routes (where possible) to allow emergency access to incident scenes.

Provide emergency signing, barricades and traffic control to aid in evacuation route travel as needed and with capability/capacity.

Coordinate and provide for the removal and disposal of debris as required.

Assist in keeping water systems, water treatment systems, storm sewers and drainage structures/facilities, and sanitary sewers operational.

Assist in the relocation of public records.

If needed, establish alternate refueling systems and supply fuel and refueling equipment and/or services for response and recovery equipment.

Provide personnel and equipment to support emergency communications and operations requirements, including: EOC call takers; EOC staffing; and PIO/JIC staffing.

Assist in obtaining and reporting damage assessment information to the EOC.

Perform other duties as assigned by the Department of Emergency Management.

Support response and recovery activities as required.

Return department activities to normal levels unless involved with recovery activities.

Document emergency related costs and activities and submit required reports.



**Municipal Attorneys have the responsibility to:**

*Advise officials on legal matters relating to emergency management authority and responsibility.*

*Provide legal advice in the development and execution of emergency administrative plans and provide representation in all criminal and civil proceedings in which the jurisdiction may be a party, as a result of emergency planning and operations.*

*Support response and recovery activities as required.*

*Return operational activities to normal levels unless involved with recovery activities.*

*Document emergency related costs and activities and submit required reports.*

**Municipal Budget/Finance Departments have the responsibility to:**

*Develop and maintain operational procedures for use during emergency and disaster operations.*

*Provide assistance in emergency financial management.*

*Prepare municipal emergency financial reports.*

*Provide for the receipt, disbursement, and accounting of State, Federal, and other funds provided to municipal government for emergency welfare services such as reimbursement of disaster response and recovery expenses and repair/replacement of infrastructure.*

*Implement emergency procurement procedures and provide instruction for their use.*

*Provide support staff to the municipal EOC to assure proper financial documentation in accordance with state and federal requirements.*

*Support response and recovery activities as required.*

*Return department activities to normal levels unless involved with recovery activities.*

*Document emergency related costs and activities and submit required reports.*

**Municipal Information Services/Mapping Departments have the responsibility to:**

*Assure the safe keeping of all essential jurisdictional computer records.*

*Provide operation of essential jurisdictional computer services.*

*Support EOC, public information, response and recovery activities as required.*

*Develop and maintain operational procedures for use during emergency and disaster operations.*

*Return department activities to normal levels unless involved with recovery activities.*

*Document emergency related costs and activities and submit required reports.*

**Municipal Parks and Recreation Departments have the responsibility to:**

*Develop and maintain operational procedures for use during emergency and disaster operations.*

*Assist in removal and safe keeping of public records*

*Provide personnel to conduct on-site inspections of parks property and facilities; report all damage to parks property and facilities to the municipal EOC and coordinate debris removal activities on all parks property.*

*Make municipal parks and recreation facilities, equipment and personnel available to assist the American Red Cross and other volunteer support agencies with the establishment of emergency shelters.*

*Provide representatives and equipment to assist in staffing municipal EOC.*

*Assist in obtaining damage assessment information and reporting damage to the municipal EOC.*

*Assist in the establishment of staging areas for incoming resources.*

*Support response and recovery activities as required.*

*Return department activities to normal levels unless involved with recovery activities.*

*Document emergency related costs and activities and submit required reports.*

**Municipal Planning/Building Departments have the responsibility to:**

*Develop and maintain operational procedures for use during emergency and disaster operations.*

*Coordinate and conduct post-incident safety evaluations of structures as needed to support disaster response and recovery activities.*

*Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during and after an emergency or disaster event.*

*Assist in the planning/permitting of buildings for use as disaster shelters by providing International Building Code expertise and inspections.*

*Assist in collecting information and compiling data for emergency operational reports.*

*Provide representatives to the municipal EOC and provide reports and other information to the JIC as required.*

*Support response and recovery activities as required.*

*Return department activities to normal levels unless involved with recovery activities.*

*Document emergency related costs and activities and submit required reports.*

**Municipal Public Works/Street/Engineering Departments have the responsibility to:**

*Develop and maintain operational procedures for use during emergency and disaster operations.*

*Act as the Primary Agency for ESF #1 – Transportation, and ESF #3 – Public Works and*

*Engineering and support other ESF Annexes and Support Annexes within this plan within their jurisdiction.*

*As resources permit, assist special purpose jurisdictions (Dike Districts, Drainage Districts, and Fire Districts) and other agencies with flood-fighting efforts.*

*Open emergency routes (where possible) to enable emergency access to incident scenes.*

*Provide emergency signing, barricades and traffic control to aid in evacuation route travel as needed and within capability/capacity.*

*Coordinate and provide for the removal and disposal of debris during and after the disaster.*

*Assist in keeping water systems, water treatment systems, storm sewers and drainage structures/facilities, and sanitary sewers in operation.*

*Assist in the relocation of public records.*

*Supply fuel and refueling equipment/services for response and recovery equipment.*

*Provide representatives and equipment to assist in staffing the municipal EOC and provide support personnel to the JIC as required.*

*Assist in obtaining damage assessment information and reporting damage to the municipal EOC.*

*Support response and recovery activities as required.*

*Return department activities to normal levels unless involved with recovery activities.*

*Document emergency related costs and activities and submit required reports.*

### **Other Agencies/Organizations:**

*The Skagit Emergency Management Council does not have any direct authority over outside entities like the American Red Cross, Salvation Army, Skagit Transit (SKAT), Skagit County PUD #1, County Fire Districts, Hospital Districts, Skagit County Fire Commissioners Association, Dike Districts, Drainage Districts, etc. The responsibilities listed above for municipalities are recommended for consideration by other supporting agencies.*

*Other agencies typically perform a variety of emergency tasks and may, upon request, provide support personnel and response/recovery services and equipment, as needed.*

**American Red Cross** is responsible for establishing emergency shelters for disaster victims in pre-selected congregate care facilities upon the request of the Department of Emergency Management; providing food and clothing to disaster victims, providing food to disaster workers; establishing a welfare inquiry service and providing medical and nursing care in American Red Cross shelters and operational facilities. Coordinate with Department of Emergency Management, and welfare agencies for the receiving, sorting, storage and distribution of donated items.

**Salvation Army** provides assistance, upon request, to the Anacortes-San Juan Chapter of the American Red Cross Chapter in providing emergency food service to the Anacortes and Fidalgo Island area and coordinates with the Department of Emergency Management and various welfare agencies for the receiving, sorting, storage and distribution of donated items.

**Skagit County Search and Rescue (SAR)** provides services as coordinated through and directed by the Skagit County Sheriff's Office. Will search for, rescue, or recover by means of ground, water, or air persons who becomes lost, injured, or are killed while outdoors or as a result of a natural, human-caused, or technological emergencies and/or disasters. The Department of Emergency Management will register SAR workers and request Mission Numbers from the Washington State Military Department, Emergency Management Division.

**Hospital Districts** coordinate the organization and mobilization of medical and health personnel during a disaster or major emergency and provide continuous care to the sick and injured victims of an incident.

**Skagit Transit (SKAT)** operates and maintains a fleet of public transportation busses and vans including specialized vehicles for the transportation of disabled persons. SKAT is responsible for providing transportation of the public to mass care facilities and providing assistance to law enforcement, fire service, and other agencies upon request.

An inter-local cooperation agreement (Skagit County Contract #C20070501) was signed by the Skagit County Board of County Commissioners on September 04, 2007. This contract specifically outlines the assistance provided by SKAT to Skagit County in the event of a Declared Emergency.

**P. U. D. #1/Cities/Towns/Public Water Districts/Private Water Districts** provide potable water throughout the County and will restore water service on a priority basis.

**School Districts** provide for the overall safety of their students and staff during a natural or man-made disaster. School districts are required by law to develop and maintain disaster plans and conduct regular drills with teachers and students. In the event of an emergency or disaster event that precludes students from being reunited with their parents, legal guardian, or other authorized caregiver, school districts are responsible to provide care for those students until they can be reunited or an appropriate and adequate alternative can be provided. School districts may provide

*transportation support to the local Department of Emergency Management, upon request.*

***Skagit County Emergency Medical Services (EMS) Commission*** provides training and equipment for pre-hospital Basic Life Support (BLS) personnel that are employed by the Skagit County EMS Commission and/or members of first response agencies such as fire service, search and rescue, law enforcement, and private ambulance companies within Skagit County. The Skagit County EMS Commission provides training and equipment for pre-hospital Advanced Life Support (ALS) personnel that respond as paramedics as employees of Anacortes Fire Department, Aero-Skagit Ambulance, and the Skagit County Emergency Medical Services Commission. The Skagit EMS Council provides a representative to the EOC to assist with the coordination and organization of pre-hospital emergency medical services as required.

***Indian Tribes*** provide basic services on tribal lands and will operate in accordance with tribal Emergency Management Plans. These plans are separately published documents that are operationally consistent with the Skagit County Comprehensive Emergency Management Plan. Coordination in mitigation, planning, response, and recovery efforts will be conducted between Skagit County Department of Emergency Management and the Tribal Nations located within Skagit County.



## **EMERGENCY SUPPORT FUNCTION #1 TRANSPORTATION**

**PRIMARY AGENCIES:** Skagit County Public Works Department  
Municipal Public Works/Street/Engineering Departments

**SUPPORT AGENCIES:** Skagit Transit (SKAT)  
Law Enforcement Agencies  
Fire Service Agencies  
Port Districts  
School Districts  
Department of Emergency Management  
Washington State Department of Transportation  
Washington State Patrol

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this ESF is to provide the emergency organization for the coordination and the efficient use of all available transportation resources used to support emergency and disaster activities within Skagit County.

#### **B. Scope**

This ESF addresses the establishment of priorities and/or allocation of transportation resources, the processing of transportation requests in cooperation with other ESF's, and appropriate coordination with neighboring local jurisdictions as well as various state and federal agencies.

### **II. POLICIES**

The Board of County Commissioners/Mayors have the authority to declare an emergency. This ESF is applicable when a disaster has been declared or when a decision has been made within the Skagit County EOC that movement of passengers or cargo is required or anticipated.

In accordance with RCW 38.52.110 (1), the County Commissioners and Mayors 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 such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

Primary emergency transportation responsibilities will be coordinated by the public works agency within the jurisdiction the event occurs. Emergency transportation responsibilities will be coordinated by the Skagit County Public Works Department during events that affect multiple jurisdictions.

### **III. SITUATION**

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

Transportation routes serving those areas of Skagit County lying easterly of the City of Sedro-Woolley and along the Skagit River are limited. Due to the topography of the area and their proximity to the Skagit River, these routes are highly susceptible to landslides and are frequently inundated with water during flood events.

Fidalgo Island and the City of Anacortes can only be accessed by bridge, water, or air. The primary route being the State Route #20 bridge and a secondary route being the Rainbow Bridge in La Conner. Alternate access is also available from Island County via the Deception Pass Bridge.

A small passenger/vehicle ferry owned and operated by the Skagit County Public Works Department provides transportation to Guemes Island. Transportation to other islands of Skagit County is by private boat or aircraft only.

#### **B. Planning Assumptions**

A significant disaster could severely damage the local transportation infrastructure thereby hampering local efforts to provide disaster transportation services.

Transportation resources may need to be procured from other jurisdictions/agencies or the private sector through implementation of mutual-aid agreements and/or contracts.

Aircraft transportation for immediate life-saving and/or reconnaissance of disaster impacted areas may be essential.

There will likely be an urgent need for restoring and/or maintaining ingress and egress for emergency vehicles to an affected area.

A significant disaster or emergency may threaten portions of the population of Skagit County requiring those affected to be re-located or evacuated to avoid loss of life. The requirement for transportation capacity during the immediate response phase of a major disaster event may exceed the capability of local jurisdictions or readily obtained assets. Assistance from the state and federal government may be necessary.

Law Enforcement and Emergency Management officials may need to coordinate with the Washington State Patrol, Washington State Department of Transportation and Skagit County Public Works Department to designate portions of state and county routes as one-way routes to help facilitate the movement of persons from a hazard area and/or the movement of resources to a hazard area.

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

#### **A. General**

In the event of a large disaster that severely damages the local transportation network

within Skagit County, the Skagit County Public Works Director will coordinate with municipalities and the Washington State Department of Transportation to conduct an immediate post-disaster survey of transportation routes, including bridges. There are skeletal evacuation plans currently in place that have been developed by some of the primary agencies. There is still some work that needs to be done to plan for adequate evacuation in every circumstance. See Support Annex B - Evacuation.

Where local transportation systems have been severely disabled, jurisdictions will act to restore transportation systems and equipment on a priority basis to provide life safety, protection of property, restoration of essential government infrastructure and services, limiting environmental damage. Priorities for the use of limited public transportation assets and opening transportation routes shall be established in coordination with other ESF's.

Public Works/Street Department personnel will clear abandoned and/or disabled vehicles from transportation routes by whatever means necessary to expedite movement of persons away from the hazard area. Law Enforcement and Fire Service will assist, within capabilities.

Routes for the movement of persons will be selected to provide for rapid, safe, and controlled movement away from the hazard area. Support for the movement of persons will be coordinated through the Skagit County EOC or affected jurisdiction EOC.

Representatives from Skagit Transit and the Skagit County Public Works Department will coordinate with each other regarding people-movement issues, including those persons with special needs.

If local capabilities are exceeded in meeting transportation needs, the Department of Emergency Management may request assistance from the state and/or federal government.

If use of specific routes or traffic control is necessary, road use permits will be issued for priority movement on routes that would otherwise be heavily congested. Regulation will be instituted where essential, for as long as necessary.

Port districts should be prepared to utilize their facilities for a variety of disaster-related activities including the movement of large numbers of injured persons out of the area and the arrival of large quantities of resources arriving by air and/or water.

## **B. Mitigation Activities**

### Primary Agencies:

1. Maintain roads, streets, and bridges in support of this ESF.
2. Conduct bridge inspections in accordance with established requirements and regulations.
3. In cooperation with the Department of Emergency Management, establish local evacuation routes.
4. Pursue federal mitigation grant funds for the purpose of performing seismic retro-fit projects on bridges.

## **C. Preparedness Activities**

### Primary Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Develop and maintain a list of agency-owned transportation resources.
3. Establish contracts or vendor lists for use of private-sector resources to augment agency-owned resources, if needed.

### Support Agencies:

1. Be familiar with this ESF and be prepared to assist (within agency capabilities) in carrying out the functions of this ESF during an emergency or disaster event.
2. Department of Emergency Management and Skagit Transit will continue cooperative efforts to maintain an inter-local agreement for the providing of emergency transportation services.

## **D. Response Activities**

### Primary Agencies:

1. Staff the Skagit County EOC (or appropriate municipal EOC) to coordinate transportations related missions in support of this ESF and the Skagit County CEMP.
2. Conduct expedient evaluation of transportation system (including inspection of bridges) to determine capability to support emergency response activities.
3. Coordinate the mobilization of personnel and equipment required for transportation and engineering services in support of this ESF and the Skagit County CEMP.
4. Coordinate with other agencies (as needed) in support of evacuation efforts.
5. Maintain accurate expense records.

### Support Agencies:

1. Assist primary agencies (within capabilities) to coordinate and carry out response activities in support of this ESF and the Skagit County CEMP.
2. Maintain accurate expense records.

## **E. Recovery Activities**

### Primary Agencies:

1. Conduct damage assessment of jurisdictional transportation system.
2. Coordinate repairs and reconstruction of jurisdictional transportation system.
3. Demobilize resources and return to normal activities.

### Support Agencies:

1. Demobilize resources and return to normal activities.

## **V. RESPONSIBILITIES**

### **A. Skagit County Public Works Department**

Upon request, send a representative to the Skagit County EOC or appropriate municipal EOC to coordinate transportation related response and recovery missions.

Assess the damage to transportation routes and facilities and provide information to the Skagit County EOC or appropriate municipal EOC as to the status of the transportation system.

Assist law enforcement by providing signage, barricades, and traffic control, as needed.

Coordinate and provide for emergency fuel sources to ensure continuous operation of all emergency/government vehicles mobilized in support of response and recovery activities.

Provide for record keeping of mileage and other transportation expenses incurred during emergency/disaster conditions.

### **B. Municipal Public Works/Street/Engineering Departments**

Provide damage assessment information to the EOC.

As needed, assist in the removal of wreckage and debris from roads and bridges to permit emergency vehicle movement.

Assist law enforcement by providing emergency signing, barricades and traffic control as required.

Supply fuel and refueling equipment and services to provide continuous operation of all emergency/government vehicles mobilized in support of response and recovery activities.

### **C. Skagit Transit (SKAT)**

Upon the request of the Emergency Management Director or designee, provide buses and drivers to assist with the movement of persons including special-needs populations and the transporting of emergency workers.

Upon request, send a representative to the Skagit County EOC or appropriate municipal EOC to coordinate use of agency resources for the movement of people.

Provide for record keeping of mileage and other transportation expenses incurred during emergency/disaster conditions.

### **D. Law Enforcement Agencies**

Provide traffic control and assist other agencies, as needed, with the emergency movement of people.

As needed, assist in the removal of wreckage and debris from roads and bridges to permit emergency vehicle movement.

#### **E. Fire Service Agencies**

Depending upon the availability of resources, assist law enforcement in providing traffic control and assist other agencies with the emergency movement of people.

As needed, assist in the removal of wreckage and debris from roads and bridges to permit emergency vehicle movement.

#### **F. Port Districts**

If required, utilize all available port facilities including airports, wharfs, docks, and warehouses to support disaster-related activities including the movement of large numbers of injured persons out of the area and the arrival of large quantities of resources arriving by air and/or water.

#### **G. School Districts**

Depending upon the availability of resources and as directed by the EOC, provide buses and drivers to assist with the emergency movement of people (including special-needs populations) and the transporting of emergency workers.

#### **H. Department of Emergency Management**

Collect evacuation, movement, and transportation intelligence and advise local officials.

If needed, assist with the coordination of law enforcement, fire, search and rescue, public works/street departments, and local transportation resources to support movement, and transportation efforts.

Request state and federal assistance if the emergency or disaster exceeds local capabilities.

#### **I. Washington State Department of Transportation**

Provide damage assessment information to the EOC.

As needed, assist in the removal of wreckage and debris from roads and bridges to permit emergency vehicle movement.

Assist law enforcement by providing emergency signing, barricades and traffic control as required.

Supply fuel and refueling equipment and services to provide continuous operation of all emergency/government vehicles mobilized in support of response and recovery activities.

## **EMERGENCY SUPPORT FUNCTION #2 COMMUNICATIONS**

**PRIMARY AGENCIES:** Skagit Emergency Communications (E 9-1-1) Center  
Skagit County Information Services Department

**SUPPORT AGENCIES:** Department of Emergency Management  
Skagit ARES/RACES (Amateur Radio Emergency  
Service/Radio Amateurs Civil Emergency Service)

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this ESF is to provide the emergency organization for the coordination and efficient use of local governmental communications capability (including alternate communications capabilities) to meet the operational requirements of Skagit County and the participating municipalities in responding to and recovering from emergencies or disasters.

#### **B. Scope**

This ESF discusses the use of various communications systems for emergency management functions during times of disaster. Those systems include email, internet, voice, data, radio, NAWAS (National Warning System), ACCESS (A Central Computerized Enforcement Service System) and Amateur Radio.

### **II. POLICIES**

Routine day-to-day modes of communication will be utilized to the degree that they survive an emergency or disaster and afford adequate communication to affected local, state, and federal agencies. These modes of communication include email, commercial telephone, two-way radio systems, internet, dedicated leased lines operated by government agencies and other modes available through private industry.

Alternate communication systems (including amateur radio (both analog and digital) and access to internet as well as voice over internet protocol telephone via direct independent satellite linkage) will be used when normal communication systems are inadequate or not operational.

### **III. SITUATION**

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

Skagit County and the participating municipalities are vulnerable to a variety of hazards that could cause damage or disruption to existing communications systems. By their nature, these events will require an increased use of those systems that survive the event requiring reprioritization or reallocation of working communication resources.

Following such an event, EOC staff, emergency response and support agencies, as well as county and municipal government will have a critical need for accurate and timely information on which to base decisions and focus response actions.

At the time when the need for communications resources is greatest, the capability to communicate may be restricted or non-existent. All available communications assets may be needed to provide direction and control and respond to the needs of the community.

## **B. Planning Assumptions**

Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to communication facilities.

Communication systems may be damaged, destroyed, or overwhelmed as the result of an emergency or disaster. Due to disrupted transportation routes, weather conditions, limited resources, or the level of damage, repairs to communication equipment and infrastructure could take days, weeks, or months.

Weather conditions, damage to transportation systems, and other factors may impair the ability to deploy mobile or transportable communication equipment into the affected area.

A disaster event (such as a large-magnitude earthquake) could cause widespread damage to communications systems throughout the region thereby limiting the possibility of receiving state or federal communications assets to meet the needs of the community.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

Routine emergency call receiving and dispatch services are provided by the Skagit Emergency Communications (E 9-1-1) Center which serves the entirety of Skagit County.

Skagit County Information Services operates and maintains robust computer and internet communications systems within Skagit County. The system links county offices and departments as well as local law enforcement agencies within the county via email. The system has built-in redundancy to minimize disruptions to government functions.

Reliable communications are necessary for day-to-day government functions, EOC operations, warning of impending events, response and recovery efforts, search and rescue missions, and coordination with other organizations.

Jurisdictions and agencies within Skagit County will focus on coordinating lifesaving activities concurrent with re-establishing control of the affected area. Jurisdictions and agencies, in conjunction with the telecommunications industry, will accomplish as much restoration and reconstruction of communications capabilities as resources and the situation permits.

Conditions following the event will require careful consideration of areas or sites that may require communications support. Incident Command Posts, staging areas, and shelter locations may all require additional communications capability to carry out their mission.



The Skagit County EOC is co-located in the same facility as the Skagit Emergency Communications (E 9-1-1) Center and has the ability to monitor emergency activity and communicate with the Skagit Emergency Communications (E 9-1-1) Center as well as local fire, law, medical, and governmental agency field units.

Communication modes available at the Skagit County EOC include: email, telephones, cellular telephones, fax machine, radio-activated pagers, telephone-linked pagers, local television, AM/FM radio, data link with the state EOC via modem, and data links with other Skagit County government offices. Communications with the Washington State EOC and other county and city EOC's is available via CEMNET (Comprehensive Emergency Management Network) radio.

Skagit County EOC two-way radio systems provide supplemental direction and control communication links to coordinate and monitor local response and recovery efforts.

Alternate communication is provided by Skagit ARES/RACES volunteers coordinated through the Skagit County EOC by the Skagit County Emergency Coordinator Radio Officer who is appointed by the Skagit County Emergency Management Director. Skagit ARES/RACES operates a radio station within the Skagit County EOC and utilizes both mobile and home stations as necessary and operates and maintains a mobile communications vehicle to provide supplemental radio communication with field units. Radio systems in the EOC include UHF, VHF, 800 MHz, 2 meter, HF, low band, and packet.

Additionally, the Skagit County Department of Emergency Management operates and maintains auxiliary communications resources including a mobile command post vehicle and a mobile satellite communications vehicle that can augment stationary communications assets.

When necessary, Skagit County will request communication assistance from the Washington State Military Department Emergency Management Division, the Federal Emergency Management Agency (FEMA), and other available sources.

## **B. Mitigation Activities**

### Primary Agencies:

1. Investigate and pursue options to increase capacity, capability, and inter-operability of local emergency communications systems.
2. Establish and maintain back-up systems and facilities to provide for continued operation of county-owned and operated computer infrastructure and systems both during and following emergency and/or disaster events.
3. Develop and implement a county computer system Continuity of Operations plan.

## **C. Preparedness Activities**

### Primary and Support Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Conduct regular testing to ensure operability of the emergency generator serving the

- Skagit Emergency Communications (E 9-1-1) Center and the Skagit County EOC.
3. Maintain the Skagit County EOC in a state of readiness.
  4. Conduct regular testing to provide for operability of primary and alternate communications systems.
  5. Support local ARES/RACES volunteers in their efforts to provide alternate emergency communications capability within Skagit County.

#### **D. Response Activities**

##### Primary and Support Agencies:

1. Staff the Skagit County EOC (or appropriate municipal EOC) to coordinate communications related missions in support of this ESF and the Skagit County CEMP.
2. Evaluate communications systems to determine post-event operability and need for additional communications resources.
3. Coordinate the mobilization of personnel and equipment required for communication services in support of this ESF and the Skagit County CEMP.
4. Request additional communication resources from state and federal sources via established emergency management procedures.
5. Maintain accurate expense records.

##### Amber Alert

The Washington State Patrol (WSP) is the lead agency for the [Washington Statewide AMBER Alert Plan](#). The Chief of the WSP is the State AMBER Alert Manager and has final decision-making authority over all aspects of the Statewide Plan. While the Chief of the WSP is ultimately accountable for the plan's success, this responsibility is shared with other entities that form the AMBER Alert Advisory Committee (AAAC).

In addition to the Statewide Plan, many law enforcement agencies in Washington State have developed local AMBER Alert Plans. These plans have met the stringent criteria of the Statewide AMBER Alert Plan and specify local law enforcement agency procedures to investigate a child abduction case, approve AMBER Alert activations, coordinate community response, and direct the recovery of a child. In the event a law enforcement agency does not have an approved plan, they must utilize the resources of another law enforcement agency with an approved plan to activate an AMBER Alert, or the Washington State Patrol will assist them in activating an alert.

The Skagit Emergency Communications (E 9-1-1) Center is the focal point for disseminating alert and warning information to all local law enforcement agencies. Skagit 9-1-1 has protocols in place to effectively deal with an AMBER Alert when received through law enforcement channels. They also monitor NAWAS and would use that as secondary back up notification to activate based on their protocols.

#### **E. Recovery Activities**

##### Primary and Support Agencies:

1. Conduct damage assessment of communication systems.
2. Coordinate repairs and reconstruction of communication systems.
3. Demobilize resources and return to normal activities.

## **V. RESPONSIBILITIES**

### **A. Skagit Emergency Communications (E 9-1-1) Center**

Provide adequate staffing to perform fire, emergency medical, and law enforcement dispatch services.

Maintain operational readiness of all communications equipment.

Ensure necessary NAWAS and ACCESS (including Amber Alert) messages are relayed to the EOC and appropriate law, fire, and medical field units.

Maintain liaison with the Skagit County EOC and advise of communications capabilities and limitations.

Request additional communication resources through the Department of Emergency Management.

### **B. Skagit County Information Services Department**

Provide operational readiness and security of the county computer system.

Provide operational readiness of all Skagit County EOC computer resources.

Conduct an expedient evaluation of the county computer system to determine capability to support response and recovery activities.

Provide adequate and trained personnel to the Skagit County EOC in support of this ESF and the Skagit County CEMP.

Request additional resources through the Department of Emergency Management.

### **C. Department of Emergency Management**

Appoint the Skagit County Radio Officer who coordinates supplemental and alternate EOC communications using government two-way radio channels and Skagit ARES/RACES volunteers.

Maintain liaison with Skagit County Emergency Coordinator Radio Officer and Skagit Emergency Communications (E 9-1-1) Center.

Maintain operational readiness of EOC communications equipment.

Participate in weekly CEMNET radio checks to ensure alternate communications capability with the Washington State Military Department, Emergency Management Division.

Conduct tests and exercises of the county's communication and warning capabilities.

Advise the Washington State Military Department Emergency Management Division of communication capabilities and/or limitations.

Coordinate with appropriate local agencies to ensure operational readiness and appropriate emergency use of communications systems.

Maintain Skagit County EOC in an operational state of readiness.

Develop and maintain EOC procedures, standard operating guidelines, and checklists in support of this ESF.

Coordinate requests for and use of supplemental communications, if necessary.

Coordinate with Skagit County Radio Officer to provide alternate communications at locations where needed.

#### **D. Skagit County Radio Officer**

Serve as communications representative in the EOC.

Maintain liaison with Department of Emergency Management and, if needed, the Skagit Emergency Communications (E 9-1-1) Center.

Ensure operational readiness of EOC communications equipment.

Provide training for Skagit ARES/RACES volunteers in emergency radio communication operation and procedures.

Ensure CEMNET and other messages are relayed to EOC staff and the Skagit Emergency Communications (E 9-1-1) Center.

Upon request, provide alternate communications for American Red Cross established mass care facilities, hospitals, schools, and other locations during emergencies or disasters.

Advise the Department of Emergency Management of communications capabilities and limitations and request additional communication resources as needed.

## **EMERGENCY SUPPORT FUNCTION #3 PUBLIC WORKS AND ENGINEERING**

<b>PRIMARY AGENCIES:</b>	<b>Skagit County Public Works Department Municipal Public Works/Street/Engineering Departments</b>
<b>SUPPORT AGENCIES:</b>	<b>Municipal Sewer and Wastewater Treatment Facilities Municipal Water Treatment Facilities Skagit County Public Utility District No. 1 Skagit County Planning/Development Department and Permit Center Municipal Planning/Building Departments Skagit County Public Health Department Department of Emergency Management</b>

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this ESF is twofold:

1. To provide for the coordination of public works and engineering support to assist Skagit County, the incorporated municipalities within the county, and special purpose districts in meeting needs related to response and recovery.
2. To provide for the demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, and the inspection of facilities for structural condition and safety.

#### **B. Scope**

Public works and engineering support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair and operation of water and wastewater facilities, and providing emergency power to critical facilities.

Activities within the scope of this ESF include:

1. Participation in public works and engineering mitigation and preparedness activities.
2. Performing emergency clearance of debris to allow for reconnaissance of the damaged area and access to emergency vehicles, equipment, and personnel.
3. Removal of debris from roads and bridges throughout the response and recovery phases of a disaster event.
4. Temporary repair or replacement of emergency access routes including streets, roads, bridges, airfields, and any other facilities necessary to conduct response and recovery activities.
5. Emergency restoration of critical public facilities including water and wastewater treatment facilities.
6. Providing backup power to the Skagit County EOC and other critical facilities.

7. Emergency contracting for public works and public health safety.
8. Emergency demolition or stabilization of damaged structures identified by Skagit County, the municipalities, and special districts as immediate hazards to the public health and safety, or to facilitate life saving operations.
9. Technical assistance including the structural inspection of private residences, commercial buildings and structures, as resources permit.
10. Conduct Initial Damage Assessment Surveys and prepare Preliminary Damage Assessment reports.
11. Support other ESF's (as needed) to accomplish response and recovery activities.

## **II. POLICIES**

Individual jurisdictions will provide public works and engineering services to the lands and facilities under their jurisdiction.

Services such as debris clearance or the removal of dead animals from private property may be authorized by the Board of County Commissioners/Mayors, the Director of the Skagit County Health Department, or the Skagit County Public Health Officer.

Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the Board of County Commissioners or Mayor(s).

Solid waste fees and requirements will stay in effect following a disaster unless otherwise directed by the Board of County Commissioners.

## **III. SITUATION**

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

Public works departments, street departments, and engineering departments provide a variety of essential services during emergencies and disasters. Among these are road construction, maintenance and repair, inspection of facilities and structures, crowd control assistance and communications. These departments maintain resource lists of equipment that may be available to support emergency operations.

Backup electrical power is provided to the Skagit County EOC by an on-site generator. If this generator fails or is unusable, electrical connections are on site to plug in another generator. The Skagit County Facilities Department is responsible for locating, delivering and connecting a back up generator for EOC operation.

Skagit County Public Works Department maintenance facilities located in Burlington and Concrete are equipped with emergency generators. These generators also provide backup power to fuel pumps at these facilities.

Skagit County and the participating municipalities are vulnerable to a variety of hazards that could cause damage or disruption to roads, bridges, government buildings and other government infrastructure. These facilities will most likely require action to be taken by county and/or municipal public works and engineering agencies to effect emergency repair and restoration to support disaster response activities.

With the exception of Anacortes, all municipalities within the county are located within the floodplain of the Skagit River. While the City of Anacortes is removed from the floodplain, their water treatment plant, as well as a good portion of their water transmission system, is located within the floodplain. In addition, it is estimated that approximately 35,000 persons reside within the floodplain of the Skagit River.

In addition to being especially vulnerable to flood events, government facilities and infrastructure is also vulnerable to earthquake damage, not only from ground shaking action but due to the fact that floodplain soils are highly susceptible to liquefaction.

## **B. Planning Assumptions**

A disaster may cause significant property damage. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make roads impassable. Public utilities may be damaged and partially or totally inoperable.

Access to the event area may be dependent upon the establishment of ground and water routes. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving response activities.

A large event may affect local response personnel preventing them from performing their emergency duties. Equipment in the disaster area may be damaged or inaccessible.

Skagit County and the municipalities may need to obtain emergency environmental waivers and legal authority from local, state, or federal agencies to dispose of materials from debris clearance and demolition activities.

Skagit County no longer has a landfill. All waste is currently transported from the County via truck from fixed sites. Debris from a small to moderate event will be handled through existing means. In an event that would necessitate disposal of large amounts of debris and waste, a temporary landfill location will be determined by the Board of Commissioners .

There is currently no agreement, MOU or ILA in place with a hauler and we recognize the gap. Until a long-term contract/agreement can be negotiated with a hauler, each event will be treated as incident specific.

Sufficient resources may not be available to meet emergency requirements.

Sufficient numbers of personnel with building inspection, engineering and construction skills, and equipment will be required from outside the area to perform public works and engineering activities.

Previously inspected structures will require re-evaluation if after-shocks occur following an earthquake.

State and federal assistance may be required to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential facilities, stabilize or demolish structures, and provide emergency water.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

The Skagit County Public Works Department and municipal street/engineering departments will support public works and engineering related response and recovery activities. The Skagit County Public Works Director or designee shall coordinate with individual jurisdiction Public Works Directors or Engineers and the Department of Emergency Management to provide that public works and engineering services are delivered in a timely and organized manner.

The Skagit County Public Works Director or designee will serve as the primary coordinator of public works and engineering services at the Skagit County EOC.

Municipal Public Works Directors or Engineers will serve as the primary coordinator of public works and engineering services within their respective jurisdictional EOC's.

Depending upon the availability of equipment and personnel, and upon the approval of the Board of County Commissioners, the Skagit County Public Works Department will assist with municipal public works and engineering activities as needed to support life, health and safety.

Upon receiving authorization from the Skagit County Public Works Director, or designee, Skagit County Public Works Department Division Managers will alert personnel and begin emergency operations consistent with operating procedures.

Debris clearance, emergency road repairs and establishment of alternate routes will be prioritized to support immediate life-safety activities.

Mobilization of public works and engineering personnel and equipment will be determined by the location and magnitude of the disaster.

Public works and engineering activities may need to be coordinated with other ESF Annexes and Support Annexes.

If needed, the Skagit County Public Works Director, or designee, shall coordinate with the Skagit County Health Department to provide testing of public water systems and supplies to ensure potability.

The Skagit County Public Works Director will coordinate with the Washington State Department of Transportation to assess the status state routes that may be used for emergency routes.

If needed, the Skagit County Public Works Director, or designee, will coordinate with private business and industry to assist with public works and engineering activities by providing expertise, equipment, and personnel to supplement governmental resources.

Engineering support not available through local governmental and private sources will be requested from state and/or federal agencies through normal emergency management channels. If the disaster warrants a state or federal response, local officials will need to



maintain liaison with state and federal officials to prioritize tasks.

## **B. Mitigation Activities**

### Primary Agencies:

1. Determine and prioritize need for emergency generators to be installed at government-owned critical facilities and pursue local, state and federal funding to purchase and install emergency generators based on priority.
2. Consider initiating a non-structural hazard mitigation plan to reduce damage and injury to employees and citizens in the event of a large and damaging earthquake.

## **C. Preparedness Activities**

### Primary Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Establish inter-local agreements to provide cooperative emergency public works and engineering services to support response and recovery efforts.
3. Develop a plan to provide an alternate means of fueling emergency response and government-owned vehicles should there be long-term disruption of power.
4. Establish contracts and/or vendor lists for use of private-sector resources to augment agency-owned resources, if needed.

## **D. Response Activities**

### Primary Agencies:

1. Staff the Skagit County EOC (or appropriate municipal EOC) to coordinate public works and engineering related missions in support of this ESF and the Skagit County CEMP.
2. Depending upon the type and severity of the event, conduct expedient inspection of critical facilities/structures and determine if facilities/structures are safe to occupy.
3. Coordinate the mobilization of personnel and equipment required for public works and engineering services in support of this ESF and the Skagit County CEMP.
4. Coordinate with other jurisdictions/agencies, as needed.
5. Maintain accurate expense records.

### Support Agencies:

1. Assist primary agencies (within capabilities) to coordinate and carry out response activities in support of this ESF and the Skagit County CEMP.
2. Maintain accurate expense records.

## **E. Recovery Activities**

### Primary and Support Agencies:

1. Conduct damage assessment of jurisdictional infrastructure.
2. Coordinate repairs and reconstruction of jurisdictional infrastructure.
3. Demobilize resources and return to normal activities.

## **V. RESPONSIBILITIES**

### **A. County/Municipal Public Works Directors**

Develop and establish Policies and Standard Operating Guidelines and train staff for disaster operations and update as necessary.

Provide jurisdictional direction, control, and coordination of emergency public works and engineering services. Assign operational tasks to division managers/supervisors and issue instructions as needed to for the coordinated and effective deployment of personnel and equipment.

Coordinate with other local jurisdictions and special purpose districts to assess damage, prioritize tasks, and allocate resources to make sure that services are delivered in a timely and organized manner.

Provide for the maintenance of communications equipment used to support emergency public works and engineering operations.

Provide notification to all appropriate EOC representatives regarding all road/street closures and, if appropriate, the operational status of water, sewer and wastewater treatment facilities.

Provide the Skagit County EOC (or appropriate municipal EOC) with current disaster analysis information.

### **B. County/Municipal Public Works/Engineering Agencies**

Conduct structural inspection of roads/streets, bridges, culverts, and other structures to determine damage and conditions posing a threat to human safety.

Perform removal of debris and/or wreckage to permit vehicular access and movement.

Perform temporary repairs of lightly damaged roads, streets, bridges, and other structures.

Provide and erect signs, barricades and cones as necessary.

Assist with traffic control and heavy rescue activities as requested.

Notify the Skagit County EOC (or appropriate municipal EOC) of all road/street closures.

Assist water treatment, sewer, and wastewater treatment divisions with inspection of facilities and structures to determine damage, operational ability, and potential threats to public health.

### **C. Municipal Water Treatment, Sewer and Wastewater Treatment Facilities**

Provide inspection of treatment, storage, and distribution systems/facilities/structures to determine damage and operational status.

If possible, perform temporary repairs of water treatment, storage, and distribution facilities and structures as well as sewer and wastewater treatment facilities and structures.

Notify the Skagit County EOC (or appropriate municipal EOC) of damage and operational status of water treatment, storage, and distribution facilities as well as sewer, and wastewater treatment facilities.

Continue to manage and operate facilities and structures with capabilities.

#### **D. Skagit County Public Utility District No.1**

Provide inspection of water treatment, storage, and distribution facilities/structures for damage and to evaluate the operational status and safety of all systems.

If possible, perform temporary repairs of water treatment, storage, and distribution facilities and structures.

Notify the Skagit County EOC (or appropriate municipal EOC) of all damage to, and the operational status of, water treatment, storage, and distribution facilities and structures.

Continue to manage and operate facilities and structures with capabilities.

#### **E. County/Municipal Planning/Building Departments**

Develop and establish Policies and Standard Operating Guidelines and train staff for disaster operations and update as necessary.

Provide for overall direction, control, and coordination of post-incident safety evaluations of structures within jurisdictional limits. Assign operational tasks to team members and issue instructions as necessary to ensure the coordinated and effective deployment of personnel and equipment.

Depending upon the type, severity and timing of the event, establish priorities for the inspection of critical government facilities, shelters, schools, hospitals, and nursing homes.

Coordinate building evaluation activities in cooperation with other local jurisdictions to assess damage, prioritize tasks, and allocate resources.

Provide communication resources to support emergency operations.

Identify and mark structures that have restricted occupancy or are unsafe to occupy.

Provide the Skagit County EOC (or appropriate municipal EOC) with disaster analysis information.

#### **F. Skagit County Public Health Department**

Provide for testing of potable water supplies (including wells) to protect public health.

### **G. Department of Emergency Management**

Upon request, assist with coordination of resources to support public works and engineering services, including heavy rescue.

If needed, request state and federal assistance to support disaster operations.

Serve as liaison between local government and state and federal resources, as required.

## **EMERGENCY SUPPORT FUNCTION #4 FIREFIGHTING**

<b>PRIMARY AGENCIES:</b>	<b>Municipal Fire Departments Skagit County Fire Districts</b>
<b>SUPPORT AGENCIES:</b>	<b>Skagit Emergency Communications (E 9-1-1) Center Department of Emergency Management Washington State Patrol, Office of the Fire Marshal</b>

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the coordination of fire services operations within Skagit County and the incorporated municipalities located within the county to effectively use all available fire fighting apparatus and personnel; to control the dispatching of such equipment and personnel to localities where most needed, and provide for effective operations at the scene during an emergency or disaster.

#### **B. Scope**

This ESF addresses all firefighting activities occurring during an emergency or disaster.

The scope of this ESF does not address routine day-to-day firefighting activities.

The scope of this ESF does not address details regarding regional and statewide fire services resource mobilization. Procedures for regional and statewide fire services resource mobilization are contained in the following plans: the Washington State Fire Services Resource Mobilization Plan, the Northwest Region Fire Services Resource Mobilization Plan, and the Skagit County Fire Services Resource Mobilization Plan.

### **II. POLICIES**

During emergency or disaster situations, local fire agencies will mobilize all available apparatus and personnel required to adequately deal with the situation. Additional resources may be obtained through existing mutual-aid agreements. If the size and/or severity of the emergency or disaster overwhelm local and mutual-aid resources, outside fire services resources will be requested through regional and state fire mobilization.

Direction, control, and coordination of department/district fire personnel and apparatus within their respective jurisdictions shall be directed by the Fire Chief or highest ranking command officer.

Priority shall be given to saving lives and protecting property, in that order.

### III. SITUATION

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

Under the best of conditions, the management of a large firefighting operation is complex, often involving large numbers of personnel, apparatus, and equipment from numerous departments, agencies and jurisdictions. Fires resulting from or independent of, but coinciding with a disaster event, will place extraordinary demands on available resources and support systems.

Skagit County is vulnerable to urban, rural, and wildland/urban-interface fires. Ignition sources could cause large numbers of fires, both during, and after an earthquake or other disaster. Fire agencies not directly affected by an earthquake or other disaster may be totally committed to fires and other emergencies occurring within their jurisdictions. Firefighting resources that may normally be available via mutual-aid agreements could be difficult to obtain and utilize during and after a disaster because of massive disruption of communication, transportation, utility, and water systems.

The municipalities of Anacortes, Burlington, Concrete, Hamilton, La Conner, Mount Vernon, and Sedro-Woolley are served by municipal fire departments. Staffing varies greatly between these jurisdictions with some departments relying on full-time paid staff augmented by volunteers and other departments relying solely on volunteer staff. The town of Lyman contracts with Skagit County Fire District #8 for fire services.

The majority of fire agency personnel in Skagit County serve on a volunteer basis. They are not obligated to leave a family crisis or their workplace to assist emergency response and recovery efforts.

There are 18 fire protection districts within Skagit County. These districts are staffed with volunteer personnel; a few districts have full-time or part-time paid chiefs. A small portion of eastern Skagit County adjoining Snohomish County is served by Snohomish County Fire District #24 with facilities and equipment located in the town of Darrington.

All fire agencies within Skagit County except Fire District #7 and that portion of Skagit County served by Snohomish County Fire District #24 are signatory to the "*Mutual Fire Protective Assistance Contract*" dated May 21, 1970. In addition, certain fire agencies within Skagit County have automatic-aid agreements between themselves and neighboring agencies for responses to certain types of incidents and/or responses to specific locations. Several Skagit County Fire Districts also have mutual-aid agreements with fire agencies in adjoining counties.

Large portions of unincorporated Skagit County are not within the boundaries of a rural fire district. These areas are typically industrial forest lands, lands owned by the state or federal government, or islands; some of these areas are sparsely populated.

Few if any firefighters in Skagit County are trained to respond to wildland fires and fire agencies within Skagit County do not typically have apparatus and equipment necessary for responding to wildland fires. Fire agencies within Skagit County currently rely upon the Washington State Department of Natural Resources and other supporting state and federal agencies to respond to all wildland fires.

## **B. Planning Assumptions**

Urban, rural, and wildland fires will occur within Skagit County and the incorporated municipalities within the county. In the event of an earthquake or other significant event, large, damaging fires could occur.

Apparatus access may be hampered by such things as bridge failures, landslides and large amounts of debris. Conventional travel to fire locations may be extremely difficult or impossible. Aerial attack by air tankers and helicopters may be necessary.

Normal fuel supplies may not be available due to facility damage or lack of electricity to operate pumps. Alternate methods of fueling apparatus may need to be used.

In a disaster some firefighting resources will become scarce. Regional and state fire mobilization plans may need to be activated to mobilize large numbers of apparatus and personnel.

The use of National Incident Management System (NIMS) and common communications will be necessary in order to coordinate local, regional, state, and federal fire services agencies.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

During emergencies or disasters, fire service agencies may be called upon to perform a wide range of functions including, but not limited to: fire suppression activities, response to hazardous materials incidents, warning and evacuation, confined space rescue, emergency medical care, emergency transportation of injured persons to hospitals or other emergency care facilities, emergency communications, control of emergency/disaster site access, emergency traffic control, damage assessment, county and/or municipal EOC staffing, and liaison with other fire service agencies.

Each fire service agency maintains its own policies/procedures specific to their jurisdiction.

The Skagit Emergency Communications (E 9-1-1) Center is the focal point for disseminating alert and warning information to all local fire service agencies. Upon receiving alert and warning information, fire service agencies are responsible for notifying on duty staff to alert them of the situation and, if necessary, request that off-duty personnel report for duty according to agency policies and procedures.

If needed, and upon the request of the Department of Emergency Management, one or more fire service representatives may be requested to report to the Skagit County EOC (or appropriate municipal EOC) to assist in coordinating firefighting response and recovery activities. Alert notifications to fire service personnel to report to the Skagit County EOC (or appropriate municipal EOC) will be conducted by the Skagit Emergency Communications (E 9-1-1) Center upon the request of the Department of Emergency Management.

Upon request, municipal fire departments are responsible for sending a fire service representative to their municipal EOC (if activated) or to an established command post to

coordinate fire service response and recovery activities within the jurisdiction. Emergency response of fire services will be dependent on the type and severity of the emergency or disaster and the availability of personnel and equipment.

Emergency fire services provided by municipal fire departments and rural fire districts will be requested on a mission basis to allow for continuity of operations consistent with their procedures and policies.

All fire service disaster emergency response activities shall be organized under the NIMS (National Incident Management System) Incident Command System and/or the Unified Command System.

If, due to the size and severity of the emergency or disaster, local fire agencies are overwhelmed, additional resources will be requested through existing mutual-aid agreements and regional or state fire mobilization.

Mobilization of regional and/or state fire services resources shall be requested through local, regional, and state emergency management channels.

If, due to the size and severity of the emergency or disaster, regional and/or state fire mobilization is enacted, the fire service EOC representatives will maintain liaison with the Northwest Region Fire Coordinator in order to coordinate local, regional, and state fire service resources.

Public works agencies will assist in providing and coordinating the use of heavy equipment used to perform debris clearance activities and otherwise support fire service response and recovery activities.

All fire agencies within Skagit County operate on a 24-hour basis. Each agency has two-way radio communication links between their respective mobile units and the Skagit Emergency Communications (E 9-1-1) Center. Some mobile units are also equipped with cellular telephone capability.

## **B. Mitigation Activities**

### Primary Agencies:

1. Within agency authority and capability; enforce applicable fire code regulations, conduct a fire safety inspection program, and a fire-prevention program.

## **C. Preparedness Activities**

### Primary Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Develop and conduct an agency training program for all personnel.
3. Develop pre-fire plans, as needed.
4. Provide for operational readiness of agency facilities, apparatus, and equipment.
5. Maintain existing mutual-aid agreements.
6. Participate in local emergency/disaster drills and exercises.



## **D. Response Activities**

### Primary Agencies:

1. Conduct firefighting activities in support of this ESF and the Skagit County CEMP.
2. Coordinate the mobilization of personnel, apparatus, and equipment required to conduct disaster firefighting related missions.
3. Request additional resources via mutual-aid agreements and the Washington State Fire Services Resource Mobilization Plan.
4. Maintain accurate expense records.

### Support Agencies:

1. If needed, activate and staff the Skagit County EOC (or appropriate municipal EOC) to assist in coordinating firefighting resources and activities in support of this ESF and the Skagit County CEMP.
2. If needed, assist in obtaining/coordinating additional resources via the Washington State Fire Services Resource Mobilization Plan.
3. Maintain accurate expense records.

## **E. Recovery Activities**

### Primary and Support Agencies:

1. Conduct damage assessment of firefighting facilities, apparatus, and equipment.
2. Coordinate repairs and/or replacement of damaged apparatus and equipment.
3. Coordinate repairs and/or reconstruction of damaged facilities.
4. Demobilize resources and return to normal activities.

## **VI. RESPONSIBILITIES**

### **A. Municipal Fire Departments/Rural Fire Districts**

Protect life and property by prevention, suppression, and control of fire; provide rescue services and emergency medical care and response to hazardous materials incidents.

Assist law enforcement in providing warning and evacuation by door-to-door notification and/or use of mobile sirens and public address systems as needed. Also assist law enforcement in providing traffic control as needed and if personnel are available.

Provide the Department of Emergency Management with damage assessment reports to the maximum extent possible.

Responsibilities of fire service in the response to a hazardous materials incident may include the establishment of safety/isolation zones, notification of proper agencies, and assisting law enforcement with public notification, evacuation and perimeter control depending upon the availability of personnel and equipment.

If the magnitude of the emergency or disaster warrants, and depending upon the availability of personnel, provide one or more representatives to the Skagit County EOC (or appropriate

municipal EOC) to coordinate fire service response and recovery activities.

In the event of a large-scale emergency or disaster, fire service personnel may be placed on alert status in accordance with agency policies and procedures. Volunteer firefighters may be encouraged to contact their employers and request to be released from their normal work shift.

#### **B. Skagit Emergency Communications (E 9-1-1) Center**

Provide emergency call receiving and dispatching and alert and warning notification to all fire service agencies.

At the request of the Department of Emergency Management, notify fire service agencies regarding the activation of the Skagit County EOC (or appropriate municipal EOC) and the need for fire service representatives to report to coordinate firefighting response and recovery activities.

#### **C. Department of Emergency Management**

Upon request, assist in coordinating fire service requests for regional and state fire mobilization resources as well as federal disaster-related assets and services.

#### **D. Washington State Patrol, Office of the Fire Marshal**

Coordinate the Washington State Fire Services Mobilization Plan (Fire MOB Plan), an all-hazards approach to be utilized when mutual aid agreements have been exhausted.

## **EMERGENCY SUPPORT FUNCTION #5 EMERGENCY MANAGEMENT**

**PRIMARY AGENCIES:** Department of Emergency Management

**SUPPORT AGENCIES:** Skagit County Administrative Services  
Skagit County Budget and Finance Department  
Skagit County Information Services Department  
Skagit County Geographic Information Services  
Skagit County Public Health Department  
Skagit County Public Works Department  
Skagit County Sheriff's Office  
Skagit ARES/RACES

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this ESF is to describe the roles and responsibilities of the Skagit County Department of Emergency Management as well as the organization of the Skagit County Emergency Operations Center (EOC).

This ESF provides information as to the collection, documentation, and distribution of information and data to and from the EOC and describes the coordination of activities within the EOC including: incident management, incident planning, use of resources, and emergency financial management.

#### **B. Scope**

This ESF is applicable to all Skagit County Department of Emergency Management personnel as well as Skagit County departments/offices, volunteers, and other individuals who staff the EOC during emergency or disaster events.

### **II. POLICIES**

Authorities for this ESF are listed on pages 2 and 3 of the Basic Plan.

### **III. SITUATION**

#### **A. General**

The Board of County Commissioners and Mayors are responsible, by law, for emergency management operations within their respective jurisdictions but function together under this plan as the Skagit Emergency Management Council. The Director of the Skagit County Department of Emergency Management is responsible to the Skagit Emergency

Management Council for carrying out the emergency management program for Skagit County and the member municipalities.

The Skagit County Department of Emergency Management provides and coordinates the emergency management program for unincorporated Skagit County as well as the cities and towns of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley. The emergency management program within Skagit County includes the four phases of emergency management (mitigation, preparedness, response, and recovery) as identified in the National Response Framework.

The Skagit County Department of Emergency Management staffs a 24-hour Duty Officer position to provide emergency management functions within the county during emergency and disaster events.

Primary functions of the Skagit County Department of Emergency Management include:

1. Establishing good working relationships and networking with county and municipal departments/offices, other emergency management organizations, and various state and federal agencies.
2. Develop and maintain a variety of disaster plans on behalf of the county and the participating municipalities.
3. Assure capability to provide warning, crisis communication, and emergency public information.
4. Provide, equip, and ensure operational readiness of the Skagit County EOC.
5. Ensure emergency management compliance with the National Incident Management System.
6. Develop and conduct trainings, drills, and exercises in compliance with federal Emergency Management Performance Grant (EMPG) guidelines.
7. Conduct a disaster preparedness program including Community Emergency Response Team (CERT) training and the Map Your Neighborhood (MYN) program.
8. Provide direction/control and coordination for disaster response and recovery activities and programs.
9. Perform EMPG and Homeland Security grant administration.

The Skagit County Department of Emergency Management shares a facility with the Skagit County Emergency Communications (E 9-1-1) Center and the offices of Skagit Medic One. The facility is located within the City of Mount Vernon and is outside of the Skagit River floodplain. The Skagit County EOC adjoins the emergency management/fire marshal office space; both spaces function as one during EOC activations.

The Skagit County Department of Emergency Management maintains a current disaster plan that is verified for consistency under state law by the Director, Washington State Military Department, Emergency Management Division. The department also maintains a Hazard Identification and Vulnerability Analysis (HIVA) and a FEMA-approved Mitigation Plan that has been widely used as a model for the development of multi-jurisdictional mitigation plans.

Sufficient local funding to develop and maintain an adequate emergency management program is not available. The ability of the Skagit County Department of Emergency Management to receive Emergency Management Performance Grant (EMPG) funding has enabled local emergency management programs to progress at a faster pace than would have been possible otherwise. Similarly, Department of Homeland Security grant funds have substantially accelerated local emergency preparedness and response capabilities.

## **B. Planning Assumptions**

An emergency or disaster could occur at any time. Some emergencies or disasters will occur with enough warning that appropriate notification can be issued to ensure some level of preparation; others will occur without advance warning. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of an incident and the ability of government to respond.

A disaster will severely stress normal county and municipal systems. Skagit County and the municipalities may be unable to satisfy all emergency resource requests during a major emergency or disaster and would likely require outside assistance from other jurisdictions, the state, and the federal government. It is likely that local government response will be delayed; citizens, businesses, and industry need to be prepared to take care of their own basic survival needs for at least the first 72 hours after an event occurs.

This plan assumes that after an emergency or disaster has occurred that:

1. A safe location can be found for coordination of response and recovery activities.
2. Trained personnel are available to establish command and control and implement emergency plans and procedures.
3. Resources are available.

Activation of the Skagit County EOC may be delayed due to the circumstances of the event and the availability of personnel.

The need to gather and disseminate event-specific situation information may be great. The accomplishing of these tasks may be hampered due to many factors including: damage to or overload of local communications systems, damage to transportation infrastructure, and the effects of weather, and other factors.

During the initial response phase of an incident little information may be available and the information received may be vague or inaccurate.

The receipt, analysis, and dissemination of accurate disaster information is necessary to provide local, state, and federal agencies with a basis for determining priorities, needs, and the availability of resources.

## IV. CONCEPT OF OPERATIONS

### A. General

The Skagit County Department of Emergency Management is the focal point of emergency management within Skagit County. However, due to staffing limitations, the department relies heavily on other county and municipal departments/offices to staff the Skagit County EOC and carry out response activities in the field.

***NOTE: The organizational structure of the Skagit County Department of Emergency Management is represented in Figure 1, Appendix 2 of the Basic Plan. For additional information regarding Concept of Operations, see pages 6–19 of the Basic Plan.***

### B. Emergency Management Duty Officer

As previously stated, the Skagit County Department of Emergency Management maintains a 24-Hour Duty Officer to provide support and assistance to local emergency response agencies, as needed. The Duty Officer is the primary after-hours contact for receiving alert and warning information from a variety of sources and, upon the request of responding agency, initiates emergency management response actions (within department suggested operating guidelines and/or capabilities) to assist an On-Scene Incident Commander. Duty Officer Manuals are maintained by each Duty Officer and are to be quickly accessible during duty shifts. These manuals offer guidance and contain resource materials to aid the Duty Officer in performing their roles and responsibilities. In addition, vehicles assigned to Duty Officers provide communication and safety equipment for Duty Officer use while on assignment.

Depending on the situation and the nature of the request, it may be possible for the Duty Officer to manage requests from their workplace, or from home or another transitory location if after normal working hours.

Typical Duty Officer roles and responsibilities include:

1. Be available to receive and (if necessary) act on warnings and advisories from the State and/or the Skagit Emergency Communications (E 9-1-1) Center; may assist local jurisdictions in coordinating requests for emergency assistance.
2. Make official notifications internal and external to the county, including the acquisition of a state mission number from the Washington State EMD Duty Officer.
3. Coordinate the use of community warning systems, to include the coordination and dissemination of area-wide warning messages via the Emergency Alert System.
4. Coordinate interdepartmental and jurisdictional situational awareness.
5. Coordinate with county and/or local municipal agencies and other available local or regional sources to obtain special technical expertise, skills, equipment, services, or other technical assets.
6. If needed, take necessary actions to initiate activation of the Skagit County EOC.
7. Notify and brief the Emergency Management Director as soon as possible if the condition is such that the County Commissioners or local Mayors should be advised of the situation.
8. Properly document missions/actions and file necessary reports in a timely manner.

### C. Emergency Operations Center (EOC)

The Skagit County EOC is organized in accordance with the National Incident Management System (NIMS). The EOC organizational structure utilizes Command Staff and General Staff positions for incident management purposes.

Staffing is incident-dependent. Typically the EOC will be staffed on a 24-hour basis utilizing two 12-hour shifts.

Disaster information will be obtained through all means available, including but not limited to damage and situation reports from various county/municipal agencies, special purpose districts, citizens, other jurisdictions, and the media.

Information will be analyzed, evaluated, and made available to appropriate EOC staff to increase overall situational awareness, aid in establishing and implementing a response strategy, and assist in determining resource needs and the allocation of limited resources.

Methods of information dissemination will be through EOC displays, Incident Status Summaries (ICS Form 209), Internet postings, email, EOC briefings, and news releases.

All Incident Status Summaries (ICS Form 209) generated by the Skagit County EOC will be reviewed by the Planning Section Chief and approved by the Unified Commanders or their designee's prior to release.

All public information documents will be reviewed by the Skagit County Public Information Officer (or designee) and approved by the Unified Commanders (or designee's) prior to release.

Operations Briefings will be held at least twice daily (at shift change) and will be conducted by the Planning Section Chief or the Situation Unit Leader.

***NOTE: Additional information pertaining to the Skagit County EOC (including EOC activation) is described on pages 12–15 of the Basic Plan.***

### D. Incident Management

Depending upon the size, scope, and/or complexity of the emergency or disaster, elected and appointed officials will activate and establish an EOC to provide proper direction and control and aid in overall management or coordination of response and recovery activities. Proper incident management is necessary to provide for the effective supervision, authority, and coordination of emergency management activities during the response phase and recovery phase of emergency and disaster events. Upon activation of the Skagit County EOC, a NIMS-compliant command structure will be formed to manage the incident.

Skagit County Resolution #R20060255, dated August 1, 2006, establishes that the initial command structure for a significant incident, requiring additional oversight to manage emergency response and recovery activities to protect life and property, shall be a Unified Command composed of qualified senior officials from the Skagit County Sheriff's Office,

Skagit County Public Health Department, Skagit County Department of Emergency Management, and the Skagit County Public Works Department.

Furthermore, the Skagit County Department of Emergency Management utilizes an incident management structure within the Skagit County EOC that is compliant with the National Incident Management System (NIMS). This incident management system consists of the Unified Command positions as established by Skagit County Resolution #R20060255 as well as the Command Staff and General Staff positions listed below:

- Public Information Officer
- Liaison Officer (as needed)
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

In addition, the Planning Section will be staffed by a Situation Unit Leader, Resource Unit Leader, and Documentation Unit Leader. Additional incident management positions may be filled (as needed) depending upon the size and/or scope of the incident.

***NOTE: The Skagit County Department of Emergency Management is a coordinating agency and is not involved in direct oversight and supervision of incident response operations. Therefore, an Operations Section is not typically staffed within the Skagit County EOC. If needed, qualified agency representatives may be requested to report to the EOC to assist EOC Command Staff and General Staff in managing the incident.***

## **E. Agency Representatives**

Depending upon the size and/or scope of the incident (or in an event that requires close coordination with another agency (such as the Washington State Military Department, Emergency Management Division) the Unified Command may request direct agency representation from an Agency Representative assigned to the Skagit County EOC. The primary purpose of the Agency Representative function is to assure a seamless interface exists between parties so that any anticipated or actual request for outside assistance can be readily referred for action. Whenever federal involvement occurs in a Presidential Declaration of Disaster or an Incident of National Significance, there may be Agency Representatives exchanged with the Joint Field Office, once it is established.

***NOTE: Agency Representatives should provide their own laptop computer and cell phone for use in the Skagit County EOC. The Skagit County EOC is equipped with a wireless broadband router to provide wireless internet connectivity to the Agency Representatives home agency.***

## **F. Incident Planning**

During emergency/disaster events, incident planning is coordinated and conducted by the Planning Section within the Skagit County EOC. Planning Section staffing levels are determined by the size and/or scope of the incident consistent with the National Incident Management System, including span of control.



Units within the Planning Section report to the Planning Section Chief and include:

- Situation Unit
- Resource Unit
- Documentation Unit

## **G. Incident Resources**

Resources not available directly to the On-Scene Incident Commanders will be requested, ordered, and allocated through the command structure within the Skagit County EOC.

***NOTE: The ordering of outside resources shall be coordinated between the Logistics Section Chief and the Finance/Administration Section Chief and must be approved by the Unified Commanders prior to ordering.***

In some cases, volunteers will become an important human resource. Staging Areas may be designated and persons wishing to volunteer will be directed as to where to report for registration and assignments. Volunteer emergency workers shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards.

The Skagit County Department of Emergency Management may utilize volunteers from various organizations to augment EOC staffing and otherwise assist with response and/or recovery activities. Typical volunteer organizations providing resources include:

- American Red Cross
- Skagit County Search and Rescue
- Skagit ARES/RACES
- Skagit Community Emergency Response Team (CERT)
- Skagit Medical Reserve Corps (MRC)

## **H. Incident Financial Management**

Emergency expenditures are not normally integrated into the budgeting process of local governments. Nevertheless, Skagit County and the incorporated municipalities recognize that when a disaster event occurs local government may be required to expend unbudgeted funds to respond to and recover from such events.

In order to minimize the impacts of the disaster as well as maximize the potential for federal reimbursement of disaster expenses, local governments will make a sincere effort to follow jurisdictional procurement procedures and will strive to adhere to procurement standards in the Federal Regulations (44 CFR 13.36).

In 2008, Skagit County government maintains an On-Call Emergency Event Vendor List to assist EOC personnel in obtaining required materials, supplies, and services during a declared emergency by the Skagit County Board of County Commissioners. Skagit County Public Works personnel pre-screen vendors to help insure proper licenses, Unified Business Identifier Numbers, insurance coverage, and other required documents. This process increases the ability of EOC personnel in obtaining materials, supplies, and services in a

timely manner while at the same time lessen the County's liability in contracting with unqualified vendors.

In addition, Skagit County government has established and maintains a *Contracts Task Force* which is comprised of key legal, risk management, finance, budget, and purchasing personnel. All major departments are represented on the task force. The task force is responsible for establishing the Purchasing Guidelines for Skagit County government and meet to jointly create and/or modify purchasing policies, as required.

Each local governmental agency 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.

Records will be kept in such a manner that disaster related expenditures and obligations of the municipality can be readily differentiated from general programs and activities. Complete and accurate records are necessary to document requests for assistance and to provide for reimbursement.

## **I. Continuity of Operations/Continuity of Government**

The purpose of Continuity of Operations/Continuity of Government planning is to ensure that the capability exists to continue essential government functions throughout any potential emergency.

Skagit County and the incorporated municipalities of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley are each separately responsible for insuring Continuity of Operations/Continuity of Government within their respective jurisdictions.

***NOTE: Continuity of Operations/Continuity of Government within Skagit County is described on pages 16 and 17 of the Basic Plan.***

## **J. Mitigation Activities**

### Primary Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Develop a Suggested Operation Guideline for activation of the Skagit County EOC.
3. Ensure operational readiness of the Skagit County EOC facility and equipment.
4. Make sure Skagit County EOC staff are trained to perform their assigned EOC duties.
5. Design and conduct an annual EOC table-top exercise for Skagit County EOC staff.

### Support Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Ensure agency staff are trained to perform assigned duties.
3. Encourage agency staff to participate in EOC trainings, drills, and exercises.

## **K. Response Activities**

### Primary Agencies:

1. If needed, activate and staff the Skagit County EOC to provide incident management capabilities in support of disaster response and recovery activities.
2. If needed, assist the appropriate executive body (Board of County Commissioners, Mayor, City Council) in declaring an emergency.
3. Upon activation of the Skagit County EOC, develop and transmit an Incident Status Summary (ICS Form 209) at least once daily to the Washington State Military Department, Emergency Management Division Duty Officer.
4. Coordinate and conduct EOC Command Staff and General Staff functions in support of disaster response activities.
5. Request additional resources via mutual-aid agreements and/or through normal emergency management channels.
6. Maintain accurate expense records.
7. Upon notification of Phase III activation of the Washington State EOC, Skagit County Department of Emergency Management will log into Web EOC to advise of local status and capability.

### Support Agencies:

1. If needed, provide staff/services to support activation of the Skagit County EOC and otherwise assist in emergency/disaster response and recovery activities.
2. Maintain accurate expense records.

## **L. Recovery Activities**

### Primary and Support Agencies:

1. Make certain that road closed status, public information, and other incident related information functions remain in place for as long as needed during the recovery phase.
2. Conduct individual and public damage assessment.
3. Request individual and/or public assistance available under the Stafford Act.
4. Coordinate disaster recovery activities with the Washington State Military Department, Emergency Management Division and/or FEMA.
5. Coordinate repairs and/or replacement of damaged facilities and/or equipment.
6. Replenish EOC supplies and ensure EOC operational readiness.
7. Demobilize resources and return to normal activities.

## **V. RESPONSIBILITIES**

A listing of responsibilities applicable to this ESF can be found on pages 21-49 of the Basic Plan.

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

### **COOPERATING AGENCIES:**

**American Red Cross  
Department of Emergency Management  
Skagit County Public Health Department  
Skagit County Community Services  
County/Municipal Parks and Recreation Departments  
Salvation Army  
Skagit ARES/RACES**

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of this ESF is to provide for the effective coordination and delivery of mass care, emergency assistance, housing and human services to residents of unincorporated Skagit County as well as residents of the incorporated municipalities within Skagit County.

### **B. Scope**

#### Mass Care:

Within Skagit County, mass care is provided by the American Red Cross with coordination provided by the Department of Emergency Management.

Mass care services include sheltering for people, emergency feeding and relief supplies, first aid, and disaster welfare information. This may also include vulnerable populations, persons with special/specific access or functional needs, and medically fragile individuals.

#### Emergency Assistance:

Emergency assistance services include benefit claims assistance, identification and postal services, financial services and other services provided by various state, federal, and other agencies that can be delivered through Disaster Recovery Centers, once established.

#### Emergency Housing:

Emergency housing is typically provided by federal agencies during the recovery phase of a disaster in order to provide provisional assistance for short and long term needs of disaster victims.

#### Human Services:

Human services may include related recovery efforts such as counseling, and other mental health services.

## II. POLICIES

This ESF does not supersede American Red Cross response and relief activities. American Red Cross relief operations will be performed in accordance with established American Red Cross Disaster Services Policies, Regulations and Procedures.

The American Red Cross will provide staff, supplies, and shelters as disaster conditions dictate and resources allow, in accordance with the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act).

It is the policy of the governments of Skagit County as well as the incorporated municipalities of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley to provide the emergency management organization and resources to minimize the loss of life, protect public property, and minimize damage to the environment within their respective jurisdictions to the maximum extent possible depending on the disaster conditions.

A collaborative response by public, tribal, private and nonprofit organizations will greatly benefit and facilitate mass care services throughout Skagit County.

This ESF will be implemented based on the impacts of major natural or technological disaster events occurring within Skagit County with coordination and support provided by the Skagit County EOC.

If the disaster event impacts a large portion of the county, a large percentage of the population of the county, or if local resources are limited, the Skagit County EOC will make decisions regarding the location and activation of shelters. Such decisions will be based upon available resources, maximum shelter populations and condition of impacted areas served.

Appropriate federal, state, and local jurisdiction, voluntary agency, and private sector resources will be used, as available.

Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disasters. All mass care and shelter services will attempt (but cannot guarantee) to meet current requirements for the Americans with Disabilities Act (ADA).

Services will be provided without regard to economic status, race, religion, political, ethnicity, sexual orientation, or other affiliation. According to the ADA, service animals are extensions of their owners and have the same access to public transportation and sheltering as their owners at all times.

***NOTE: The National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS) requires local and state emergency preparedness authorities include plans for pets and service animals in disaster plans. Shelters for household pets will be activated in accordance with ESF #11 – Agriculture and Natural Resources and the Skagit County Small Animal Plan. Shelters for household pets will be separated from shelters for citizens.***

### **III. SITUATION**

#### **A. General**

The governments of Skagit County and the incorporated municipalities within the county, and the Department of Emergency Management, do not provide mass care services.

The American Red Cross provides mass care services with coordination and logistical support provided by the Department of Emergency Management.

Skagit County is served by two American Red Cross Chapters that provide services to specific areas of the county. The Islands Chapter maintains an office in the City of Anacortes that serves the City of Anacortes, Fidalgo Island, and the other islands of Skagit County as well as San Juan County. The Mount Baker Chapter is headquartered in Whatcom County and maintains a satellite office in Mount Vernon that serves the cities/towns of Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley, the unincorporated portions of Skagit County, excluding the islands listed above. In addition, the Mount Baker Chapter also serves the entirety of Whatcom County.

Both chapters maintain separate lists of mass care facilities. Skagit County owns a mobile feeding kitchen that is available for use by both chapters.

Skagit County is vulnerable to all of the natural and technological disaster events that are detailed in the Skagit County Hazard Identification and Vulnerability Analysis (HIVA).

Historically, disasters in Skagit County tend to have cumulative impacts that disrupt utility, communications, medical, transportation, and food service systems at the same time. Because of those impacts, emergency response efforts can be seriously reduced. The movement of disaster supplies and service providers, emergency workers, and volunteers can be impeded.

Depending on the disaster, there may be a requirement for shelter sites for hundreds to thousands of people that are impacted by a disaster. As an example, approximately 35,000 persons live within the floodplain of the Skagit River. However, American Red Cross resources and shelter sites located outside of the floodplain are very limited. A flood event equal to or greater than a 50-Year Event will require thousands of local residents to be sheltered out of the county.

#### **B. Planning Assumptions**

The local and regional utilities, communications, lifelines, medical and transportation systems and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate.

The magnitude of damage to structures and lifelines could rapidly overwhelm the capability of county and municipal governments to assess the event and respond effectively to basic and emergency human needs.

Damage to roads, airports, communications systems may hamper emergency response efforts and the movement of emergency supplies.

Emergency workers who normally would help during an event could be dead, injured, involved with family problems resulting from the situation, or be unable to reach their assigned posts.

Public, private, volunteer organizations and the general public will have to use their own resources and be self-sufficient for a minimum of three days, possibly, longer.

A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events occurring in Skagit County.

Local emergency facilities could be severely damaged or inaccessible.

Thousands of victims could be forced from their homes and family members may be separated from each other following a sudden-impact event.

Local American Red Cross units will provide shelter, feeding, and emergency first aid services, if possible. These units will plan to provide these services without external support for at least three days, or as long as resources remain available. The event may require large and/or long-term shelter and feeding operations.

National American Red Cross resources will be available to support and augment local American Red Cross efforts following a major event.

Mass care shelter facilities will receive priority consideration for structural inspections to ensure safety of occupants.

Mass care operations and logistical support requirements will be given high priority by state and federal support agencies.

There may be individuals with specific/special needs and issues such as cognitive disabilities, communication disabilities, limitations with the English language, medically or chemically dependent disabilities and medical concerns, environmental or chemical sensitivities, hearing loss, those on life support systems, mobility concerns, psychiatric disorders, visual disabilities, and individuals with service animals that will need to be sheltered. Cooperating agencies are encouraged to consider those with special needs and/or access and function limitations when planning to shelter a portion of the population.

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

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

During small local emergencies when the Skagit County EOC is not activated, the American Red Cross will provide shelter and mass care services coordinated through the appropriate chapter headquarters, as appropriate to their operational capacity.

Upon activation of the Skagit County EOC, the placement, coordination, operations, and support of shelters will be a cooperative effort between the American Red Cross and the Unified Commanders within the Skagit County EOC.

Shelter requests will be prioritized and coordinated by the American Red Cross and the

Skagit County EOC staff in close consultation with the Unified Commanders within the Skagit County EOC.

The Department of Emergency Management is responsible for notifying the Islands Chapter and the Mount Baker Chapter of the American Red Cross that an event has occurred that requires staffing the Skagit County EOC or a municipal EOC.

Appropriate federal, state, and local agencies, voluntary agencies, and private sector resources will be used, as available, to provide mass care to victims of an emergency or disaster.

In the event of an emergency or disaster that affects the service area of only one chapter, the manager of that chapter, or designee, will act as the Mass Care Coordinator. In the event of an emergency or disaster that affects both chapters, the Manager of the Islands Chapter, or designee, and the Manager of the Mount Baker Chapter, or designee, will jointly act as Mass Care Coordinators.

Mass care will normally be carried out during and immediately after an emergency or disaster until such time as individual services can be provided. Mass care services are usually provided on a short-term basis of one to seven days. However, depending upon the nature and severity of the event, it may be necessary to provide mass care services on a long-term basis.

The primary means of communications between mass care facilities and EOC's shall be commercial telephone. Alternate communications systems such as amateur radio will be used if normal systems are overwhelmed, damaged, or destroyed.

The Department of Emergency Management and the American Red Cross will share and coordinate all lists of victims and disaster assistance inquiries, and will cooperatively release disaster information to the media through the Red Cross and Skagit County Public Information Officer or the Joint Information Center.

## **B. Preparedness Activities**

### Primary Agency:

1. Recruit, train, and maintain a cadre of volunteer to provide mass care services during emergencies and disasters.
2. Develop and maintain agency procedures and checklists in support of this ESF.
3. Obtain shelter agreements for the delivery of mass care services.
4. Provide for operational readiness of mass care equipment and supplies.
5. Develop and maintain a close working relationship with the Skagit County Department of Emergency Management.
6. Participate in local trainings, drills, and exercises.

### Support Agencies:

1. Establish and maintain a close working relationship with both American Red Cross chapters serving Skagit County.
2. Develop and maintain agency procedures and checklists in support of this ESF.
3. Make sure agency personnel are trained to perform assigned duties.



4. Maintain the mobile food van to for operational readiness.
5. Encourage agency staff to participate in local trainings, drills, and exercises.

### **C. Response Activities**

#### Primary Agency:

1. Upon notification by the Skagit County Department of Emergency Management, establish and deliver mass care services.
2. Establish and maintain a communication link between activated mass care locations and the Skagit County EOC.
3. Establish, maintain, and manage logistical support as needed to provide mass care services.
4. Upon request, provide a liaison to the Skagit County EOC to assist in coordinating mass care services.
5. Evaluate the situation and if needed, request assistance from National Red Cross and the Department of Emergency Management.
6. Evaluate situation and if needed, begin preparation for the delivery of long-term mass care services.
7. Maintain accurate expense records.

#### Support Agencies:

1. Activate and staff the Skagit County EOC in support of disaster response activities.
2. Coordinate with American Red Cross liaison to determine needs and mass care sites.
3. Consider need to locate animal shelter sites in proximity to mass care sites.
4. Within agency capabilities, provide assistance in support of this ESF.
5. If needed, request resource and/or logistical support from outside sources including state and federal agencies.
6. Provide public information regarding the availability of mass care, emergency assistance, emergency housing, and human services.
7. Evaluate situation and if needed, begin preparation for the delivery of long-term mass care, emergency assistance, emergency housing, and human services.
8. Maintain accurate expense records.

### **D. Recovery Activities**

#### Primary and Support Agencies:

1. Support disaster recovery activities consistent within agency mission and capabilities.
2. Conduct individual and public damage assessment.
3. Request individual and/or public assistance available under the Stafford Act.
4. Coordinate disaster recovery activities with the Washington State Military Department, Emergency Management Division and/or FEMA.
5. Replenish supplies and provide operational readiness of equipment and facilities.
6. Demobilize resources and return to normal activities.

## **E. RESPONSIBILITIES**

### **A. American Red Cross**

Recruit and train volunteer staff in emergency mass care procedures and operations.

Establish agreements with schools, churches, governmental jurisdictions and/or agencies, and other organizations, prior to an event, for the use of buildings and/or facilities as emergency mass care shelters. Update shelter agreements on an annual basis and provide a listing of all shelter sites to the Department of Emergency Management. Coordinate with the Department of Emergency Management in the development of local mass care programs and capabilities.

Upon request, provide mobile food service to emergency workers and victims.

Provide mass care operations in accordance with the American Red Cross Disaster Services Regulations and Procedures as needed.

Upon request, report to the Skagit County EOC or the appropriate municipal EOC to coordinate mass care operations.

Coordinate the release and dissemination of public information regarding mass care services with the Skagit County Public Information Officer, the Joint Information Center (if established) or the Department of Emergency Management.

If needed, request Territory, State, and/or National American Red Cross resources.

### **B. Department of Emergency Management**

Coordinate the activities of various local agencies charged in local plans for the provision of emergency mass care.

Inform the American Red Cross of emergency evacuations, the area to be evacuated, the approximate number of evacuees and coordinate with the American Red Cross to determine what mass care facilities should be used.

Upon request, assist the American Red Cross in coordinating and providing logistical support to mass care operations.

Coordinate the release and dissemination of public information regarding mass care, emergency assistance, emergency housing, and human services with the Skagit County Public Information Officer or the Joint Information Center.

Coordinate with and maintain liaison with various municipal, county and state agencies, churches, institutions, commercial facilities, and volunteer organizations to provide mass care resources, facility support, and mutual aid.

**C. Skagit County Public Health Department**

Provide for the coordination of health and sanitation services at mass care sites and/or facilities.

Assist the American Red Cross in coordinating and/or providing nursing services at mass care sites and/or facilities, if needed.

**D. Skagit County Community Services**

As needed, provide for the delivery of counseling and mental health services within the community.

**E. County/Municipal Parks and Recreation Departments**

Identify county/municipal properties that could serve as temporary mass care tent cities.

Coordinate with the American Red Cross and/or the Department of Emergency Management regarding the establishment of mass care tent cities located on county-owned or municipal-owned property.

**F. Salvation Army**

Upon request and within agency capabilities, assist the American Red Cross in providing mass care services within the community.

**G. Skagit ARES/RACES**

If needed, provide alternate communication links between established mass care sites and the Skagit County EOC.

## **EMERGENCY SUPPORT FUNCTION #7 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT**

**PRIMARY AGENCY:** Skagit County Department of Emergency Management

**SUPPORT AGENCIES:** Skagit County Administrative Services  
Skagit County Budget and Finance Department  
Municipal Budget/Finance Departments  
Skagit County Facilities Management  
Skagit County Public Works Department  
Municipal Public Works/Engineering Departments  
Skagit County Parks and Recreation Department  
Municipal Parks and Recreation Departments  
Skagit Community Emergency Response Team (CERT)  
Skagit Medical Reserve Corps (MRC)

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this ESF is to describe how logistical management and resource support functions will be carried out following an emergency or disaster event, or the threat of an emergency or disaster event.

#### **B. Scope**

This ESF involves coordinating and providing services, personnel, equipment, commodities, and facilities to support county and municipal organizations during the immediate response to an emergency or disaster event and to subsequent response and recovery activities.

### **II. POLICIES**

#### **A. General**

The priorities for providing resources shall be for the protection of life, property, and the environment as well as for providing continuity of government services.

Municipalities and special purpose districts shall officially proclaim an emergency or disaster and expend available resources prior to seeking resource assistance through the Skagit County EOC.

Equipment, supplies, and personnel needed should be sought from other Skagit County departments/offices, municipal agencies, and other local sources first. Resource needs beyond the capacity of governmental jurisdictions and/or agencies within Skagit County will be requested from the Washington State Emergency Operations Center (SEOC) primarily via

WebEOC. In the event that WebEOC is not functional other means of communications will be used to contact the SEOC and make requests for resources.

Requests for federal resources will be forwarded through the Washington State Emergency Operations Center (SEOC) via WebEOC.\*

A primary staging area has been identified at the Skagit Regional Airport. Other staging areas will be set up by the Unified Command/MAC/EOC as necessary and prudent. The Logistics Section staff will manage the staging areas and distribution.

Events involving multiple locations or the occurrence of multiple incidents occurring simultaneously may require the establishment of an Area Command or a Multi-Agency Coordination Center (MACC) within the Skagit County EOC. Upon establishment of an Area Command or MACC, resources will be requested, ordered, and allocated through the established command structure. ***Resource requests MUST be approved by the Unified Commanders prior to ordering.***

The Resource Unit Leader will track resources assigned to the incident and the status of these resources. The Resource Unit Leader will provide resource status information to the Planning Section Chief, the Situation Unit Leader, the Finance/Administration Section Chief, and the Logistics Section Chief to assist in determining if resources should be re-assigned or demobilized. ***Re-assignment and demobilization of resources MUST be approved by the Unified Commanders.***

\* ***NOTE: During a flood event, certain resources may be requested directly from the United States Army Corps of Engineers via the Agency Representative assigned to the Skagit County EOC.***

Each county and municipal department/office that is assigned responsibilities in this emergency management plan is responsible for developing and maintaining lists of equipment and service providers necessary to support department/office responsibilities and functions during disaster operations.

## **B. Financial**

In order to minimize the impacts of the disaster as well as maximize the potential for federal reimbursement of disaster expenses, EOC personnel should make a sincere effort to follow jurisdictional procurement procedures and will strive to adhere to procurement standards in the Federal Regulations (44 CFR 13.36).

Logistics and Resource personnel will coordinate resource ordering and procurement with the Finance/Administration Section Chief and will utilize the On-Call Emergency Event Vendor List in obtaining required materials, supplies, and services during a declared emergency by the Board of County Commissioners.

### **III. SITUATION**

#### **A. General**

Skagit County does not have all of the resources (either in kind, type, or quantity) that may be required to combat the effects of all potential hazards.

Skagit County government, the municipal governments located within the county, and special purpose districts maintain staffing levels, equipment, and operational budgets to meet normal day-to-day requirements to ensure the capability of providing services to local citizens. A significant emergency or disaster event may require local government to rent or purchase equipment and/or services and hire private contractors to assist in providing services to adequately respond to and recover from the event.

During a moderate to major flood event, local jurisdictions, agencies, and special purpose districts as well as the United States Army Corps of Engineers many times compete for the same kind and type of resources. During these events, an Area Command or a Multi-Agency Coordination Center (MACC) is established within the Skagit County EOC. Upon establishment of an Area Command or MACC, resources will be requested, ordered, and allocated through the established command structure as described above.

#### **B. Planning Assumptions**

No guarantee of a perfect response system is expressed or implied by this ESF. Skagit County and the incorporated municipalities can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

By their nature, significant emergency or disaster events may severely damage government infrastructure and limit or overwhelm local response agencies and the ability of government to respond to and recover from the event.

The event may have an immediate impact on local resources depending upon on the type, size, or scope of the disaster. Specialized equipment and resources may be required to save lives and protect property. Expeditious identification, procurement, and allocation of resources are vital to provide an effective response to emergencies and/or disasters.

Support agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, as applicable, in addition to tasking received under the authority of this plan. Resource requirements beyond the capacity of support agencies will be coordinated from the Skagit County EOC. Resource requests will be handled on a case-by-case basis and allocation will depend on availability of both the resource and a means of delivery.

Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources. Normal forms of communication may be severely interrupted during the early stages of response activities.

As written, this section of the Plan does not fully address the probability of donations and the influx of volunteers that are typical in Skagit County following a perceived need from the public due to an emergency or disaster. We understand the need of a formal plan to address these realities and will formulate one in the near future.

#### IV. CONCEPT OF OPERATIONS

##### A. General

During a disaster, or the threat of a disaster, the Skagit County EOC will be activated to coordinate the response of county and/or municipal government and to support On-Scene Incident Commanders with incident evaluation, planning, public information, and resource management.

The resources of Skagit County and the municipalities within the county will be utilized to the extent practicable and in accordance with state law. In the event local governmental resources are insufficient, additional resources available through mutual-aid or in-place contracts should be utilized prior to requesting resources through the EOC.

Services, equipment and supplies necessary to respond to a disaster may be obtained through private sources. It will be the responsibility of the county or the appropriate municipal Budget/Finance Department to issue purchase orders, vouchers, warrants or temporary contract agreements as required at the time of the disaster. When appropriate, pre-disaster agreements may be initiated in order to facilitate an efficient operation.

Resource requests made to the Skagit County EOC or to a municipal EOC must be made by recognized field command personnel such as an On-Scene Incident Commander, Police Chief, Fire Chief, or Search and Rescue Coordinator unless otherwise directed by the appropriate county/municipal EOC Manager or County Commissioner/Mayor.

All requests for outside resources as well as the allocation and distribution of these resources shall be coordinated through the Skagit County EOC. Once allocated, resources will be managed by the responsible department(s) or agencies to which they are assigned.

As stated above in the Policies section ... Events involving multiple locations or the occurrence of multiple incidents occurring simultaneously may require the establishment of an Area Command or a Multi-Agency Coordination Center (MACC) within the Skagit County EOC. The ordering of resources shall be coordinated between the Logistics Section Chief, the Resource Unit Leader, and the Finance/Administration Section Chief. ***Resource requests MUST be approved by the Unified Commanders prior to ordering.***

The Resource Unit Leader will track resources assigned to the incident and the status of these resources. The Resource Unit Leader will provide resource status information to the Planning Section Chief, the Situation Unit Leader, the Finance/Administration Section Chief, and the Logistics Section Chief to assist in determining if resources should be re-assigned or demobilized. ***Re-assignment and demobilization of resources MUST be approved by the Unified Commanders.***

Some resources may be held in reserve to meet unexpected needs requiring an immediate response by first responders to save lives and/or protect public property. Resources held in reserve will be considered utilized.

When necessary, staging areas for incoming resources will be utilized. Each staging area shall have a Manager responsible for assigning resources as designated through the Emergency Operations Center. If needed, law enforcement agencies will provide security and traffic control at staging areas.

Community Points of Distribution (C-POD) locations have been determined by some jurisdiction. Skagit County has identified the use of the Skagit County Fairgrounds in Mount Vernon as a central C-POD. Other locations will be announced as needed based on the needs of the incident.

## **B. Preparedness Activities**

### Primary Agency:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Maintain the Skagit County EOC in a state of readiness.
3. Identify locations for the receiving of outside resources as well as staging areas.
4. Coordinate with support agencies to develop and maintain resource lists, establish contracts, and vendor agreements.
5. Participate in trainings, drills, and exercises in support of this ESF.

### Support Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Make sure agency personnel are aware of resource ordering policies and procedures and are trained to perform assigned duties.
3. Develop and maintain resource lists, establish contracts, and vendor agreements.
4. Encourage agency personnel to participate in local trainings, drills, and exercises.

## **C. Response Activities**

### Primary Agency:

1. Activate and staff the Skagit County EOC in support of disaster response activities.
2. If needed, establish an Area Command or MACC to manage the incident and assist in coordinating logistical and resource needs.
3. Determine needs for CPOD and establish and announce as needed in and around affected areas of the county.
4. Properly document all actions and maintain accurate expense records.



Support Agencies:

1. Staff the Skagit County EOC in support of this ESF.
2. Identify current (and consider future) logistical and resource needs.
3. Order, manage, re-assign, and/or demobilize resources and provide logistical support (including resource receiving/staging areas) according to established procedures.
4. Properly document all actions and maintain accurate expense records.

**D. Recovery Activities**

Primary and Support Agencies:

1. Continue to identify logistical and resource needs as determined by the event.
2. Continue to order, manage, re-assign, and/or demobilize resources and provide logistical support, as needed.
3. If directed, identify and select a site for the establishment of a Disaster Recovery Center (DRC) and make all logistical arrangements for activation of the DRC.
4. As directed, set up, maintain and manage Community Points of Distribution (C-POD) in locations determined by the Unified Command/MAC/EOC.
5. Replenish supplies and provide for operational readiness of equipment and facilities.
6. Demobilize resources, resource receiving locations, and staging areas; return to normal activities.

**V. RESPONSIBILITIES**

**A. Skagit County Department of Emergency Management**

Maintain the Skagit County EOC with appropriate supplies, equipment, and staff availability.

Maintain liaison with support agencies, the business community, volunteer organizations and the Washington State Military Department Emergency Management Division.  
Request resources and logistical support from the Washington State Military Department, Emergency Management Division.

Coordinate requests for resources from outside the area, other than mutual-aid and contract service providers.

Encourage county/municipal officials to develop resource management procedures.

Maintain a communications/notification process for the rapid contact of key Skagit County EOC staff and support personnel.

Register emergency workers at a disaster site.

Ensure that field personnel know how to request resources during an emergency or disaster.

Work with local law, fire, emergency medical, and public works agencies to pre-identify staging areas for receiving and allocating outside resources.

## **B. Support Agencies**

Identify and secure appropriate resources to meet anticipated emergency/disaster operational requirements and maintain agency resource contact lists.

Work with the Department of Emergency Management to pre-identify staging areas for receiving and allocating outside resources.

Develop procedures and train personnel to accomplish anticipated emergency/disaster response and recovery activities including EOC operations and how to request outside resources.

As applicable, provide resources, transportation, facilities and services in response to requests for resources from the EOC.

As needed, request outside resources through the appropriate EOC (if activated) or the Skagit County EOC.

Provide for the registration of emergency workers in the field through the use of sign-in logs, identification badges, or other appropriate method.

Develop procedures for emergency procurement of supplies and services and coordinate these activities with the Department of Emergency Management during emergency operations.

## **EMERGENCY SUPPORT FUNCTION #8 PUBLIC HEALTH AND MEDICAL SERVICES**

<b>LEAD AGENCY:</b>	<b>Skagit County Public Health Department</b>
<b>PRIMARY AGENCIES:</b>	<b>Skagit County Community Services Skagit County Coroner Island Hospital Skagit Valley Hospital United General Hospital Skagit County Emergency Medical Services (EMS) Commission Aero Skagit Ambulance Municipal Fire Departments Skagit County Fire Districts</b>
<b>SUPPORT AGENCIES:</b>	<b>Region 1 Public Health District American Red Cross Local Ministerial Association(s) and Churches Local Funeral Directors Department of Emergency Management Private Health Care Facilities, Pharmacies and Labs Skagit County Medical Reserve Corps (MRC) Local Schools and School Nurses North Sound Regional Support Network</b>

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the effective coordination and mobilization of public health services, emergency medical services, mental health services, and mass fatality management within Skagit County and the municipalities located within the county during and immediately following an emergency or disaster.

#### **B. Scope**

This ESF addresses emergency medical activities occurring separately or coincidentally with a significant natural, human-caused, or technological emergency or disaster.

The scope of this ESF does not address routine day-to-day public health, emergency medical, Community Services, or mortuary activities.

The scope of this ESF does not address details regarding regional and statewide fire services resource mobilization.

This ESF addresses activities regarding public health services, mental health services, and

mortuary services occurring separately or coincidentally with a significant emergency or disaster. These activities are categorized in the following functional areas:

- Assessment of public health needs.
- Assessment of mental health needs.
- Health surveillance.
- Providing for surge capacity at local hospitals.
- Water, food and drug safety.
- Emergency worker health and safety.
- Radiological, chemical, and biological hazards.
- Public health information.
- Vector control.
- Potable water, wastewater, and solid waste disposal.
- Veterinary services and dead animal disposal.
- Mortuary services and victim identification.

## II. POLICIES

### Public Health:

The coordination and prioritization of public health services is the responsibility of the Director of the Skagit County Public Health Department and/or the Skagit County Health Officer, or their designee.

The Skagit County Public Health Department will provide guidance to political jurisdictions, agencies, and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of dead animals, human waste, and solid waste including infectious and hazardous waste.

It is the responsibility of the Director of the Skagit County Public Health Department and/or the Skagit County Health Officer, or their designee, to declare a public health emergency and/or to request deployment of the Strategic National Stockpile through Skagit County DEM

### Hospitals:

Island Hospital, Skagit Valley Hospital, and United General Hospital have overall authority to direct hospital disaster activities within their respective facilities.

### Emergency Medical Services:

All certified Advanced Life Support (ALS) and Basic Life Support (BLS) personnel in Skagit County operate according to BLS and ALS Protocols established by the Skagit County Medical Program Director and approved by the Medical Control Committee.

ALS and BLS personnel operate under the direction of their respective on-duty emergency room physicians (Medical Control).

During emergency or disaster situations, local fire agencies will mobilize all available EMS apparatus and personnel to deal with the situation.

Additional EMS resources may be obtained through existing mutual-aid agreements. If the

size and severity of the emergency or disaster overwhelm local and mutual-aid resources, outside fire services resources will be requested through regional and state fire mobilization.

Direction, control and coordination of department/district fire personnel and apparatus within their respective jurisdictions shall be directed by the Fire Chief or highest ranking command officer.

#### Mental Health:

The Director of the Skagit County Public Health Department and/or the Skagit County Health Officer, or their designee, will coordinate with the Director of Skagit County Community Services to ascertain the mental health needs of disaster victims.

If necessary, the Director of Skagit County Community Services, or designee, will provide for and coordinate the establishment of mental health and counseling services to meet the needs of the community.

The Director of Skagit County Community Services, or designee, is responsible for the coordination and prioritization of mental health and/or counseling services for disaster victims. If needed, the Director of Skagit County Community Services, or designee, may request assistance from the North Sound Regional Support Network.

#### Mortuary Services:

The Skagit County Coroner will pre-plan and coordinate with local funeral directors, funeral directors of neighboring counties, local law enforcement agencies, and the Washington State Department of Health to provide for coordinating the recovery of fatalities, conducting forensic investigations, and determining the cause and manner of death following events causing mass fatalities.

### **III. SITUATION**

#### **A. General**

##### Public Health:

The Skagit County Public Health Department serves the entirety of Skagit County, including the incorporated municipalities. The department's purpose is to enhance health and prevent avoidable disease in our population. Following Washington State and federal laws, the department accomplishes these tasks through public education, assessment, targeted health interventions, regulation of environmental risk, and containment of communicable disease. The Department's specific and intended outcomes are:

1. Minimize health hazards associated with drinking water, food, sewage, and solid waste.
2. Identify and contain conditions that pose a risk of contracting or spreading a communicable disease.
3. Promote prenatal, infant and early childhood wellness.
4. Respond to public health crises.
5. Invest in staff training to ensure that staff can respond to emergency conditions, evaluate disease risk factors, and identify successful interventions.

The department is the focal point for the development and sustainment of the Skagit County Medical Reserve Corps (MRC) program which serves to augment local health care capabilities during emergency and/or disaster events. Skagit County MRC volunteers are recruited and trained by Skagit County Public Health Department personnel and are registered as Emergency Workers with the Skagit County DEM.

In the event of a public health emergency, the Skagit County Public Health Department will provide for and coordinate public health services within the community.

#### Hospitals:

Three hospitals serve Skagit County. Island Hospital is located in Anacortes; Skagit Valley Hospital is located in Mount Vernon; and United General Hospital is located in Sedro-Woolley. Twenty-four hour emergency room facilities are located at each hospital. Skagit Valley and Island Hospitals are rated Trauma Level III and United General Hospital is rated Trauma Level IV.

Each hospital maintains and exercises a disaster plan. These plans typically include checklists and procedures to deal with large, sudden influxes of patients resulting from mass casualty incidents, incidents involving terrorism and/or weapons of mass destruction, as well as other emergencies/disasters including emergency call up of off-duty personnel.

#### Emergency Medical Services:

Advanced Life Support (ALS) response to emergency medical incidents is provided by the Skagit County Emergency Medical Services (EMS) Commission, Anacortes Fire Department, and Aero Skagit Ambulance.

Basic Life Support (BLS) response to emergency medical incidents is typically provided by fire agencies. Most agencies have a portion of their personnel trained to either the "First Responder" or "Emergency Medical Technician" level.

The majority of fire agency personnel in Skagit County serve on a volunteer basis. They are not obligated to leave a family crisis or their workplace to assist emergency response and recovery efforts.

Many fire agencies within Skagit County have aid vehicles that are licensed by the Washington State Department of Health. While not licensed for patient transport, these aid vehicles may be used to transport patients to area hospitals with the approval of the on-duty medical control physician.

A few large industries have personnel that are trained to provide BLS response to emergency medical incidents occurring within their facilities.

Emergency medical response to remote wilderness locations within Skagit County is provided by Skagit County Search and Rescue.

Air ambulance services for Skagit County is available from Airlift Northwest based in Northwest Washington with units located in Arlington, Bellingham, Seattle and Olympia, Washington. Island Hospital, Skagit Valley Hospital, and United General Hospital each have designated helicopter landing pads.

Currently five (5) Mass Casualty Incident (MCI) trailers are pre-positioned at certain locations within Skagit County. These trailers are equipped with triage supplies, backboards, bandaging materials, oxygen supplies and delivery equipment, and personal protective equipment for responding agency personnel. The trailers are available to any jurisdiction faced with a Mass Casualty Incident.

EMS response is activated through the Skagit Emergency Communications (E 9-1-1) Center. This is a two-tiered system whereby both BLS units (first responders and emergency medical technicians) responding in fire service aid vehicles and ALS units (paramedics) responding in ambulances are dispatched simultaneously.

#### Mental Health:

Skagit County Community Services will utilize local mental health professionals and clergy to provide mental health services. If the need for mental health services cannot be met with local resources, outside assistance will be requested through normal emergency management channels.

The Skagit County Critical Incident Stress Management (CISM) Team and Skagit County Fire Support Officers (a chaplaincy and assistance program for those affected by emergencies) exist and operate within Skagit County for the purpose of providing Critical Incident Stress Management services for emergency responders. Team members are registered Emergency Workers with the Skagit County Department of Emergency Management.

#### Mortuary Services:

The Skagit County Coroner's Office is minimally staffed. Additional resources will be needed to adequately coordinate the recovery of fatalities, conduct forensic investigations, and determine the cause and manner of death following events causing mass fatalities.

### **B. Planning Assumptions**

#### Public Health:

A significant disaster may overwhelm local public health services. Assistance in maintaining the continuity of public health services may be required.

In the early stages of an event, it may be very difficult to fully assess the situation in order to determine the need for (and level of) public health services.

An emergency or disaster could pose public health threats related to communicable disease, food, water, wastewater, solid waste and dead animals.

Damage to chemical and industrial plants, wastewater treatment facilities, water treatment and distribution facilities, and agricultural manure lagoons as well as secondary hazards such as fires may result in the release of toxic materials. Such releases may result in contaminated water and food and could cause hazards to the public and response personnel.

Disruption of sanitation services and facilities, loss of power, and sheltering of people may increase the potential for disease.

Uninjured persons who require daily medications may have difficulty in obtaining these medications because of damage to or destruction of normal supply locations and/or general shortages within the disaster area.

#### Hospitals:

A significant natural, human-caused, or technological event that overwhelms local resources and the entire medical system will necessitate both state and federal emergency medical care assistance.

In the event of a major emergency or disaster there will be an increased need for all emergency medical service agencies to closely coordinate with each other to provide resources are directed to field units and casualties are transported to the proper hospital, clinic, or treatment center.

Hospitals, nursing homes, pharmacies, and other medical/healthcare facilities may be structurally damaged or destroyed. Those facilities that survive may be rendered unusable or only partially usable because of damage to utilities or the inability of personnel to report for duty due to personal injuries or damage to communications and transportation systems. Those facilities that remain in operation will probably be overwhelmed by “walking wounded” and seriously injured victims who are transported there in the immediate aftermath of the event.

In the event of massive increases in demand, medical supplies (including pharmaceuticals) and equipment will likely be in short supply. Damage to local communications and transportation systems could prevent timely re-supply.

An emergency or disaster resulting from an explosion, toxic gas, or radiation release could occur that may not damage the local medical system. However, such an event could produce a large concentration of specialized injuries that would overwhelm the local medical system.

#### Emergency Medical Services:

Ambulance and aid vehicle access may be hampered by such things as bridge failures, landslides, large amounts of debris, and so forth. Conventional travel to emergency medical locations may be extremely difficult or impossible.

Normal fuel supplies may not be available due to facility damage or lack of electricity to operate pumps. Alternate methods of fueling ambulances and aid vehicles may need to be used.

Regional and state fire mobilization plans may need to be activated to mobilize large numbers of apparatus and personnel.

#### Mental Health:

A catastrophic disaster may produce urgent needs for mental health crisis counseling for disaster victims and response personnel. In the early stages of an event, it may not be possible to fully assess the situation to determine need for and level of mental health



assistance.

Mortuary Services:

The Skagit County Coroner's Office will require assistance to provide adequate coroner and mortuary services in the event of a large-scale disaster.

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

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

Public Health:

If not already notified as part of the Skagit County Unified Command and with the potential for, or the occurrence of an event, the Department of Emergency Management will notify the Director of the Skagit County Public Health Department, OR the Skagit County Health Officer, or their designee and, if necessary, request that a representative from the health department report to the Skagit County EOC or appropriate municipal EOC to assist in coordinating public health related activities.

Public health response and recovery activities will be directed by the Skagit County Health Officer, the Director of the Skagit County Public Health Department, or their designee.

The Skagit County Health Officer, the Director of the Skagit County Public Health Department, or their designee will coordinate public health response and recovery activities with the appropriate local and state medical and public health officials and organizations. The Skagit County Health Officer, the Director of the Skagit County Public Health Department, or their designee will determine the need for isolation, detainment, and quarantine.

Skagit County Public Health Department staff will continuously acquire and assess information regarding the situation, identify the nature and extent of public health problems, and establish appropriate monitoring and surveillance of the situation to obtain valid on-going information.

The Skagit County Health Officer, the Director of the Skagit County Public Health Department, or their designee will coordinate the release of public information regarding public health matters with the Skagit County Board of Commissioners or the appropriate municipal officials AND the appropriate PIO or Joint Information Center (JIC). Public information regarding public health matters will be disseminated by all available means.

If additional support is required to protect public health, outside resources may be requested from the Skagit County Medical Reserve Corps, Region 1 Public Health District, the State of Washington Department of Health, or the federal government. Requests will be made through normal emergency management channels.

The Skagit County Health Officer, the Director of the Skagit County Public Health Department, or their designee, may also obtain supplemental state and federal assistance by direct request to the Director of the Washington State Department of Health.

Throughout response and recovery activities, the Skagit County Health Officer, the Director of the Skagit County Public Health Department, or their designee will evaluate and analyze

public health assistance requests and monitor the overall public health situation. Thorough documentation of public health activities shall be maintained by the Skagit County Health Officer, the Director of the Skagit County Public Health Department, or their designee.

The Skagit County Public Health Officer, the Director of the Skagit County Public Health Department, or their designee will prepare an after action report summarizing the activities of ESF #8 to include identified problems/solutions, and recommendations for improvements.

#### Hospitals:

During emergency and/or disaster events, local hospitals will operate to the best of their abilities according to their established individual disaster plans to provide medical care and services to the general public.

Local hospitals maintain plans to coordinate their operations within the county and within the Region 1 Public Health District comprised of Island, San Juan, Skagit, Snohomish, and Whatcom counties.

#### Emergency Medical Services:

Local EMS plans shall detail operational concepts and responsibilities to assure that the Emergency Medical Services System existing in the area will be capable of providing mass casualty emergency medical services during emergency or disaster events.

The provision of basic and advanced life support services shall be provided per local plans and Standard Operating Procedures as well as ALS and BLS protocols. In the event of a major emergency or disaster, Skagit County will rely on existing local, regional, and inter-county mutual-aid agreements to provide field EMS resources. Additional state and federal resources may be requested through the Washington State Military Department, Emergency Management Division.

All disaster emergency response shall be organized under the NIMS (National Incident Management System) Incident Command System and/or the Unified Command System.

Skagit County and the municipalities within the county may need to rely on the use of private health care facilities and pharmacies to augment existing emergency medical services during a catastrophic disaster.

Two EMS representatives to the EOC will be pre-selected by the Skagit County Emergency Medical Services Commission. Upon activation of the Skagit County EOC and depending upon the nature and severity of the event, the EMS representatives will report to the EOC to assist in coordinating EMS response and recovery activities.

Mobilization of regional and/or state fire service resources shall be requested through normal emergency management channels.

If, due to the size and severity of the emergency or disaster, regional and/or state fire mobilization is enacted to provide EMS field personnel and/or equipment, the emergency medical services EOC representatives will maintain liaison with the Northwest Region Fire Coordinator in order to coordinate local, regional, and state fire service resources.

The Skagit County Public Works Department and/or city/town public works/street department will provide for and coordinate the use of heavy equipment such as backhoes, excavators, loaders, dump trucks, and so forth used to perform debris clearance activities and otherwise support emergency medical services response and recovery activities.

The Skagit Emergency Communications (E 9-1-1) Center is the focal point for disseminating alert and warning information to all emergency medical service agencies. Upon receiving alert and warning information, first response agencies are responsible for notifying both on-duty and off-duty staff to alert them of the situation and, if necessary, request that off-duty personnel report for duty.

All emergency medical service agencies within Skagit County operate on a 24-hour basis. Each agency has two-way radio communications links between their respective mobile units and the Skagit Emergency Communications Center.

Advanced Life Support ambulances utilize cellular telephone and MEDCOM mobile radios as their primary communication links with local hospitals.

#### American Red Cross:

The American Red Cross provides emergency first-aid and health care for minor illnesses and injuries to victims in mass care shelters. In addition, the American Red Cross assists in obtaining daily medications for those who have lost or are unable to obtain them due to the disaster.

#### Mental Health:

If, after a significant disaster event, it is determined that there is a need (or could be a need) for mental health services, the Skagit County Public Health Officer, the Director of the Skagit County Public Health Department, or their designee shall make contact with the Skagit County Human Services Director, or their designee and request that a mental health representative report to the Skagit County EOC, or appropriate municipal EOC, to coordinate mental health related activities.

The Skagit County Community Services Director or designee shall be responsible for coordinating all mental health and counseling services during both the response phase and the recovery phase of the event. Depending upon the situation, the Skagit County Community Services Director, or designee shall request assistance from any and all appropriate resources so as to provide for the mental health needs of the community through normal emergency management channels.

The Skagit County Community Services Director or designee shall monitor and evaluate the need for mental health services throughout the response phase and recovery phase of the event so as to coordinate and provide for the mental health needs of disaster victims.

The Skagit County Community Services Director or designee will coordinate the release of public information regarding mental health matters with the Skagit County Public Information Officer, appropriate municipal Public Information Officer, or the Joint Information Center (JIC), if established.

The Skagit County Community Services Director or designee shall ensure that proper documentation of all disaster-related mental health activities is maintained and that an after-action report summarizing all mental health related activities is prepared following the event.

The after-action report should identify problems encountered and make recommendations for improvements, if needed, in responding to future events.

#### Mortuary Services:

According to RCW 68.50.010, the Coroner has jurisdiction over bodies of all deceased persons who come to their death suddenly when in apparent good health without medical attention within the thirty-six (36) hours preceding death.

Local funeral directors may assist in the processing of human remains at the discretion of the Coroner.

If local resources for proper identification, handling, and disposition of the dead are exceeded, the state and/or federal government may provide supplemental assistance. The Skagit County Coroner may request such assistance through normal emergency management channels.

State-wide information for missing and dead persons is coordinated by the Washington State Military Department Emergency Management Division. The Sheriff's Office compiles information regarding missing persons. The Coroner identifies deceased persons.

### **A. Mitigation Activities**

#### Health Department:

1. Conduct public health awareness and education programs.
2. Conduct disease prevention programs including immunizations.
3. Conduct pollution prevention programs.

### **B. Preparedness Activities**

#### Health Department:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Develop and maintain a close working relationship with the Washington State Department of Health and the Centers for Disease Control and Prevention.
3. Make sure personnel are trained to perform assigned duties.
4. Recruit, train and register a cadre of Medical Reserve Corps (MRC) volunteers.
5. Conduct a disease reporting and surveillance program.
6. Develop a plan and secure facilities for receiving and distributing medical supplies from the Strategic National Stockpile.
7. Participate in trainings, drills, and exercises in support of this ESF.

#### Primary and Support Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Encourage agency personnel to participate in trainings, drills, and exercises.

## **C. Response Activities**

### Health Department:

1. If needed, declare a public health emergency.
2. If needed, request activation of the Skagit County EOC; report to EOC to fulfill position assignments in support of disaster response activities.
3. Provide public health alerts and/or information to the public.
4. Manage disease control operations.
5. If needed, provide for surge capacity at local hospitals.
6. If needed, institute isolation, detainment, and/or quarantine measures to minimize disease spread.
7. Determine situation and request additional/outside resources as needed to adequately meet the needs of the event.
8. Properly document all actions and maintain accurate expense records.

### Primary and Support Agencies:

1. Activate and staff the Skagit County EOC in support of this ESF.
2. Perform public health services, emergency medical services, mental health services, and mass fatality management within agency scope, responsibility, and capability.
3. Properly document all actions and maintain accurate expense records.

## **E. Recovery Activities**

### Health Department:

1. Monitor recovery activities, continue to identify needs, and provide public health and medical services as determined by the event.
2. Replenish supplies and provide operational readiness of equipment and facilities.
3. Demobilize resources and return to normal activities.
4. Prepare an after-action report summarizing the activities of ESF #8 to include identified problems/solutions, and recommendations for improvements.

### Primary and Support Agencies:

1. Continue to provide public health services, emergency medical services, mental health services, and mass fatality management within agency scope, responsibility, and capability as determined by the event.
2. Replenish supplies and insure operational readiness of equipment and facilities.
3. Demobilize resources and return to normal activities.
4. Upon request, assist the Health Department in preparing an after-action report.

## **V. RESPONSIBILITIES**

### **A. Health Department**

It is the responsibility of the Skagit County Public Health Department to institute any and all public health measures, as required, to provide for and/or coordinate health and sanitation services including:

- Providing public health and disease prevention information to the public.
- Management of disease control activities.
- Declaration of a public health emergency.
- Provide for surge capacity at local hospitals.
- Institute isolation, detainment, and quarantine.
- Deployment of Strategic National Stockpile assets.
- Develop, train, maintain, and activate the Skagit County Medical Reserve Corps (MRC) volunteers.
- Provide food and water quality control.
- Management and collection/disposal of human waste.
- Mitigation of environmental health hazards.
- Coordination of health and sanitation services at mass care facilities.
- Detection/identification of possible sources of contamination dangerous to the general public and the community.
- Coordination of the burial and/or disposal of dead animals.
- Documentation of all public health response and recovery activities.
- Preparation of an after-action report.

### **B. Hospitals**

- Develop, maintain, and exercise disaster plans.
- Encourage collaborative measures, agreements and/or Memorandum of Understandings (MOUs) with other healthcare providers ie: The Healthcare Mutual Aid Plan (HMAP), Washington Region 1 Memorandum of Understanding
- Train all appropriate personnel for disaster operations.
- Develop and maintain procedures and protocols for reducing facility patient population for events that may require evacuation and for continuing medical care for those patients that cannot be evacuated.
- Initiate in-house disaster plans, calling in off-duty personnel, and determining if additional outside medical resources are needed.

### **C. Emergency Medical Services (EMS) Agencies**

- Develop, maintain, and exercise multiple-casualty incident (MCI) plans.
- Make sure all personnel are familiar with procedures for MCI events.
- If needed, activate pre-staged MCI resources.
- Provide for a system to re-call off-duty personnel.
- Maintain ALS and BLS ambulances in a state of readiness.

**D. American Red Cross**

- Provide first aid according to American Red Cross policy within mass care sites.
- If needed, coordinate and provide for the procurement and distribution of daily medications for those who have lost or are unable to obtain them due to the disaster.
- If needed, assist in providing mental health counseling services within capabilities.

**E. Skagit County Community Services**

- Assess the need for mental health and/or counseling services for disaster victims.
- If needed, coordinate the organization and delivery of mental health and/or counseling services, as necessary.

**F. Coroner**

- Provide for the identification, handling, and disposition of the dead including the issuance of a "Certificate of Death".
- Originate requests for state and federal assistance to provide mortuary services.

**G. Department of Emergency Management**

- Coordinate requests for outside resources with requesting agencies and the Washington State Military Department, Emergency Management Division.
- Assist in providing overall coordination of local, state and federal resources to support local public health response and recovery activities.
- Serve as liaison between local government and ministerial, religious, and other voluntary organizations for disaster related activities and assist in coordinating response and recovery activities of these organizations.
- Provide liaison between local agencies and the Washington State Military Department Emergency Management Division.

## **EMERGENCY SUPPORT FUNCTION #9 SEARCH AND RESCUE**

**PRIMARY AGENCIES:** Skagit County Sheriff's Office  
Municipal Law Enforcement Agencies  
Skagit County SAR Council

**SUPPORT AGENCIES:** Department of Emergency Management  
Washington State Military Department Emergency  
Management Division  
Federal Emergency Management Agency

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the effective utilization of search and rescue (SAR) resources and provide for the direction, control, and coordination of various types of search and rescue operations.

#### **B. Scope**

This ESF addresses wilderness and urban/rural search and rescue operations involving searches and rescues by ground, air, and water to provide life-saving, search, and/or rescue of persons (including persons with special needs) and the rescue of companion animals during the response phase and recovery phase of emergency and disaster events.

This ESF is applicable only to search and rescue operations occurring separately or coincidentally with a significant natural, human-caused, or technological emergency or disaster. This ESF does not address routine day-to-day search and rescue operations and/or activities. This ESF also does not address search and rescue operations typically conducted by fire service agencies such as searching for and rescuing persons within a burning building and the extrication of entrapped persons in vehicles at automobile accidents.

### **II. POLICIES**

The Skagit County Sheriff's Office is responsible for coordinating search and rescue operations and training of SAR volunteers within Skagit County. The Skagit County Sheriff will appoint one or more deputies within his/her office as SAR Coordinator(s). SAR Coordinator(s) shall work closely with the Skagit County SAR Council and the Department of Emergency Management in order to provide overall coordination and continuity of SAR services.

Search and Rescue activities shall be per state and local operation plans adopted by the elected governing body of each local political subdivision. (RCW 38.52.400)

The National Incident Management System (NIMS) shall be utilized during all SAR operations in accordance with RCW 38.52.400 (1).



Skagit County SAR Council training records shall be maintained by the Skagit County Sheriff's Office.

All Skagit County SAR Council volunteers are registered as emergency workers with the Department of Emergency Management. (RCW 38.52.400 [1])

Upon request of the Skagit County Sheriff's Office, the Department of Emergency Management may assist with the coordination and/or delivery of support services to Skagit County SAR volunteers.

Skagit County SAR volunteers must be a registered member of the Skagit County SAR Council and must be properly trained for their respective assignment. Training requirements should be assignment-specific and are to be developed by the SAR Coordinator(s) and approved by the Skagit County Sheriff.

Urban SAR or heavy rescue operations (such as collapsed building search and rescue) shall be a team effort comprised of fire service, law enforcement, emergency management, public works/street department personnel/equipment, and other agencies or organizations that may be required due to the nature and/or complexity of the incident. Search and rescue volunteers are not trained or equipped to be involved in these types of SAR or heavy rescue operations.

### **III. SITUATION**

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

Due to its location, Skagit County provides easy access to numerous outdoor and backcountry recreational activities for local residents and visitors to the county. On occasion, these persons may become lost, injured, or killed in the pursuit of these activities.

Additionally, companion animals may require rescue as a result of emergency and/or disaster events.

The Skagit County SAR Council is comprised of various groups that operate under the direction and supervision of the Skagit County Sheriff's Office for the purpose of providing SAR services to persons and companion animals. The number of SAR volunteers registered with the council varies on a continual basis.

Skagit County SAR volunteers provide their services during all types of weather and climate conditions as well as in all types of locations and terrain.

The Skagit County EOC is not typically activated for SAR missions. The SAR Coordinator(s), sometimes assisted by other Deputies, establish a Command Post or report to a Command Post that may have been already established by the jurisdictional law enforcement or fire agency to direct and oversee SAR operations. The SAR Coordinator(s) also arrange for feeding and other logistical support that may be required.

## **B. Planning Assumptions**

People will become lost, injured, or killed thereby requiring search and rescue activities within Skagit County. Companion animals may require rescue due to a variety of reasons.

An emergency or disaster may cause buildings to collapse leaving persons in life-threatening situations and requiring prompt urban search and rescue and medical care.

Large numbers of local residents and volunteers may initiate or assist in urban search and rescue activities and will require coordination and direction.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

The Skagit County Sheriff's Office is responsible for coordinating SAR operations.

Search and rescue operations within the unincorporated areas of Skagit County and the towns of Concrete, Hamilton, La Conner, and Lyman shall be directed by the Skagit County Sheriff's Office.

Search and rescue operations within the cities/towns of Anacortes, Burlington, Mount Vernon, and Sedro-Woolley shall be directed according to individual jurisdictional operational plans and/or agreements in cooperation with the Skagit County Sheriff's Office in order to properly oversee and manage search and rescue volunteer personnel.

Search and rescue programs are developed at all levels of government through public awareness and school programs combined with training and education for professional and volunteer SAR units, as well as for the organization and deployment of response units.

The Skagit County SAR Council provides assistance to the Skagit County Sheriff's Office by providing qualified, equipped, and properly registered volunteers to assist in search and rescue operations and emergency/disaster response as requested by either agency.

Local jurisdictions have the responsibility to establish criteria and standards for emergency workers whom they register for SAR purposes. This may include the demonstrated proficiency of the worker to perform emergency activities as indicated by assignment and personnel class. (WAC 118-04)

The Skagit County SAR Council ensures that all member units support the objectives of the Council and that members adhere to all state and county requirements.

The Department of Emergency Management, upon the request of the SAR Coordinator, will obtain a Mission Number from the Washington State Duty Officer for SAR missions.

The Skagit Emergency Communications (E 9-1-1) Center provides dispatch services for Skagit County SAR volunteers. Skagit County SAR volunteers are on-call on a 24-hour basis and are activated via pager and/or telephone. All Skagit County SAR vehicles are equipped with two-way radios to provide communication links between respective mobile units and the Skagit Emergency Communications (E 9-1-1) Center.

During emergency or disaster events, Skagit County SAR Council volunteers may be activated to assist law enforcement agencies in conducting evacuations and conducting citizen welfare checks in isolated areas.

A dedicated radio frequency (155.160 MHZ) is utilized statewide for search and rescue purposes and is Skagit County's primary search and rescue radio frequency.

The Skagit County EOC is not typically activated for SAR Missions. However, depending upon the magnitude and/or duration of a SAR Mission, the EOC may be activated to provide coordination, technical, logistical, and/or administrative support to SAR operations.

Currently, an adequate number of SAR volunteers can be activated for most SAR missions from within the Skagit County SAR Council. However, the council cannot provide all necessary equipment or personnel to cope with all types of SAR missions. Depending upon the complexity, location, or other special factors, additional SAR units may be requested from neighboring jurisdictions or the Washington State Military Department Emergency Management Division. All requests for outside resources will be made through normal emergency management channels.

Skagit County SAR Council volunteers may be activated and mobilized to assist accessing isolated areas via four-wheel-drive vehicle, snow mobile, boat or any other means available to conduct citizen welfare checks and evacuation.

Additional special skills, expertise, or equipment to support local search and rescue operations is coordinated by the Washington State Military Department, Emergency Management Division when local capabilities have been exceeded.

Local search and rescue field operations will utilize all available communications methods needed to carry out effective operations. If needed, supplemental communications systems will be requested from the Washington State EOC to assist with local search and rescue operations.

**NOTE:** Urban SAR or heavy rescue operations (such as collapsed building search and rescue) typically involve various agencies such as fire service, law enforcement, emergency management, public works or street department personnel/equipment, and other agencies or organizations that may be required due to the nature and/or complexity of the incident. Search and rescue volunteers are not typically involved in these types of SAR or heavy rescue operations.

If required due to the size and complexity of the incident, Urban SAR teams will be requested through normal emergency management channels.

## **B. Preparedness Activities**

### Primary Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Develop and conduct a training program for agency personnel.
3. Provide operational readiness of apparatus and equipment.
4. Participate in local emergency/disaster drills and exercises.

## **C. Response Activities**

### Primary Agencies:

1. Conduct SAR activities in support of this ESF and the Skagit County CEMP.
2. Coordinate the mobilization of personnel, apparatus, and equipment required to conduct disaster SAR related missions.
3. Request additional resources via normal emergency management channels.
4. Maintain accurate personnel and expense records.

### Support Agencies:

1. If needed, activate and staff the Skagit County EOC (or appropriate municipal EOC) to assist in coordinating SAR resources and activities in support of this ESF and the Skagit County CEMP.
2. Maintain accurate expense records.

## **D. Recovery Activities**

### Primary and Support Agencies:

1. Demobilize resources and return to normal activities.
2. Report injuries as well as damaged or lost equipment.
3. Coordinate repairs and/or replacement of damaged or lost apparatus and equipment.

## **V. RESPONSIBILITIES**

### **A. Skagit County Sheriff**

Make SAR policy decisions; develop and maintain SAR disaster plans and procedures as well as inventory lists of equipment and personnel.

Direct and coordinate all ground and/or water SAR operations within Skagit County and the towns of Hamilton and Lyman; if necessary, request activation of aircraft for use in SAR operations.

Upon request, assist municipal law enforcement agencies according to individual jurisdictional operational plans and/or agreements in the direction and coordination of search and rescue operations within the cities/towns of Anacortes, Burlington, Mount Vernon, and Sedro-Woolley.

Establish training standards and criteria for SAR volunteers based upon SAR assignment and volunteer class in accordance with WAC 118-04. Ensure volunteer SAR personnel are properly registered as emergency workers, have the proper training/experience, equipment and identification.

Appoint a SAR Coordinator(s) who will assist in recruiting SAR volunteers; oversee SAR training; direct and control SAR field operations and activities; and serve as the Skagit County Sheriff's Office point of contact for local SAR units.

Maintain records of SAR training's and missions.

If needed, coordinate SAR activities with other agencies and volunteer organizations.

Provide claims for compensation, injury, and damage that are submitted in accordance with RCW 38.52.400.

### **B. Skagit County SAR Council**

Provide a forum for Skagit County SAR groups to meet and exchange information and ideas regarding SAR related issues.

Assist the SAR Coordinator in training volunteer SAR personnel.

Provide volunteer SAR personnel and equipment (as available) for SAR related missions and perform tasks as directed by SAR Coordinator.

Account for and maintain vehicles and equipment utilized in SAR operations.

### **C. Department of Emergency Management**

Register SAR volunteers in accordance with WAC 118-04 and issue identification card indicating emergency assignment.

Obtain SAR mission numbers from the Washington State Duty Officer upon request of the SAR Coordinator.

Request additional and/or outside resources (such as Urban SAR teams) as needed from the Washington State Military Department Emergency Management Division.

Assist in the coordination of multiple agencies/organizations in performing complex search and rescue activities.

Maintain records on training missions and actual missions and forward to Washington State Military Department, Emergency Management Division.

Administer search and rescue claims and forwards appropriate records and reimbursement requests to the Washington State Military Department Emergency Management Division.

### **D. Washington State Military Department Emergency Management Division**

Upon the request of Skagit County Department of Emergency Management, request Urban SAR teams or other specially trained SAR personnel through normal emergency management channels.

### **E. Federal Emergency Management Agency**

Tasks federal agencies to perform SAR activities under a Declaration of Emergency or Major Disaster Declaration by the President.

## **EMERGENCY SUPPORT FUNCTION #10 OIL AND HAZARDOUS MATERIALS RESPONSE**

FOR OIL AND HAZARDOUS MATERIALS, PLEASE REFER TO THE CURRENT  
***SKAGIT COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)  
HAZARDOUS MATERIALS CONTINGENCY PLAN***  
THAT IS PUBLISHED AS A SEPARATE DOCUMENT

INCIDENT ANNEX A, TITLED  
***TERRORISM/WEAPONS OF MASS DESTRUCTION RESPONSE PLAN***  
PERTAINS TO CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL  
INCIDENTS THAT IS PUBLISHED AS A SEPARATE DOCUMENT AND IS EXEMPT  
FROM PUBLIC DISCLOSURE IN ACCORDANCE WITH RCW 42.17.310 (1) (ww)

## **EMERGENCY SUPPORT FUNCTION #11 AGRICULTURE AND NATURAL RESOURCES**

### **I. BACKGROUND INFORMATION**

#### **A. Agriculture**

*Skagit County is one of the largest and most diverse agricultural communities west of the Cascade Range; agriculture is the Number 1 industry in Skagit County.*

Local farmers produce about \$300 million worth of crops, livestock, and dairy products<sup>1</sup> on 1215 farms located on 108, 541 acres of land<sup>2</sup> mostly within the 100-year floodplain of the Skagit River. More than 17,000 dairy cattle graze on approximately 74 dairy farms and over 90 different crops are grown in the county. Crops of notable importance include: blueberries, raspberries, strawberries, tulips, daffodils, pickling cucumbers, specialty potatoes, apples and vegetable seed. More tulip, iris, and daffodil bulbs are produced here than in anywhere else in the United States; 95% of the red potatoes grown in Washington are from Skagit County.

#### **B. Timber and Wilderness Lands**

Within Skagit County, federal and state agencies own and manage a significant area of the county. Uses include timber harvest lands as well as recreational and wilderness areas. The largest area of contiguously owned land within the county is the Mount Baker-Snoqualmie National Forest managed by the United States Forest Service. The Washington State Department of Natural Resources also manages a large area of non-contiguous ownership throughout the county. The National Park Service controls lands in North Cascades National Park and the Ross Lake Wilderness Area located within the northeastern portion of the county.

Timber and Wilderness acreage ownership/management within the county is listed below:

- |                                    |               |
|------------------------------------|---------------|
| ▪ United States Forest Service:    | 282,812 acres |
| ▪ National Park Service:           | 214,378 acres |
| ▪ Department of Natural Resources: | 131,206 acres |
| ▪ Private Forest Lands:            | 331,700 acres |

#### **C. Fish and Wildlife**

The Skagit Wild and Scenic River System includes 158.5 miles of the Skagit River and its tributaries—the Sauk, Cascade, and Suiattle rivers. The Skagit is the only river system in Washington which supports all five species of salmon: Chinook, chum, Coho, pink and sockeye. It is home to six of the region's 22 populations of threatened Chinook salmon and the largest population of listed bull trout. It contains the largest pink salmon stock in Washington as well as steelhead.

The estuarine and intertidal ecosystems are critical habitat for salmon, other marine fish which use estuaries, and wintering raptors and waterfowl.

The Skagit Delta contains large concentrations of wintering waterfowl, shorebirds, and raptors. A significant portion of an entire Trumpeter Swan population winters in the area as well as the entire population of gray-bellied brant, a subpopulation of brant geese. The delta is also the winter home to thousands of snow geese and ducks each year.

The North Cascade elk herd is the smallest of ten herds residing in the state. It is the northern most herd in western Washington and a valued cultural, subsistence, and ceremonial resource to the Native American people of the area. The herd population is estimated at about 800-850 elk.

## II. Emergency Support Function Organization

As outlined in the National Response Framework, the scope of Emergency Support Function #11 includes the following functions:

1. Nutrition assistance
2. Animal and plant disease and pest response
3. Food safety and security
4. Natural and cultural resources and historic properties protection and restoration
5. Safety and well-being of household pets

Due to this wide ranging scope, it is difficult to describe the organization of Skagit County and the incorporated municipalities as it pertains to these functions in standard ESF format. For this reason, the format of this ESF has been modified and separate sections (tabs) for each function have been developed as listed below:

- **Tab 11-1; Food and Water**
- **Tab 11-2; Food Safety and Security**
- **Tab 11-3; Large Animal Relocation and Support**
- **Tab 11-4; Animal/Plant Disease and Pest Response**
- **Tab 11-5; Natural/Cultural and Historic Properties Protection and Restoration**
- **Tab 11-6; Safety and Well-Being of Household Pets**

<sup>1</sup> Washington State University Extension-Skagit County website:  
<http://county.wsu.edu/agriculture/Pages/default>

<sup>2</sup> 2007 Census of Agriculture for Skagit County, WA, USDA



**TAB 11-1  
FOOD AND WATER  
(IN SUPPORT OF MASS CARE SERVICES)**

**COOPERATING AGENCIES:** American Red Cross  
Department of Emergency Management  
Skagit County Public Health Department  
Washington State Military Department, Emergency  
Management Division  
Federal Emergency Management Agency (FEMA)

**I. INTRODUCTION**

**A. Purpose**

The purpose of this tab is to provide for the management and distribution of food and water within Skagit County and the incorporated municipalities within the county during and immediately following an emergency or disaster.

**B. Scope**

This tab is applicable to situations within Skagit County and the incorporated municipalities within the county when it will be necessary to provide food, water, and/or mass feeding to large groups of people. Included in this tab is the provision and distribution of bulk food and water to the event site and/or designated staging areas. This tab closely supports Mass Care as described in ESF #6.

**II. POLICIES**

Skagit County and the incorporated municipalities within the county will rely on local resources of food and water for as long as those resources are available and are able to be delivered to the affected population(s) in a timely manner.

Skagit County and the incorporated municipalities within the county will rely on outside agencies such as the Washington State Military Department, Emergency Management Division and other state and federal agencies to provide and coordinate the delivery of emergency food and water supplies on a long-term basis.

In the event of a major disaster, the Skagit County Department of Emergency Management will rely on the Washington State Military Department, Emergency Management Division, the Federal Emergency Management Agency, and other state and federal agencies to provide food and water supplies to designated staging areas and to assist in the coordination of all activities relating to providing food and water supplies.

The priority of providing food and water will be to areas of acute need, then to areas of moderate need. The use of congregate care feeding arrangements as the central location for the distribution of food supplies will be encouraged.

### **III. SITUATION**

#### **A. General**

A major disaster that impacts a significant population of the county will overextend the resources of Skagit County and the incorporated municipalities within the county to adequately respond. In the event of a major disaster, local government will be forced to rely on various state and federal agencies to provide food and water to support mass care services.

Skagit County and the incorporated municipalities within the county do not maintain inventories of food and/or potable water for emergency distribution following a disaster and have very few facilities that could be used to prepare food and/or function as mass care feeding facilities.

The American Red Cross, local food banks, and local religious organizations have the capability to provide limited food and water supplies to designated emergency or disaster staging areas in the event of a minor or moderate emergency or disaster.

#### **B. Planning Assumptions**

A significant emergency or disaster will deprive substantial numbers of people access to and/or the means to prepare food and obtain water. In addition to substantial disruption to the commercial supply and distribution network, an event may partially or totally destroy food products stored in the affected area.

Providing food and water during and immediately after a catastrophic event will tax every governmental, social service, and volunteer agency within Skagit County.

Skagit County and the incorporated municipalities within the county may be unable to meet all of the food and water needs of the local population following a major or catastrophic event. Local government may need to rely on various state and federal agencies to provide and distribute emergency food and water to victims of the event.

Individuals and families will be displaced from their homes and will be provided shelter by one or more volunteer organizations.

On-hand food and water inventories at volunteer organizations will be inadequate to support the number of individuals requiring shelter.

A great percentage of the water supply will be unusable requiring juices or portable water supplies to be made available.

There could be a near total disruption of energy sources; most commercial cold storage and freezer facilities in the affected area will be inoperable.

Transportation routes to the affected area may be damaged or destroyed requiring the use of alternate methods and/or routes to deliver food and water supplies.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

Skagit County and the incorporated municipalities within the county do not have the resources to provide mass care services or purchase/distribute food and water. Local government will make every effort, within their ability, to provide and/or distribute emergency food and water to the local population by coordinating with the local American Red Cross, local food banks, and local faith-based organizations.

Skagit County Department of Emergency Management will coordinate with and may request assistance from the Washington State Military Department, Emergency Management Division, the Federal Emergency Management Agency, and other state and federal agencies to provide, and distribute bulk supplies of food and water to emergency/disaster areas.

Depending upon the severity of the situation, Skagit County or the incorporated municipalities may need to purchase supplies of food and water to meet the needs of the community. If supplies of food and water do need to be purchased, EOC personnel should make a sincere effort to follow jurisdictional procurement procedures and will strive to adhere to procurement standards in the Federal Regulations (44 CFR 13.36).

Logistics and Resource personnel will coordinate resource ordering and procurement with the Finance/Administration Section Chief and will utilize the On-Call Emergency Event Vendor List in obtaining required materials, supplies, and services during a declared emergency by the Board of County Commissioners.

The Skagit County Public Health Department will act within agency capabilities and, if needed, request assistance from state and federal agencies to ensure that all food and water utilized for mass care purposes is stored and distributed according to health regulations.

Within organizational capabilities, the American Red Cross and other organizations will provide mass care services as identified in ESF #6 of this plan.

### **B. Preparedness Activities**

#### Cooperating Agencies:

1. Develop and maintain agency procedures and checklists in support of this function.
2. Develop a plan for the procurement, storing, and delivery of food and water to support mass care services.
3. Develop and maintain close working relationships with other cooperating agencies.
4. Participate in local trainings, drills, and exercises.

### **C. Response Activities**

#### Cooperating Agencies:

1. Establish and maintain a communication link between activated mass care locations and the Skagit County EOC.
2. Establish, maintain, and manage logistical support as needed to provide food and

- water.
- 3. Upon request, provide an agency representative to the Skagit County EOC.
- 4. Work cooperatively to determine food and water needs, provide service within agency capabilities, and request assistance from appropriate sources.
- 5. Evaluate situation and if needed, begin preparation for the delivery of long-term mass care services.
- 6. Maintain accurate expense records.

## **B. Recovery Activities**

### Cooperating Agencies:

- 1. If needed, support long-term disaster recovery activities consistent within agency mission and capabilities.
- 2. Coordinate procurement, storage, and delivery of food and water through normal emergency management channels.
- 3. Demobilize resources and return to normal activities.

## **V. RESPONSIBILITIES**

### **A. American Red Cross**

Sign agreements with local schools, churches, governmental jurisdictions or agencies, and other organizations, prior to an event, for the use of buildings and/or facilities as emergency mass feeding locations and food storage facilities.

Recruit and train volunteer staff in emergency mass feeding procedures and operations.

Coordinate with the Department of Emergency Management in the development of local mass feeding programs and capabilities.

Provide mass feeding operations in accordance with the American Red Cross Disaster Services Regulations and Procedures.

Upon request, provide mobile food service to emergency/disaster workers and victims.

Maintain a close working relationship with other local, territory, state, and national American Red Cross officials.

Identify other local organizations that may be able to assist in providing food and water to support mass care services during a major disaster.

### **B. Department of Emergency Management**

In cooperation with the American Red Cross, develop and maintain current plans and procedures to provide for the control and distribution of emergency food and water supplies to meet immediate and urgent needs within Skagit County and the incorporated municipalities within the county.

Coordinate with the American Red Cross, local food banks, local religious organizations,

Skagit County Health Department, and the Skagit County Senior Services Department regarding the establishment of staging areas for the distribution of emergency food and water supplies and the establishment of mass feeding locations and/or facilities.

Based upon the situation, coordinate with the American Red Cross and other organizations to determine which facilities could be used for mass distribution of food and water.

If needed, request assistance and/or support for the purchasing, procuring, and distributing of emergency food and water to the affected area(s) through normal emergency management channels.

Coordinate the release and dissemination of public information regarding emergency food and water operations with the appropriate Public Information Officer and/or the Joint Information Center.

### **C. Skagit County Public Health Department**

Analyze emergency potable water supplies to ensure that they are free from contamination.

Conduct and/or coordinate health/sanitation inspections of food and feeding locations utilized for mass care purposes; identify deficiencies and make recommendations to correct problems.

### **D. Washington State Military Department, Emergency Management Division**

Upon request, assist local government in coordinating and/or providing for the procurement, delivery, and mass distribution of emergency food and water to affected emergency/disaster areas.

If needed, request the assistance of state agencies and private organizations having the capability to provide emergency mass feeding and emergency potable water as requested by local government.

If needed, request the assistance of the Federal Emergency Management Agency and/or other federal agencies/organizations having the capability to provide emergency food and water supplies/operations to affected local governments.

### **E. Federal Emergency Management Agency**

Upon request, assist the Washington State Military Department, Emergency Management Division in coordinating and/or providing for the procurement, delivery, and mass distribution of emergency food and water to affected emergency/disaster areas.

## **TAB 11-2 FOOD SAFETY AND SECURITY**

**COOPERATING AGENCIES:** Washington State Department of Agriculture  
Washington State Department of Health  
Washington State Military Department, Emergency  
Management Division  
Various Federal Agencies  
Skagit County Public Health Department  
Skagit County Department of Emergency Management

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this tab (as stated in the Washington State Comprehensive Emergency Management Plan dated August 2012) is to provide for the assurance of food safety and security under Washington State Department of Agriculture jurisdictions and authorities during and immediately following an emergency or disaster.

#### **B. Scope**

This tab (as stated in the Washington State Comprehensive Emergency Management Plan dated August 2012) is applicable to the inspection and verification of food safety aspects of slaughter and processing plants, products of distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; food processing and distribution plant closures; food-borne disease surveillance; and field investigations.

### **II. STATEMENTS OF POLICY AND SITUATION**

The purpose and scope of this tab are beyond the capability of local governments; these services are typically provided by various state and federal agencies.

In the event actions need to be taken to provide the assurance of food safety and security during and immediately following an emergency or disaster event, Skagit County and the incorporated municipalities within the county will rely on (and cooperate with) state and federal agencies to insure local food supplies are safe and secure as outlined in the Washington State Comprehensive Emergency Management Plan dated March 3, 2006.

### **III. PLANNING ASSUMPTIONS**

Skagit County and the incorporated municipalities will not be able to insure the safety and security of food sources during and immediately following an emergency or disaster.

Various state and federal agencies will be available to ensure the safety and security of food sources during and immediately following an emergency or disaster.

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

Upon becoming aware of a potential or actual problem with the safety and/or security of food sources, Skagit County Department of Emergency Management will request assistance from the Washington State Military Department, Emergency Management Division to provide resources and programs to monitor the safety and security of food sources.

Upon the request of Skagit County Department of Emergency Management, the Washington State Military Department, Emergency Management Division will request assistance from various state and federal agencies to provide resources and programs to ensure the safety and security of food sources.

Skagit County and the incorporated municipalities within the county will cooperate and coordinate with various state and federal agencies ensure the safety and security of food sources during and immediately following an emergency or disaster.

Mitigation, preparedness, response, and recovery activities pertaining to the safety and security of food sources are listed in the Washington State Comprehensive Emergency Management Plan dated August 2012.

#### **V. RESPONSIBILITIES**

Responsibilities of state agencies pertaining to the safety and security of food sources are listed in the Washington State Comprehensive Emergency Management Plan dated August 2012.

Responsibilities of federal agencies pertaining to the safety and security of food sources are listed in the National Response Framework.

The Skagit County Public Health Department and the Skagit County Department of Emergency Management will cooperate and coordinate with various state and federal agencies to provide the safety and security of food sources during and immediately following an emergency or disaster.

**TAB 11-3  
LARGE ANIMAL RELOCATION AND SUPPORT**

*This document will be developed at a future date.*



## **TAB 11-4 ANIMAL/PLANT DISEASE AND PEST RESPONSE**

**COOPERATING AGENCIES:** Washington State Department of Agriculture  
Washington State Department of Natural Resources  
Washington State Department of Fish and Wildlife  
Washington State Department of Health  
Washington State Department of Ecology  
Washington State Military Department, Emergency  
Management Division  
Various Federal Agencies  
Washington State University Skagit County Extension  
Skagit County Noxious Weeds Department  
Skagit County Public Health Department  
Skagit County Department of Emergency Management

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this tab (as stated in the Washington State Comprehensive Emergency Management Plan dated August 2012) is to provide for the control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plant pest infestation.

#### **B. Scope**

This tab (as stated in the Washington State Comprehensive Emergency Management Plan dated August 2012) is applicable to the implementing of an integrated federal, state, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plant pest infestation. This tab closely supports and coordinates with ESF #8 – Public Health and Medical Services.

### **II. STATEMENTS OF POLICY AND SITUATION**

The purpose and scope of this tab are beyond the capability of local governments; these services are typically provided by various state and federal agencies.

In the event actions need to be taken to respond to contagious or economically devastating animal and plant diseases and pests, Skagit County and the incorporated municipalities within the county will rely on (and cooperate with) state and federal agencies to manage these diseases and/or pests are controlled and/or eradicated as outlined in the Washington State Comprehensive Emergency Management Plan dated August 2012.

### **III. PLANNING ASSUMPTIONS**

Skagit County and the incorporated municipalities will not be able to adequately respond to contagious or economically devastating animal and plant diseases and pest infestations.

Various state and federal agencies will be available to respond to contagious or economically devastating animal and plant diseases and pest infestations.

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

Upon becoming aware of a potential or actual contagious or economically devastating animal or plant disease problem, Skagit County Department of Emergency Management will request assistance from the Washington State Military Department, Emergency Management Division to provide resources and programs to ensure the control and eradication of the disease or pest infestation.

Upon the request of Skagit County Department of Emergency Management, the Washington State Military Department, Emergency Management Division will request assistance from various state and federal agencies to provide resources and programs to provide adequate actions are taken to control and eradicate the disease or pest infestation.

Skagit County and the incorporated municipalities within the county will cooperate and coordinate with various state and federal agencies to control and eradicate the disease or pest infestation.

Mitigation, preparedness, response, and recovery activities pertaining to the control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plan pest infestation are listed in the Washington State Comprehensive Emergency Management Plan dated August 2012.

### **V. RESPONSIBILITIES**

Responsibilities of state agencies pertaining to the control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plan pest infestation are listed in the Washington State Comprehensive Emergency Management Plan dated August 2012.

Responsibilities of federal agencies pertaining to the control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plan pest infestation are listed in the National Response Framework.

The Skagit County Public Health Department and the Skagit County Department of Emergency Management will cooperate and coordinate with various state and federal agencies to manage and control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plan pest infestation

## **TAB 11-5 NATURAL/CULTURAL RESOURCES AND HISTORIC PROPERTIES PROTECTION AND RESTORATION**

**COOPERATING AGENCIES:** Washington State Department of Natural Resources  
Washington State Department of Fish and Wildlife  
Washington State Department of Ecology  
Washington State Department of Parks & Recreation  
Washington State Department of Archaeology and  
Historic Preservation  
Various Federal Agencies  
Skagit County Department of Planning and  
Development Services  
Skagit County Department of Emergency Management

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this tab (as stated in the Washington State Comprehensive Emergency Management Plan dated August 2012) is to provide protection of natural and cultural resources and historic properties resources prior to, during, and/or after an Incident of National Significance.

#### **B. Scope**

This tab (as stated in the Washington State Comprehensive Emergency Management Plan dated August 2012) includes appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic resources.

### **II. STATEMENTS OF POLICY AND SITUATION**

The purpose and scope of this tab are beyond the capability of local governments; these services are typically initiated and accomplished with assistance provided by various state and federal agencies.

If needed during and immediately following an emergency or disaster event, Skagit County and the incorporated municipalities within the county will rely on (and cooperate with) state and federal agencies to ensure appropriate actions are taken to protect and/or rehabilitate natural, cultural, and/or historic resources or properties as outlined in the Washington State Comprehensive Emergency Management Plan dated August 2012.

### **III. PLANNING ASSUMPTIONS**

Skagit County and the incorporated municipalities will require assistance to ensure appropriate actions are taken to protect and/or rehabilitate natural, cultural, and/or historic resources or properties during and immediately following an emergency or disaster.

Various state and federal agencies will be available to take appropriate actions to protect and/or rehabilitate natural, cultural, and/or historic resources or properties during and immediately following an emergency or disaster.

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

Upon becoming aware of damage (or potential damage) to natural, cultural, and/or historic resources or properties during and immediately following an emergency or disaster, Skagit County Department of Emergency Management will request assistance from the Washington State Military Department, Emergency Management Division to ensure appropriate actions are taken to protect and/or rehabilitate natural, cultural, and/or historic resources or properties.

If needed, the Washington State Military Department, Emergency Management Division will request assistance from various federal agencies to provide resources and programs to ensure appropriate actions are taken to protect and/or rehabilitate natural, cultural, and/or historic resources or properties.

Skagit County and the incorporated municipalities within the county will cooperate and coordinate (within agency capabilities) with various state and federal agencies to appropriate actions are taken to protect and/or rehabilitate natural, cultural, and/or historic resources or properties.

Mitigation, preparedness, response, and recovery activities pertaining to taking appropriate actions to protect and/or rehabilitate natural, cultural, and/or historic resources or properties are listed in the Washington State Comprehensive Emergency Management Plan dated August 2012.

#### **V. RESPONSIBILITIES**

Responsibilities of state agencies pertaining to taking appropriate actions to protect and/or rehabilitate natural, cultural, and/or historic resources or properties are listed in the Washington State Comprehensive Emergency Management Plan dated August 2012.

Responsibilities of federal agencies pertaining to taking appropriate actions to protect and/or rehabilitate natural, cultural, and/or historic resources or properties are listed in the National Response Framework.

The Skagit County Health Department and the Skagit County Department of Emergency Management will cooperate and coordinate (within agency capabilities) with various state and federal agencies to make sure appropriate actions are taken to protect and/or rehabilitate natural, cultural, and/or historic resources or properties during and immediately following an emergency or disaster.

**TAB 11-6  
SAFETY AND WELL-BEING OF HOUSEHOLD PETS**

*The safety and well-being of household pets is addressed in the Skagit County Small Animal Disaster Plan dated May, 2011 which is published as a separate document. The plan is currently in draft form and awaiting final revisions and formal adoption.*

## **EMERGENCY SUPPORT FUNCTION #12 ENERGY**

**PRIMARY AGENCIES:** Skagit County Public Works Department  
Municipal Public Works/Street/Engineering Departments

**SUPPORT AGENCIES:** Department of Emergency Management

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the effective use of available electrical power, natural gas, and petroleum products required to meet essential needs, and to facilitate restoration of energy systems affected by an emergency or disaster.

#### **B. Scope**

The scope of this ESF includes assessing damage to energy systems, estimating the supply and demand of such systems, and consideration of the requirements and coordination needed to restore these systems to pre-disaster levels of service.

In addition, this ESF addresses assisting Skagit County government and the governments of the incorporated municipalities within the county to obtain and deliver fuel for emergency operations, transportation, communications, emergency operations, and other critical facilities.

### **II. POLICIES**

Priorities for re-establishing energy systems will be based upon life saving and meeting essential emergency needs. Priorities for re-establishing energy systems will be established by the Department of Emergency Management based upon direct input from the following:

- Skagit Emergency Management Council
- Public Works and Engineering EOC Representative
- Mass Care EOC Representative
- Fire Services EOC Representatives
- Law Enforcement EOC Representatives
- Public Health and Medical Services EOC Representatives

The Skagit County Public Works Department, municipal public works/street departments, and the Department of Emergency Management will maintain liaison with corporations and utilities that provide energy services within Skagit County and the incorporated municipalities located within the county.

### **III. SITUATION**

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

Skagit County is vulnerable to a variety of hazards that may cause disruption in energy transmission and distribution.

Because of its geographic location, Skagit County and the participating municipalities are especially vulnerable to fall and winter rain events and severe wind events. In combination, these events can result in downed trees that damage and destroy above-ground electrical energy transmission and distribution lines. Also of concern are large-magnitude earthquakes that could cause widespread damage to these same electrical systems as well as underground natural gas transmission and distribution systems.

Electrical power is available throughout Skagit County except a few very remote locations and is provided by Puget Sound Energy.

Natural gas service is provided by Cascade Natural Gas Corporation and is available in the more densely populated areas of unincorporated Skagit County as well as many of the incorporated municipalities located within the county.

#### **B. Planning Assumptions**

In the event of a major disaster there may be widespread and/or prolonged electrical power failure. With no electrical power, communications, health care, and other critical facilities as well as emergency response services will be effected. Traffic signals will not operate, fuel pumps will not operate, grocery stores will be unable to keep foods refrigerated, and citizens will not be able to heat their homes.

There may be extensive failures to natural gas transmission pipelines and service lines. Natural gas lines may break and may erupt in fire. Citizens may turn off the flow of natural gas to their homes and businesses to protect property. Since they cannot turn on natural gas services, it may be some time before the natural gas company can restore service.

Alternate fueling locations and methods may need to be established to support emergency services providers and critical government functions.

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

#### **A. General**

The electrical power industry within Washington State is organized into a network of public and private generation and distribution facilities that form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide electrical power under even the most extreme circumstances.

Natural gas within Washington State is distributed by major natural gas companies through common pipelines originating in other states. Williams Gas Pipelines West owns and operates two large natural gas transmission lines that run through Skagit County and supply natural gas to Cascade Natural Gas Corporation.

The Washington State Energy Office can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through normal emergency management channels.

When the requirement for coordinated use and mobilization of energy resources is necessary to government operations and for the protection of life and property, a representative from the Skagit County Public Works Department will be asked to report to the Skagit County EOC.

If energy shortages exist, requests to meet needs will be forwarded through normal emergency management channels to the Washington State Military Department, Emergency Management Division.

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

Actions may be taken to curtail use of energy until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs of hospitals, emergency shelters, and other selected critical facilities.

## **B. Mitigation Activities**

### Primary and Support Agencies:

1. Establish and maintain emergency contact information for representatives of Puget Sound Energy and Cascade Natural Gas Corporation.
2. Participate in the annual winter storm meeting conducted by Puget Sound Energy.

## **C. Preparedness Activities**

### Primary and Support Agencies:

1. Develop and maintain agency procedures and checklists in support of this ESF.
2. Be familiar with this ESF and be prepared to assist energy providers in carrying out the function of this ESF during an emergency or disaster.
3. Disseminate *HIGH WIND WATCH and WARNING* and *WINTER STORM WATCH and WARNING* information to subscribers of the Skagit County Emergency List-Serve.

## **D. Response Activities**

### Primary and Support Agencies:

1. Staff the Skagit County EOC (or appropriate municipal EOC) to coordinate energy related missions in support of this ESF and the Skagit County CEMP.
2. If needed, request assistance from state and federal agencies via normal emergency management channels.
3. Maintain accurate expense records.



## **E. Recovery Activities**

### Primary and Support Agencies:

1. Compile damage and operational capability information from energy and utility companies.
2. Coordinates local efforts to provide energy to critical facilities to meet essential needs.
3. Coordinates and prioritizes restoration of energy services.
4. Demobilize resources and return to normal activities.

## **V. RESPONSIBILITIES**

### **A. Skagit County Public Works Director**

Provide direction and coordination for the repair of damaged energy facilities within Skagit County and the incorporated municipalities located with the county and the restoration of energy services to meet the needs of response and recovery activities and the needs of the general public.

On behalf of county officials, coordinate those energy resources made available and upon which no restrictions have been placed by higher levels of authority.

Assure compliance with any restrictions or limitations placed on the utilization of energy resources by the state or federal government.

Coordinate the issuance of permits to energy providers to do work within Skagit County rights-of-way and assist energy providers in obtaining permits required by other government agencies.

Coordinate inspection of energy services installed within Skagit County rights-of-way.

Upon request, report to the Skagit County EOC or appropriate municipal EOC to assist with the coordination of energy needs and resources.

Maintain close liaison with local energy providers.

Advise energy providers of essential services required for emergency operations for the health and safety of the population.

Provide notification to all appropriate EOC representatives regarding the status of energy systems and restoration activities.

Provide the EOC with current disaster analysis information.

## **B. Municipal Public Works Director or Engineer**

On behalf of municipal officials, coordinate those energy resources made available and upon which no restrictions have been placed by higher levels of authority.

Assure compliance with any restrictions or limitations placed on the utilization of energy resources by the state or federal government.

Coordinate the issuance of permits for energy providers to do work within municipal rights-of-way and provide inspection of completed work.

## **C. Department of Emergency Management**

In cooperation with county/municipal Public Works Directors or Engineers, pre-designate locations and a system for refueling of emergency and essential government vehicles in the event normal fuel sources may be disrupted due to a power outage.

Maintain liaison with the Skagit County Public Works Department representative to the Skagit County EOC and energy providers and assist with coordination of energy needs and/or energy restrictions.

Assist the county/municipal Public Works Director/Engineer, in conjunction with energy providers, to assure compliance with any restrictions or limitations placed on the utilization of energy by the state or federal government.

## **EMERGENCY SUPPORT FUNCTION #13 PUBLIC SAFETY AND SECURITY**

**PRIMARY AGENCIES:** Skagit County Sheriff's Office  
All Municipal Police Departments

**SUPPORT AGENCIES:** Skagit Emergency Communications (E 9-1-1) Center  
Department of Emergency Management  
Washington State Patrol  
Skagit County Prosecutors Office and Municipal Attorney

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the effective coordination of law enforcement operations within Skagit County and the incorporated municipalities located within the county in the event of an emergency or disaster.

To maintain law and order through traffic and crowd control, provide security for vital facilities and supplies, control access and egress to operating scenes and vacated areas, conduct evacuations, prevent crimes against people and property, and protect key officials.

#### **B. Scope**

This ESF addresses all law enforcement activities including rural and urban law enforcement related incidents occurring separately or coincidentally with a significant natural, human-caused, or technological emergency or disaster.

The scope of this ESF does not address routine day-to-day law enforcement activities and does not pertain to the law enforcement agencies of the Indian tribal nations located within Skagit County.

### **II. POLICIES**

Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within the jurisdiction.

The Sheriff/Chief or highest-ranking command officer shall direct direction, control, and coordination of law enforcement personnel and apparatus within their respective jurisdictions.

Mutual-aid agreements for law enforcement services exist between the Skagit County Sheriff's Office and the municipalities of Anacortes, Burlington, Mount Vernon and Sedro-Woolley. As part of these mutual-aid agreements, law enforcement units supplied by other agencies will operate under the incident command system of the host jurisdiction.

If, due to the size or severity of the event, local and mutual-aid resources are overwhelmed, additional resources will be requested through normal emergency management channels.

### **III. SITUATION**

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

Emergencies or disasters can occur in rural or heavily populated areas, and can occur at any time or any season. The management of multiple law enforcement officers and agencies can be quite complex. Law enforcement emergencies or disasters may occur separately or coincidentally with a significant natural, human-caused, or technological emergency or disaster.

Law enforcement agencies presently available for emergency operations in Skagit County are: Skagit County Sheriff's Office, Anacortes Police Department, Burlington Police Department, Mount Vernon Police Department, Sedro-Woolley Police Department, Swinomish Tribal Police, Upper Skagit Tribal Police, Sauk-Suiattle Tribal Police, and the Washington State Patrol.

The unincorporated areas of Skagit County as well as the towns of Concrete, Hamilton, La Conner and Lyman are served by the Skagit County Sheriff's Office. Individual Tribal Police agencies have jurisdiction over tribal members on tribal lands within Skagit County. The Washington State Patrol has jurisdiction over state highways and Washington State ferries.

#### **B. Planning Assumptions**

Public safety and security problems will be compounded by disaster related community disruption and the capabilities of local law enforcement agencies may be strained or exceeded.

Law enforcement vehicles may be hampered by such things as bridge failures, landslides, large amounts of debris, and so forth. Normal fuel supplies may not be available due to facility damage or lack of electricity to operate pumps. Alternate methods of fueling law enforcement vehicles may need to be used.

Assistance from other local law enforcement agencies may be requested from agencies signatory to existing mutual-aid agreements or the Washington State Patrol. Supplemental assistance from outside agencies such as the Washington State Military Department shall be requested through local and state emergency management channels.

The use of a NIMS compliant Incident Command System and common communications will be necessary in order to coordinate local, regional, state, and federal law enforcement services.

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

#### **A. General**

Alert and warning notifications to the Skagit County Sheriff's Office and municipal law enforcement agencies to report to the Skagit County EOC will be conducted by the Skagit Emergency Communications (E 9-1-1) Center.

During emergencies or disasters, law enforcement agencies may be called upon to perform a wide range of functions including, but not limited to: warning and evacuation, search and rescue, emergency transportation, emergency communications, emergency traffic control, and damage assessment.

Each law enforcement agency maintains its own policies and procedures specific to their jurisdiction.

Emergency law enforcement services provided by law enforcement agencies will be requested on a mission basis to allow for continuity of operations consistent with their procedures and policies.

The Skagit County Sheriff's Office, Anacortes Police Department, Burlington Police Department, Mount Vernon Police Department, and Sedro-Woolley Police Department operate on a 24-hour basis. Each agency has two-way radio communication links between their respective mobile units and the Skagit Emergency Communications (E 9-1-1) Center. Most mobile units are also equipped with cellular telephone capability.

The Skagit County Sheriff's Office is the Search and Rescue (SAR) Coordinator for all searches conducted by Skagit County Search and Rescue Council member groups. Search and Rescue operations within the unincorporated areas of Skagit County shall be directed by the Skagit County Sheriff's Office. Search and Rescue operations within the municipalities of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley shall be directed by the jurisdiction with coordination provided by the Skagit County Sheriff's Office.

The Skagit Emergency Communications (E 9-1-1) Center is the focal point for disseminating alert and warning information to all local law enforcement agencies. Upon receiving alert and warning information, law enforcement agencies are responsible for notifying on-duty staff to alert them of the situation and, if necessary, request that off-duty personnel report for duty according to agency policies and procedures.

If needed, and upon the request of the Department of Emergency Management, a representative from the Skagit County Sheriff's Office will be requested to report to the Skagit County EOC to assist in coordinating law enforcement response and recovery activities.

Depending upon the nature and severity of the event, or if multiple jurisdictions are affected, a municipal law enforcement officer may also be requested to report to the Skagit County EOC to assist in coordinating law enforcement response and recovery activities.

Upon activation of the Skagit County EOC, the EOC law enforcement representatives shall be responsible for coordinating all SAR response and recovery activities. If, due to the size and/or severity of the emergency or disaster, a separate Search and Rescue EOC representative may be appointed to coordinate all SAR response and recovery activities.

If needed, municipal police departments are responsible for sending a law enforcement representative to their municipal EOC (if activated) or an established command post to coordinate law enforcement response and recovery activities within the jurisdiction. If SAR response and recovery activities are required, a representative from the Skagit County

Sheriff's Office may report to the appropriate municipal EOC or command post to assist in coordinating SAR activities.

The Washington State Patrol conducts crowd and traffic control activities on Interstate and State Highways passing through Skagit County. Whenever any limited access highway facility passes within or through incorporated municipalities, the municipal police officers, the Skagit County Sheriff, and the Washington State Patrol have independent and concurrent jurisdiction to enforce any violations of laws of the State of Washington. The Washington State Patrol bears primary responsibility for enforcement of the laws of the state relating to motor vehicles traveling on limited access highways.

If needed, the Washington State Patrol will provide staff to the Skagit County EOC to assist in coordinating emergency or disaster law enforcement activities between local and state law enforcement agencies.

If needed, and upon the request of the Department of Emergency Management, the Skagit County Sheriff will arrange for and provide security for the Skagit County EOC. Private security company personnel may be used to provide EOC security.

The Skagit County Public Works Department and/or municipal public works/street departments will provide for and coordinate the use of heavy equipment such as backhoes, excavators, loaders, dump trucks, and so forth used to perform debris clearance activities and otherwise support law enforcement response and recovery activities. The Department of Emergency Management will assist in coordinating debris clearance activities.

Depending upon the nature, severity, and location of the incident, and the availability of equipment and personnel, supplemental communications and/or other support services to law enforcement field units may be provided by the Skagit County Sheriff's Office, the City of Mount Vernon Police Department, and/or the Skagit County Search and Rescue Communications Van.

## **B. Preparedness Activities**

### Primary Agencies:

1. Develop and maintain emergency/disaster procedures and checklists to coordinate public safety and security related missions in support of this ESF and the Skagit County CEMP.
2. Develop and maintain agency training programs for all personnel.
3. Develop situational pre-incident disaster plans, as needed.
4. Ensure operational readiness of agency facilities, apparatus, and equipment.
5. Maintain existing mutual-aid agreements.
6. Participate in local emergency/disaster drills and exercises.

## **C. Response Activities**

### Primary Agencies:

1. Conduct disaster public safety and security activities in support of this ESF and the Skagit county CEMP.

2. Coordinate the mobilization of personnel, apparatus, and equipment required to conduct disaster public safety and security activities.
3. Request additional resources via mutual-aid agreements and/or through normal emergency management channels.
4. Maintain accurate expense records.

Support Agencies:

1. If needed, activate and staff the Skagit County EOC (or appropriate municipal EOC) to assist in coordinating public safety and security resources and activities in support of this ESF and the Skagit County CEMP.
2. If needed, assist in obtaining/coordinating additional resources needed to meet public safety and security requirements.
3. Maintain accurate expense records.

**D. Recovery Activities**

Primary and Support Agencies:

1. Conduct damage assessment of public safety and security facilities, apparatus, and equipment.
2. Coordinate repairs and/or replacement of damaged apparatus and equipment.
3. Coordinate repairs and/or reconstruction of damaged facilities.
4. Demobilize resources and return to normal activities.

**V. RESPONSIBILITIES**

**A. Skagit County Sheriff's Office/Municipal Police Departments**

Perform routine law enforcement activities and establish priorities based upon the availability of personnel and equipment.

Provide warning and evacuation by door-to-door notification and/or use of mobile sirens and public address systems.

Provide traffic control to assist evacuation efforts and to restrict ingress and egress to emergency locations.

Provide the Department of Emergency Management with preliminary damage information reports to the maximum extent possible.

If the magnitude of the emergency or disaster warrants, and depending upon the availability of personnel, provide a representative to the Skagit County EOC (or municipal EOC) upon the request of the Department of Emergency Management.

Upon receipt of confirmed information of an emergency or disaster warning, or that an actual emergency or disaster has occurred, the municipal on-duty law enforcement supervisor(s) shall be responsible for notifying all city/town elected officials and personnel.

Upon receipt of confirmed information of an emergency or disaster warning, or that an

actual emergency or disaster has occurred, the Skagit County Sheriff's Office on-duty supervisor shall be responsible for notifying all volunteer search and rescue personnel, if needed to support public safety and security related activities.

In the event of a large-scale emergency or disaster, law enforcement personnel may be placed on alert status in accordance with agency policies and procedures.

#### **B. Skagit Emergency Communications (E 9-1-1) Center**

Provide emergency call receiving and dispatching as well as alert and warning notification to all law enforcement agencies.

At the request of the Department of Emergency Management, notify the Skagit County Sheriff's Office as well as municipal law enforcement agencies regarding the activation of the Skagit County EOC and the need for law enforcement representatives to report to the Skagit County EOC to assist in coordinating law enforcement response and recovery activities.

#### **C. Department of Emergency Management**

If needed, assist law enforcement agencies and/or the law enforcement EOC representatives in coordinating law enforcement functions with other operating agencies.

Provide logistical and other support to all law enforcement agencies upon request.

If needed, coordinate law enforcement requests for state and federal disaster-related assets and services.

#### **D. Washington State Patrol**

Upon request and within agency protocols and capabilities, assist local law enforcement agencies in public safety and security related activities.

#### **E. Prosecuting Attorney's Office and Municipal Attorney's Offices**

If necessary, support any additional workload caused by disruption of normal services such as arranging for alternate facilities, security measures and other critical infrastructure due to a disaster/emergency event.



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

<b>PRIMARY AGENCY:</b>	<b>Skagit County Department of Emergency Management</b>
<b>SUPPORT AGENCIES:</b>	<b>Skagit Emergency Management Council All Skagit County Elected Officials All Municipal Elected Officials All Skagit County Departments/Offices All Municipal Departments/Offices All Special Purpose Districts American Red Cross Salvation Army Other Faith-Based Groups Private Nonprofit Organizations Skagit County Community Organizations Active in Disaster (COAD) Volunteer organizations (WAVOAD) Washington State Military Department, Emergency Management Division Federal Emergency Management Agency (FEMA) United States Small Business Administration</b>

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this ESF is to identify roles and responsibilities regarding the recovery of the governments of Skagit County and the incorporated municipalities of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley from a disaster event.

This ESF also pertains to the roles and responsibilities of governmental and non-governmental entities in assisting residents and businesses recover from the effects of a disaster event and the resumption of normal activities.

#### **B. Scope**

It is the responsibility of government to assist the public and private sectors in their recovery from a disaster. A wide spread disaster might affect the ability of businesses to function, disrupt employment, interrupt government functions, and impact tax revenues.

Short-term recovery involves the restoration of critical services such as emergency medical capabilities, communications, water supply, sewage service, and power as well as disaster debris removal. Long-term recovery involves the efforts taken to regain normal functions

such as commerce and employment, public transportation, and the use of buildings, roadways, bridges, and other structures.

Skagit County government is primarily responsible for providing assistance to the population of unincorporated Skagit County and for the return of Skagit County government functions following a disaster event.

The governments of the incorporated municipalities within the county are primarily responsible for providing assistance to the populations and for the return of government functions following a disaster event within their respective jurisdictions.

If needed, and upon the approval of the Board of County Commissioners, Skagit County government will also support local municipal governments and special purpose districts on a county-wide basis by assisting agencies in coordinating recovery resources.

This ESF applies to all county and municipal departments and offices and addresses disaster related assistance and services provided by government and volunteer agencies following the response to a disaster event.

***NOTE: Analysis and review of mitigation programs is not discussed within this plan. Skagit County and the incorporated municipalities of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, and Sedro-Woolley have each formally adopted the Skagit County Natural Hazards Mitigation Plan which serves as the official mitigation plan for all governmental jurisdictions within Skagit County.***

## II. POLICIES

Various laws provide for federal assistance under emergency of disaster conditions with presidential approval. The governor can request direct assistance from selected federal agencies without a formal presidential disaster declaration.

In the event of a large disaster that causes widespread damage throughout the county, the recovery effort for Skagit County government and the governments of the incorporated municipalities within the county will be coordinated from the Skagit County EOC under the direction of the Skagit Emergency Management Council.

Recovery of governmental services will be directed by the Skagit County Board of Commissioners/Mayor(s).

Costs to repair public damage will be the responsibility of the incurring organization. If available, reimbursement will be provided through state and federal programs.

Recovery from smaller emergencies and/or disasters affecting only a single jurisdiction will be coordinated by the affected jurisdiction with assistance provided by Department of Emergency Management staff.

Each individual county or municipal department/office and special purpose district is responsible for preparing work contracts, and for the collection and documentation of all costs associated with disaster response and recovery activities.

If Skagit County qualifies for state and/or federal individual disaster assistance, individuals, families, and businesses will be referred to applicable state and federal programs, or to volunteer agencies.

If federal assistance is approved, each affected public sector (county, municipality, and special purpose district) will designate an Applicant Agent to serve as their official point-of-contact for coordination recovery efforts. Applicant Agents will coordinate recovery efforts between their respective jurisdictions or special purpose districts and state and federal officials.

Unless otherwise directed by the Skagit County Board of County Commissioners, the Department of Public Works will be the Applicant Agent for Skagit County government to apply for and coordinate receipt of state and federal recovery funds.

Each incorporated municipality and special purpose district will need to designate their Applicant Agent and advise the Department of Emergency Management of their selection at the time state and federal recovery funds are requested.

Upon request and within capabilities, the Department of Emergency Management will assist the municipal and special purpose district Applicant Agents regarding recovery activities and/or programs.

### **III. SITUATION**

#### **A. General**

Major emergencies or disasters which require recovery and restoration activities to take place may occur at anytime. Recovery and restoration activities include but are not limited to: repair of damaged facilities, utilities and infrastructure; site decontamination; and broad-based assistance to citizens and businesses.

Recovery procedures following a disaster will vary widely and will be dependent upon the nature and magnitude of the event. Depending upon the nature of the event, there may be only a few or a large number of agencies and/or jurisdictions that may have a role in restoration and recovery activities.

Several agencies from outside Skagit County government also participate in the recovery process through the EOC. These include: Washington State Military Department Emergency Management Division, Small Business Administration (SBA), Federal Emergency Management Agency (FEMA), United States Army Corp of Engineers, Federal Highway Administration, Washington State Department of Transportation, American Red Cross, Salvation Army, as well as other state and federal agencies and non-profit organizations.

Individual assistance programs provide recovery assistance to individuals affected by a major emergency or disaster. Recovery assistance provided to individuals is primarily intended to facilitate resumption of the normal way of life prior to the emergency or disaster. Individual recovery programs do not attempt to provide complete and total

restitution for injuries and property damage sustained by individuals, but offer only assistance necessary for self-support.

## **B. Planning Assumptions**

The planning assumptions listed below are applicable to this ESF.

- A safe location can be found for coordination of response and recovery.
- Resources are available; trained personnel exist to establish authority and to implement plans and procedures.
- Continuity of government and government functions will be maintained, if possible.
- The private sector is likely to be affected by shortages of food and clothing; damage to housing and loss of possessions; lack of normal employment and access to public transportation and roadways.
- To recover, residents may need to remove debris, maintain employment, access funds for repairs and provide care for children and the elderly or disabled.
- Permits and licenses may be needed for rebuilding.
- Utilities such as phones, safe drinking water and sewer services will need to be re-established.
- Supplies of food and fuels will be required.
- People will be seeking reunification with their families.
- The public will need assistance with insurance claims, public programs and consumer fraud topics.
- Personal records will need to be recovered and positive identification verified.
- Critical workers will be needed to maintain commerce.
- Long-term housing and historical site preservation will require attention.
- Language barriers may impede delivery of services.
- The public sector problems will include infrastructure repair, delivery of emergency programs and services, and recovery of vital records.
- Emergency repairs will be needed on bridges, roads, and public buildings.
- Government directed recovery will attempt to address functions like: public health, water/sewer, public transportation, courts licenses, law and order, fire service, emergency medical services, and inspections.
- Long-term business recovery strategies, codes, and ordinances may be needed.
- Emergency local expenditure ordinances may be required.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

Following the response to a disaster event, the Skagit County EOC will remain activated, as needed, to coordinate recovery and restoration activities. The Skagit County EOC may be reactivated on a temporary basis to meet developing needs throughout the recovery period. Skagit County EOC staff will support county-wide activities. Liaison and coordination will be maintained with municipal, state, and federal officials as well as the American Red Cross and other volunteer organizations.

The resources and services of county organizations will be used to the extent practicable. Additional services or resources, or those not normally part of the county inventory, may be procured from private sources, requested through the Washington State EOC (SEOC).

Individuals, families, and the business community seeking financial or housing assistance will be referred to state, federal or volunteer program coordinators, as applicable.

The Skagit County EOC will establish a damage assessment hotline to enable residents and businesses to report damage. The Skagit County EOC will also collect public damage assessment information from local governmental jurisdictions and special purpose districts. If conditions warrant, the Skagit County Board of Commissioners will ask that the governor seek federal disaster assistance to provide for public sector and/or private sector recovery from the disaster. In this case, damage assessment information will be consolidated and forwarded (as well as supplemental disaster information) to the Washington State Military Department, Emergency Management Division to support a proclamation of emergency by the governor and request a presidential emergency or disaster declaration.

Signed presidential disaster declarations for the state are approved to designated county geographical areas (such as Skagit County) in two separate categories; public assistance for counties, cities, special purpose districts, and nonprofits performing government-like services; and individual assistance for individual citizens and businesses. Under certain conditions, the county or smaller jurisdiction may receive declarations approved by the US Small Business Administration or the Department of Agriculture without a presidential declaration.

State and federal recovery activities are typically coordinated through a Joint Field Office. The location and level of operation is determined by the extent of the disaster and upon the needs of local jurisdictions.

## **B. Mitigation Activities**

### Primary Agency:

Skagit County, all incorporated municipalities within the county, many special purpose districts, and several local Indian Tribes participate in the Skagit County Natural Hazard Mitigation Plan. The plan was originally developed in 2003 and was updated in 2008. The plan was approved by FEMA on April 2, 2009.

## **C. Preparedness and Response Activities**

### Primary Agency:

1. Maintain the Skagit County EOC is a state of readiness.
2. Maintain this plan and Standard Operating Guidelines in support of this ESF.
3. Staff a 24-hour Duty Officer position and respond to emergency and/or disaster events, within capabilities.
4. If needed, assist local elected officials with declaring an emergency.

## **D. Recovery Activities:**

### Primary Agency:

1. Collect public and private damage assessment information.
2. Prepare a Supplemental Justification and request for assistance.
3. Secure facilities and/or equipment for use as a Disaster Recovery Center.
4. Assist local jurisdictions/agencies with coordination of recovery efforts.
5. Determine long-term recovery needs and coordinate with state and federal agencies as needed for delivery of long-term recovery programs, including long-term sheltering/housing.
6. Document recovery activities and maintain accurate expense records.
7. Demobilize resources and return to normal activities.

### Support Agencies:

1. Conduct agency damage assessment and report damage.
2. Coordinate immediate repairs to allow for agency delivery of services.
3. Determine long-term recovery needs including sheltering and housing and provide services within agency capabilities.
4. Document recovery activities and maintain accurate expense records.
5. Demobilize resources and return to normal activities.

## **V. RESPONSIBILITIES**

### **A. Department of Emergency Management**

Prepare a local proclamation of emergency authorizing the activation of the local plan and program, the emergency use of local resources, and allowing emergency expenditures.

Maintain continued activation of the Skagit County EOC (as needed) to effect local disaster recovery.

Acquire Initial Damage Assessment Survey information and continue to compile and revise damage assessment information and statistics as needed.

Depending upon the nature and severity of the emergency or disaster, request a Governor's Proclamation of Emergency and a Presidential Disaster Declaration to aid in local recovery and restoration efforts.

Advise the Emergency Management Council and other county/municipal officials as to the status of recovery efforts.

Coordinate "Kick-Off" meeting with Washington State Military Department, Emergency Management Division to begin public restoration and recovery programs.

Coordinate with and assist (with capabilities) the governments of Skagit County and the incorporated municipalities located within the county as well as special purpose districts regarding recovery and restoration requirements and procedures.

If needed, assist in coordinating private non-profit recovery efforts.

Coordinate with the appropriate Public Information Officer(s) or the Joint Information Center regarding recovery and restoration public information.

Evaluate and secure appropriate building(s) and sites for the establishment of a local Disaster Recovery Centers.

Act as liaison to state and federal officials to facilitate recovery efforts.

Provide liaison with the Joint Field Office (JFO) for Skagit County departments/offices and, upon request, for municipal departments/offices.

Document recovery activities and maintain accurate expense records.

## **B. Skagit County Elected Officials/Departments/Offices**

All departments/offices in Skagit County government have the potential to be assigned duties directly associated with the recovery of the community following a disaster. Additionally, all governmental agencies have the responsibility to return to normal business capabilities as soon as possible following an event.

Based upon the nature and severity of the event, the following county departments/offices may have significant roles and responsibilities in disaster recovery/restoration activities. In addition, other organizations/agencies and programs may be available from time to time as funding is available and policy changes occur. Some or all of the following departments/offices may be represented in the EOC based upon the needs of the event.

### Skagit County Administrative Services:

Perform major administrative decisions necessary for the continuity of county government, provide risk management services as soon as is feasible, assist county departments/offices in the protection of vital records, provide for the recruitment, allocation, and general management of labor forces required during recovery and restoration operations.

Skagit County Assessors Office

Assist the public in destroyed property claim processing that could affect property values, determine changes in property values in damaged areas and assist the Skagit County EOC in damage assessment analysis and reports.

### Skagit County Board of County Commissioners:

If conditions warrant, proclaim an Emergency and request assistance from the Governor of Washington State, authorize emergency spending of funds, and host visiting dignitaries.

Consider motions or ordinances regarding one or more of the following topics: acceptance of debris at county solid waste collection facilities, special provisions for access to damaged buildings, appropriation of emergency funds, authorization to waive normal procurement

requirements for emergency expenditures, and topics related to the encouragement of business recovery.

Skagit County Budget/Finance Department:

Procure goods and services and maintain accounting of costs associated with Skagit County government response, recovery, and restoration from emergencies and disasters.  
Recommend long-term economic recovery strategies to the Board of County Commissioners.

Skagit County Facilities Management:

Coordinate the emergency rental/leasing of property/buildings as required to provide for continuity of government, support county departments/offices in recovery and restoration activities as required.

Skagit County Public Health Department:

Continue to monitor public health programs/services established during the response phase of the emergency or disaster, and determine if additional programs or services should be established to provide for the public health of citizens and emergency workers.

Skagit County Community Services:

Continue to coordinate with the Director of the Skagit County Public Health Department to evaluate the need to provide mental health services to victims of disaster.

Skagit County Parks and Recreation Department:

Assist other county departments/offices with the safe keeping of public records, assist with debris clearance, assist in the transportation of evacuees to emergency shelters, and assist in the establishment of staging areas for incoming resources.

Upon the request of the Department of Emergency Management, and upon authorization of the Board of County Commissioners, make available county parks and recreation facilities, equipment and personnel to assist the American Red Cross and other volunteer support agencies with the establishment of emergency shelters.

Skagit County Planning Department and Permit Center:

Inspect and properly identify structures within unincorporated Skagit County that are deemed unsafe to occupy, issue building and other permits as necessary, advise the Board of County Commissioners of the need for special provisions regarding fees and paperwork submission for emergency and disaster repairs, and be responsible for long-term re-building issues.

Skagit County Public Works Department:

Designate at least one individual that will be responsible for coordinating with the Skagit County Applicant Agent all issues regarding the use of state and federal funds to repair county roads, bridges, and other public works facilities. This will include damage assessment, the preparation of Project Worksheets, the completion of all proper forms and



associated paperwork, award and administration of contracts for repair work, notification of completed repair work, and reimbursement by state and federal agencies for repair work.

Provide emergency construction, repair of county roads and bridges, erect signs and barricades as necessary, supply engineering support services to other county departments/offices and, upon request, assist the municipalities located within the county with engineering support services as directed by the Board of County Commissioners.

Provide debris clearance as required, provide disaster victims access to county solid waste collection facilities for the disposal of damaged belongings. The Board of County Commissioners may waive solid waste disposal fees for disaster victims.

Skagit County Sheriff's Office:

Support recovery and restoration activities as required.

**C. Municipal Elected Officials/Departments/Offices**

The incorporated municipalities located within Skagit County are responsible for conducting their own recovery and restoration operational activities. With the approval of the Board of County Commissioners, Skagit County will assist the municipalities in conducting recovery and restoration activities depending upon the availability of equipment and personnel.

Municipalities should: designate an Applicant Agent or request that the Department of Emergency Management act as their Applicant Agent, maintain liaison with the Department of Emergency Management regarding recovery and restoration activities, and coordinate with the appropriate Public Information Officer(s) or the Joint Information Center regarding the dissemination of recovery and restoration public information.

Mayor:

If conditions warrant, proclaim an Emergency and request assistance from the Governor of Washington State through normal emergency management channels.

Perform major administrative decisions necessary for the continuity of municipal government, provide risk management services as soon as is feasible, provide for the recruitment, allocation, and general management of labor forces required during recovery and restoration operations, and host visiting dignitaries.

City/Town Council:

Consider motions or ordinances regarding one or more of the following topics: collection of debris and damaged goods by city/town crews, appropriation of emergency funds, authorization to waive normal procurement requirements for emergency expenditures, and the encouragement of business recovery.

Budget/Finance Department:

Procure goods and services and maintain accounting of costs associated with municipal government response, recovery, and restoration from emergencies and disasters. Recommend long-term economic recovery strategies to the City/Town Council.

Parks and Recreation Department:

Assist other municipal departments/offices with the safe keeping of public records, assist with debris clearance, assist in the transportation of evacuees to emergency shelters, and assist in the establishment of staging areas for incoming resources.

Upon the request of the Department of Emergency Management, and upon authorization of the Mayor, make available municipal parks and recreation facilities, equipment, and personnel to assist the American Red Cross and other volunteer support agencies with the establishment of emergency shelters.

Planning/Building Department:

Inspect and properly identify structures within city/town limits that are deemed unsafe to occupy, issue building and other permits as necessary, advise the City/Town Council of the need for special provisions regarding fees and paperwork submission for emergency and disaster repairs, and be responsible for long-term re-building issues.

Public Works/Street/Engineering Department:

Designate at least one individual that will be responsible for coordinating with the designated municipal Applicant Agent all issues regarding the use of state and federal funds to repair county roads, bridges, and other public works facilities. This will include damage assessment, the preparation of Project Worksheets, the completion of all proper forms and associated paperwork, award and administration of contracts for repair work, notification of completed repair work, and reimbursement by state and federal agencies for repair work.

Provide emergency construction, repair of municipal streets and bridges, repair of water treatment and sanitary sewer facilities, erect signs and barricades as necessary, supply engineering support services to other municipal departments/offices. Provide debris clearance as required.

Police Department:

Coordinate with other local law enforcement agencies and support recovery and restoration activities as required.

**D. Special Purpose Districts**

Special purpose districts such as dike districts, drainage districts, sewer districts, and so forth are responsible for conducting their own recovery and restoration operational activities. With the approval of the Board of County Commissioners, Skagit County will assist special purpose districts in conducting recovery and restoration activities depending upon the availability of equipment and personnel.

Special purpose districts should: designate an Applicant Agent, maintain liaison with the Department of Emergency Management regarding recovery and restoration activities, and coordinate with the appropriate Public Information Officer(s) or the Joint Information Center regarding the dissemination of recovery and restoration public information.

## **E. Volunteer Non-Profit Organizations**

### American Red Cross:

Upon request, provide conduct individual damage assessment within the affected area(s).

Within organization capabilities, assist in providing disaster recovery services including mass care, individual emergency assistance, and disaster welfare inquiries.

### Salvation Army:

Within organization capabilities, assist recovery operations as a support agency to provide disaster recovery assistance in the form of food vouchers, cleanup kits, some medical assistance, counseling, and mobile feeding.

### Other Faith-Based Groups:

Many church groups maintain stockpiles of resources, have the facilities to provide shelter and feeding of displaced populations, and collect funds on a voluntary basis for the recovery of local affected populations. These groups may offer their support through the Skagit County EOC or the appropriate municipal EOC.

### Skagit County Community Organizations Active in Disaster (COAD):

A diverse, multi-functional organization that facilitates cooperation, coordination, communication and collaboration between government agencies, educational institutions, local businesses, non-profit organizations, neighborhoods and faith communities to provide services in support of disaster/emergency response and recovery. This organization of entities will work to fill needs within their capabilities and assist in meeting unmet needs of the community.

## **F. State and Federal Agencies**

Assemble and dispatch damage assessment teams to document and verify public and private damage.

If Individual Assistance is authorized, establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance.

If Public Assistance is authorized, assemble and dispatch damage assessment teams to develop, in coordination with local representatives, Disaster Survey Reports for public damage and response costs.

Provide technical assistance and advice on recovery and mitigation activities, to both citizens and public agencies, as appropriate.

Coordinate public information and assistance activities with the Skagit County Public Information Officer and or the Joint Information Center. Keep local authorities informed of assistance provided to local residents, businesses, and public entities.

## **EMERGENCY SUPPORT FUNCTION #15 EXTERNAL AFFAIRS (Emergency Public Information)**

**PRIMARY AGENCIES:** Skagit Emergency Management Council

**SUPPORT AGENCIES:** Department of Emergency Management  
Skagit County Public Health Department  
Skagit County Public Works Department  
Skagit County Sheriff's Office

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the effective development, coordination, and dissemination of information to the public in case of natural, human-caused, or technological emergencies or disasters.

#### **B. Scope**

The emergency public information actions of Skagit County and the incorporated municipalities located within the county taken before, during, and following any emergency or disaster will be determined by the severity of the event as declared by involved jurisdictions, state agencies, or as perceived by the public. A significant emergency public information response may involve many county and municipal agencies as well as the State of Washington and the federal government.

### **II. POLICIES**

The Skagit County Public Information Officer (PIO) will be pre-selected by the Director of the Department of Emergency Management with the approval of the Board of County Commissioners. Skagit County PIO(s) will coordinate the dissemination of public information and news releases for emergencies or disasters occurring within unincorporated Skagit County.

Each municipality shall appoint its own PIO(s) to coordinate the dissemination of public information and news releases for emergencies or disasters occurring within their jurisdictional boundaries. The Department of Emergency Management shall be notified of the appointment of city/town PIO's.

Upon activation of the Skagit County EOC, all public information disseminated to the news media and citizens will be coordinated with the Skagit County PIO to ensure release of compatible and accurate information.

If a Joint Information Center is established within the Skagit County EOC, all public information disseminated to the news media and citizens by municipal PIO's will be coordinated with the Joint Information Center to ensure release of compatible and accurate information.

### **III. SITUATION**

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

A variety of events caused by natural, human-caused, or technological means may require the need for emergency public information to be disseminated to persons within the affected area, the entirety of Skagit County, or within the region.

#### **B. Planning Assumptions**

A natural, human-caused, or technological emergency or disaster may occur anytime.

An event has occurred, or public perception is such that people believe they have been placed in danger by a natural, human-caused, or technological emergency or disaster.

An emergency or disaster event will most likely require responding agencies to provide instructions and information to the public about the incident and actions people should take to save and protect lives, property, and the environment. Responding agencies may also need to provide information to reduce public concerns about the incident and response activities.

Depending upon the circumstances of the incident, individual agencies may need to release emergency or disaster information to the public without prior coordination with Public Information Officer's the Joint Information Center, if established.

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

#### **A. General**

The functions of emergency public information include the dissemination of accurate and timely information which: promotes personal safety and survival, offers advice on protection of private property, provides accurate information on the actions of government and expected role of citizens, neutralizes rumors, and outlines assistance programs offered by local, state, federal, and volunteer agencies.

Local jurisdictions are responsible for providing their citizens with information on the incident and what immediate protective actions they should take.

Emergency public information regarding emergencies or disasters that affect only one jurisdiction will be coordinated by the affected jurisdiction. Upon the request of the affected jurisdiction, the Department of Emergency management will assist in the coordination and dissemination of public information to the media and citizens.

It is the responsibility of the Skagit County Public Information Officer (in cooperation with the Department of Emergency Management) to coordinate the dissemination of public information to the media and citizens during large and/or multi-jurisdictional events.

Large emergencies or disasters or multi-jurisdictional events may require the establishment of a Joint Information Center (JIC) within the Skagit County EOC to ensure the release of compatible and accurate information.

Coordination of the release and dissemination of emergency public information is encouraged and all agencies/jurisdictions are requested to release public information through the Joint Information Center, if established.

The Skagit County Public Information Officer will manage the county's emergency public information response through all phases of natural, human-caused, or technological events in collaboration with the Board of County Commissioners.

Skagit County PIO functions will be located adjacent to, and coordinated with, the Skagit County EOC. If the situation requires, PIO functions may be co-located at an alternate site that affords better access to the responsible elected official(s), current emergency information, and media contact.

PIO staff persons will be pre-selected from various county departments/offices, based on their ability to write media releases, speak effectively, understand media procedures, and evaluate emergency situations. A sufficient number of PIO staff persons should be pre-selected in order to ensure availability of PIO staff during emergency or disaster events.

The activation of county/municipal PIO's will be dependent upon the nature and severity of the event. PIO functions during minor emergencies may be conducted by the On-Scene Incident Commander(s), the Emergency Management Director, or their designees.

The release of public information by municipal PIO's is to be coordinated with the Department of Emergency Management. Upon request, the Department of Emergency Management will support municipal PIO functions. If a municipal PIO is not available, the Skagit County PIO may be utilized to perform municipal PIO functions with the approval of the Skagit County Board of Commissioners and the Mayor of the affected jurisdiction.

Depending upon the nature and/or severity of the event, it may be necessary to coordinate emergency public information with neighboring counties and the Washington State Emergency Information Center.

The Washington State Emergency Information Center will request emergency public information from local jurisdictions when such information is necessary to support the Washington State Emergency Information Center or the State EOC.

The Washington State Military Department Emergency Management Division Public Information Officer will coordinate the management of the state's emergency public information response through all phases of natural, human-caused, or technological events. This will be accomplished in collaboration with the Governor's Communications Director and the Military Department's Public Affairs Officer.

State emergency public information will be coordinated through the Washington Emergency Operations Center. If a Joint Information Center is established, state-level emergency public information also will be provided to the media and the public through that facility.

The state will coordinate with federal agencies to provide federal-level information to the public following a natural, human-caused, or technological emergency or disaster, as deemed necessary.

## **B. Preparedness Activities**

### Skagit County and Municipal PIO's:

1. Develop and maintain emergency/disaster procedures and checklists to coordinate emergency public information related missions in support of this ESF and the Skagit County CEMP.
2. Develop appropriate forms and support.
3. Develop and maintain a training program for all PIO personnel.
4. Ensure operational readiness of facilities/equipment needed to conduct emergency public information related activities.
5. Participate in local emergency/disaster drills and exercises.

## **C. Response Activities**

### Skagit County and Municipal PIO's:

1. Conduct emergency public information activities in support of this ESF and the Skagit County CEMP.
2. Coordinate the mobilization of personnel and equipment required to conduct emergency public information activities.
3. Determine need and establish a Joint Information Center, if required.
4. Request additional resources through normal emergency management channels.
5. Maintain accurate expense records.

## **D. Recovery Activities**

### Skagit County and Municipal PIO's:

1. Continue to provide public information to facilitate the gathering of individual and public damage assessment information as well as other recovery and public health related information that may be of use to the citizens of Skagit County.
2. Demobilize resources and return to normal activities.

## **V. RESPONSIBILITIES**

### **A. Skagit County and Municipal PIO's**

Develop and maintain excellent working relationships with the media.

Coordinate with elected officials, Emergency Management Director, Incident Commander, or Unified Command Organization (as appropriate) for the delivery of emergency public information.

Obtain approval from elected officials, Emergency Management Director, Incident Commander, or Unified Command Organization (as appropriate) prior to the release of emergency public information.

Coordinate the release of emergency public information with other jurisdictional PIO's or establish a joint Information Center (as needed) to provide appropriate and consistent dissemination of emergency public information.



## **B. Department of Emergency Management**

Upon request, provide logistical support to county and municipal PIO's for the efficient dissemination of emergency public information.

If needed, request additional PIO personnel through normal emergency management channels.

**SKAGIT COUNTY  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**APPENDIX 1  
GLOSSARY OF KEY TERMS**

**A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)** – Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state and local jurisdictions.

**AREA COMMAND (UNIFIED AREA COMMAND)** – An organization established (1) to oversee the management of multiple incidents that are each being handled by an Incident Command System (ICS) organization or (2) to oversee the management of large of multiple incidents to which several Incident management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities and allocate critical resources according to priorities. Area Command becomes Unified Area Command when incidents are multi-agency or multi-jurisdictional in nature. Area Command may be established at an Emergency Operations Center facility or at some location other than an Incident Command Post.

**COMPREHENSIVE EMERGENCY MANGEMENT NETWORK (CEMNET)** – Dedicated two-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management radio system belonging to and managed by the Washington State Military Department, Emergency Management Division.

**DAMAGE ASSESSMENT** – A system of collecting, reporting, and evaluating emergency and disaster situations to facilitate disaster analysis, emergency public information, local requests for State and Federal assistance, disaster declarations, and recovery efforts.

**DISASTER** – An event (expected or unexpected) in which a community's available and pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger and/or incurs losses that disrupt the community's social or economic structure and some or all of the community's essential functions.

**EMERGENCY** – An event, expected or unexpected, which requires emergency assistance to save lives, protect public health and safety, or to avert or lessen the threat of a major disaster.

**EMERGENCY ALERT SYSTEM** – Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast and cable? System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**EMERGENCY MANAGEMENT** – The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, human-caused, of technological, and to provide support for search and rescue operations for persons and property in distress.

**EMERGENCY MANAGEMENT MISSION NUMBER** – A number issued by the Washington State Military Department, Emergency Management Division Duty Officer which covers liability incurred by registered emergency service workers for the duration of an emergency mission. These numbers are typically issued for Search and Rescue Missions, Emergency/Disaster Missions, Training Missions, and Evidence Search Missions.

**EMERGENCY OPERATIONS CENTER (EOC)** – A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

**EMERGENCY PROTECTIVE MEASURES** – Those efforts to protect life and property against anticipated and occurring effects of an emergency or disaster. These activities generally take place after disaster warning (if any) as well as throughout the incident period.

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of direct Federal assistance that a State is most likely to need (e.g., mass care and health and medical services), as well as the kinds of Federal operations support necessary to sustain Federal response actions (e.g., transportation and communications). ESF's are expected to support one another in carrying out their respective missions.

**ESF COORDINATOR** – The entity with management oversight for a particular ESF; the coordinator has on-going responsibilities throughout the preparedness, response, and recovery phases of the incident.

**ESF PRIMARY AGENCY** – An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of their having the most authority, resources, capabilities, or expertise relative to accomplishment of the specific ESF, with ESF delivery assistance from the Skagit County EOC or appropriate city/town EOC. In some cases, joint primary agencies may be assigned.

**ESF SUPPORT AGENCY** - An agency assigned to assist a specific primary agency or joint primary agencies, with available resources, capabilities, or expertise in support of ESF activities, under the coordination of the primary or joint primary, agency.

**EMERGENCY WORKER** – Any person, including but not limited to, an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of Skagit County or the city/town of Anacortes, Burlington, Concrete, Hamilton, La Conner, Lyman, Mount Vernon, or Sedro-Woolley, or any political subdivision thereof who is called upon to perform emergency management activities. Name rosters kept by government officials will be considered an authorized form of registration.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)** – Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. The Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

**FEDERAL RESPONSE PLAN (FRP)** - Establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code (U.S.C.) 5121, *et seq.*).

**FIRST RESPONDER** – An individual who is a member of a law enforcement agency, fire agency, or an emergency medical services agency and who, as a member of such agency, responds to emergency incidents within their jurisdiction or outside of their jurisdiction via an existing agreement or contract.

**HAZARD VULNERABILITY ANALYSIS** – An assessment that is conducted to analyze the potential susceptibility of life, property, or the environment to damage based upon the hazards that exist within or near the community.

**HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR)** – Radio frequency for communications between emergency medical responders.

**HUMAN-CAUSED EMERGENCIES/DISASTERS** – A variety of human-caused events including, but not limited to, downed aircraft, bomb threat or explosion, drug lab, ferry accident, hazardous materials, abandoned mines, marine oil spill, riot or unlawful assembly, search and rescue, terrorism, and urban fire.

**INCIDENT COMMAND POST (ICP)** – The field location at which the primary tactical-level command functions are executed during the response phase of an emergency or disaster event.

**INCIDENT COMMAND SYSTEM (ICS)** – An all-hazards on-scene functional management system that establishes common standards in organization, terminology, and procedures; provides a means for the establishment of a common set of incident objectives and strategies; must be in accordance with the National Incident Management System (NIMS).

**JOINT FIELD OFFICE (JFO)** – The office established in or near the designated area to support federal and state response and recovery operations. The Joint Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

**JOINT INFORMATION CENTER (JIC)** – A facility (or area near an EOC) that may be utilized by local jurisdictions, special purpose districts, state agencies, and federal agencies to jointly coordinate the public information function during major or multi-jurisdictional emergencies and/or disasters.

**LOCAL EMERGENCY** – The duly proclaimed existence of conditions of a disaster or extreme peril to the safety or health of persons and damage to property within local jurisdictional boundaries that may be declared by a mayor or the County Commissioners and is normally issued prior to requesting State and/or Federal assistance.

**LOCAL GOVERNMENT** – The governmental organization that serves a municipal or county political subdivision.

**MAJOR DISASTER** – As defined in federal law, is “.....any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human-caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance.....in alleviating the damage, loss, hardship, or suffering caused thereby.”

**MITIGATION** – Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural, human-caused, or technological hazards. Mitigation measures include, but are not limited to, building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives equipment or computer tie-downs, and stocking emergency supplies.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)** – A system mandated by Homeland Security Presidential Directive #5 that provides a consistent nation-wide approach for federal, state, local, and tribal governments; the private sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS establishes a core set of concepts, principles, and terminology to be utilized in managing domestic incidents.

**NATIONAL WARNING SYSTEM (NAWAS)** – The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities that affect public safety. The State Warning Point is located in the Washington State Emergency Operations Center at Camp Murray. The local Primary Warning Point is located in the Skagit Emergency Communications (E 9-1-1) Center.

**NATURAL EMERGENCIES/DISASTERS** – A variety of nature-caused events including, but not limited to, hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, and wildland fire.

**PRELIMINARY DAMAGE ASSESSMENT** – The joint local, state and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The Preliminary Damage Assessment is documented through surveys, photographs, and other written information.

**PRELIMINARY DAMAGE ASSESSMENT TEAM** – An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives working together to verify the initial damage assessment and add new findings to the initial reports.

**PREPAREDNESS** – Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include, but are not limited to, continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual-aid agreements, resource management, training response personnel, and warning systems.

**PRESIDENTIAL DECLARATION** – Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such declaration by the Governor and with the verification of FEMA preliminary damage assessments.

**PROJECT WORKSHEET (PW)** – A description of the disaster damage caused to property of a state or local government and estimated repair costs based upon Federal Emergency Management Agency eligibility criteria. Project Worksheets describe the scope, cost, and special considerations for each proposed project and establishes the basis of an eligible claim for a financial grant under the Federal Emergency Management Agency Public Assistance Program.

**PUBLIC ASSISTANCE** – Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

**RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)** – Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

**RECOVERY** – Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.

**RESPONSE** – Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhances the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the EOC, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

**SPECIAL PURPOSE DISTRICT** – A fixed geographical area established for the purpose of collecting taxes for the delivery of a specific service to the residents of that geographical area and managed by a group of Commissioners elected by the residents of the district. Examples are: Dike Districts, Drainage Districts, Fire Districts, Hospital Districts, Sewer Districts, Water Districts, and so forth.

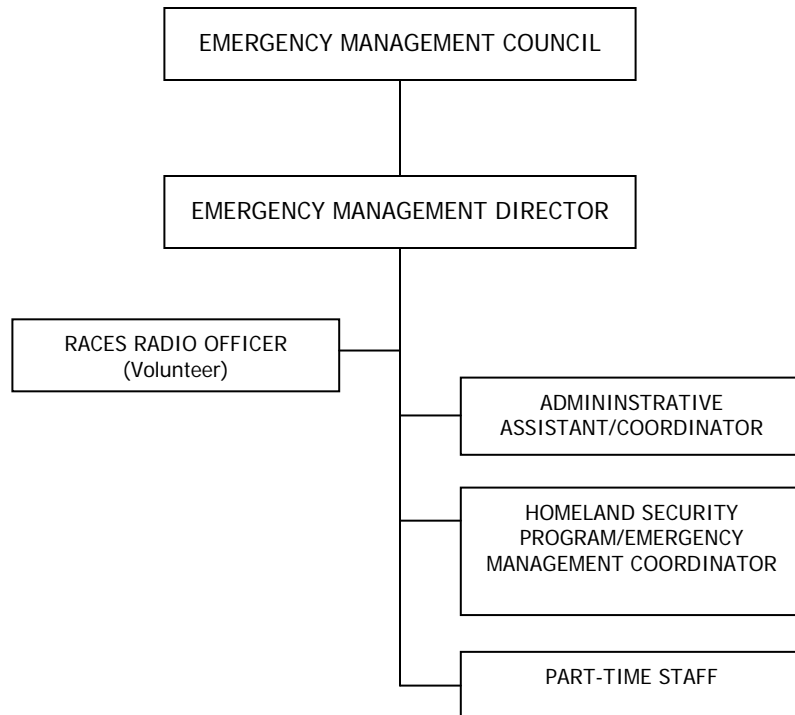
**SUGGESTED OPERATING GUIDELINES (SOG's)** – A specific detailed assignment of emergency duties and responsibilities to specific positions within an organization.

**TECHNOLOGICAL EMERGENCIES/DISASTERS** – A variety of technology-caused events including, but not limited to, dam failure, communications failure, energy emergency, and hazardous materials manufacture/storage/transportation.

**TERRORISM** – According to the Homeland Security Act of 2002, activity that involves an act dangerous to human life or potentially destructive to critical infrastructure or key resources and is a violation of the criminal laws of the United State or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002.

# FIGURE 1

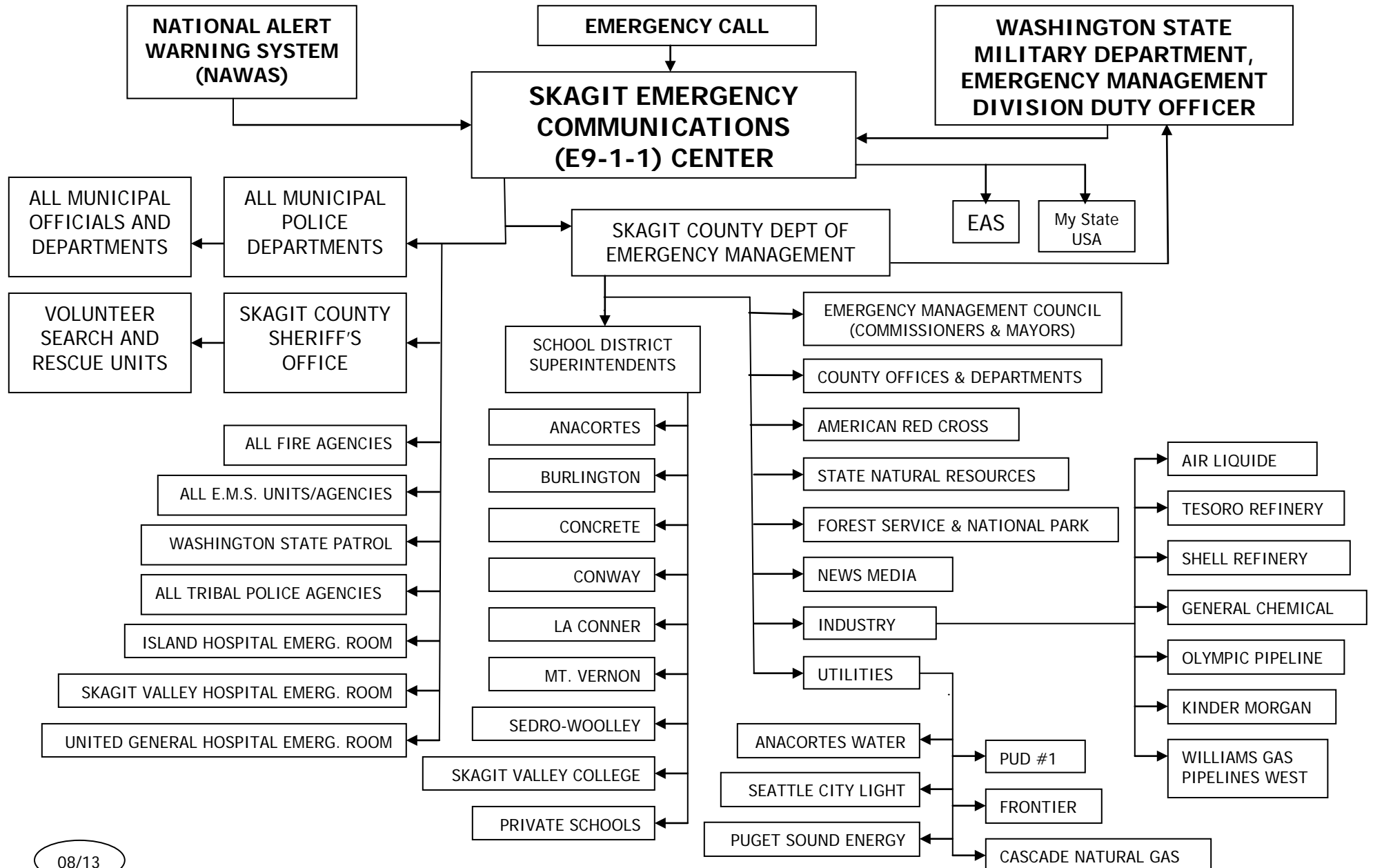
## Skagit County Department of Emergency Management Organizational Chart





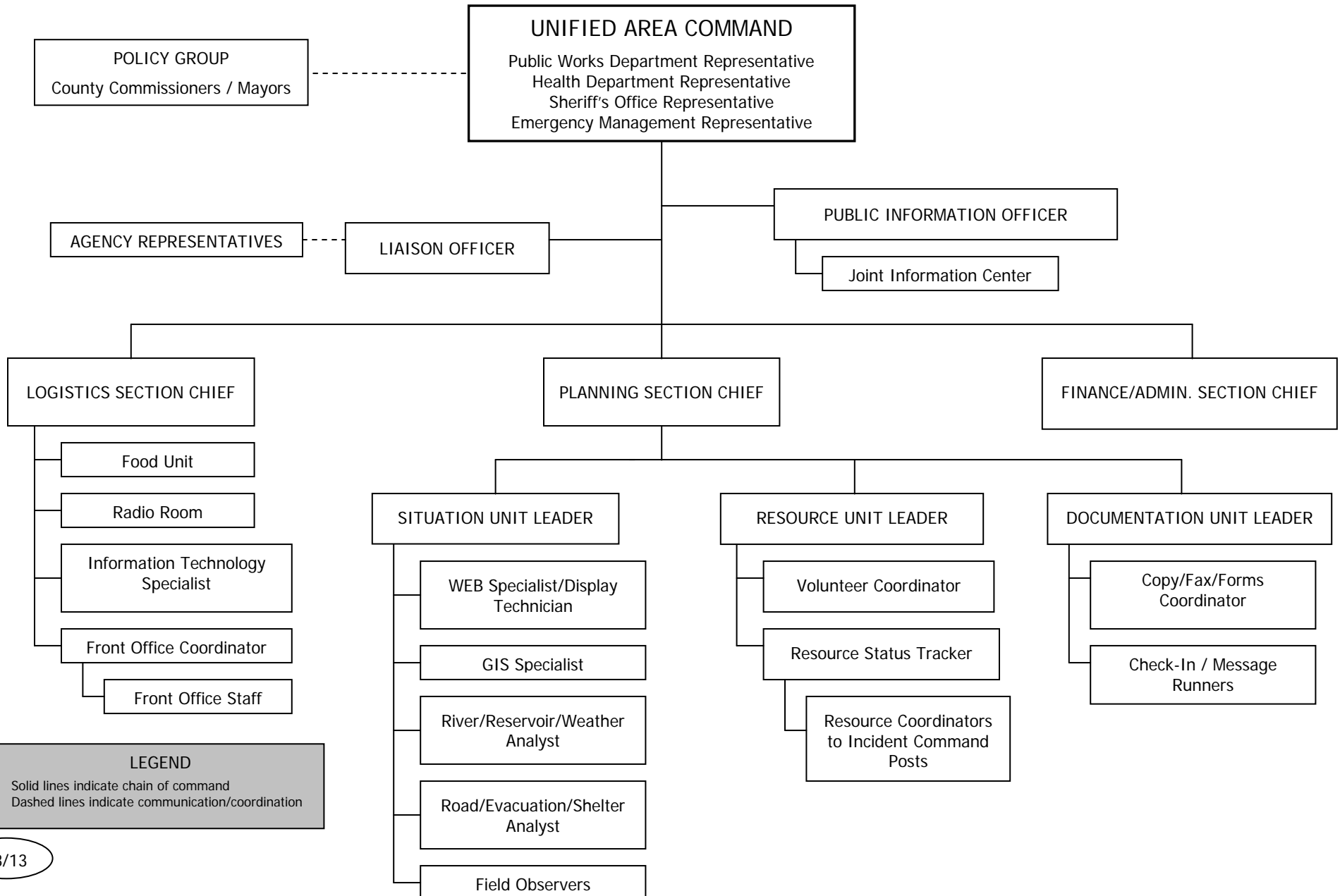
# FIGURE 2

## Skagit County Fan-Out Alerting System Diagram



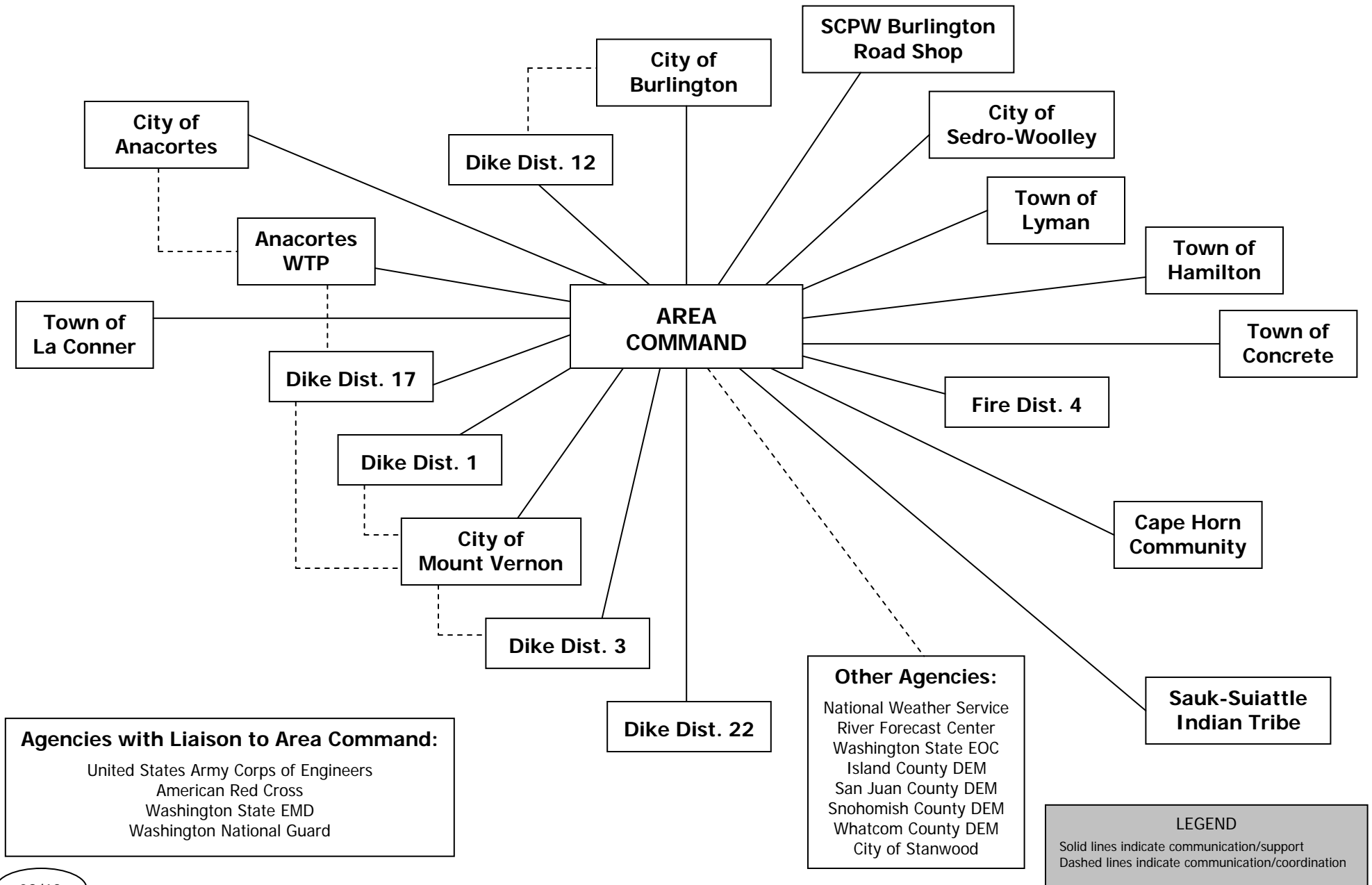
# FIGURE 3

## Skagit County Flood Response Organization – Area Command Organizational Chart



# FIGURE 4

## Skagit County Flood Response Organization – Area Command Coordination Diagram



## FIGURE 5

### Responsibilities Matrix

**P** = Agency with Primary Responsibilities

**S** = Agency with Support Responsibilities

**L** = Lead Agency (applicable to ESF #8 only)

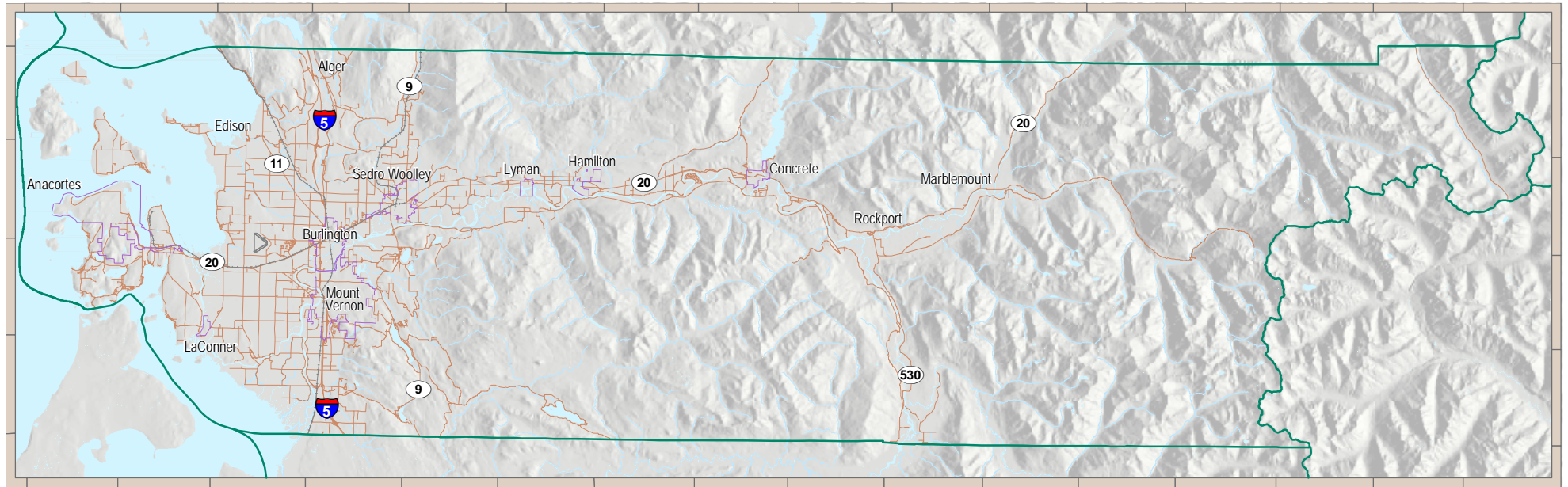
**C** = Cooperating Agencies (applicable to ESF #6 and ESF #11 only)

#### EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES:

	ESF #1	ESF #2	ESF #3	ESF #4	ESF #5	ESF #6	ESF #7	ESF #8	ESF #9	ESF #10	ESF #11	ESF #12	ESF #13	ESF #14	ESF #15
Commissioners and Mayors (EMC)														<b>S</b>	<b>P</b>
Admin. Services					<b>S</b>		<b>S</b>							<b>S</b>	
Budget/Finance					<b>S</b>		<b>S</b>							<b>S</b>	
Citizen Corps Council							<b>S</b>	<b>S</b>						<b>S</b>	
Community Services						<b>C</b>		<b>P</b>						<b>S</b>	
Coroner								<b>P</b>						<b>S</b>	
Emergency Management	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>C</b>	<b>P</b>	<b>S</b>	<b>S</b>		<b>C</b>	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>
EMS Agencies								<b>P</b>							
Facilities Mgmt.							<b>S</b>							<b>S</b>	
Fire Service	<b>S</b>			<b>P</b>				<b>P</b>							
Geographic Info. Systems (GIS)					<b>S</b>									<b>S</b>	
Hospitals								<b>P</b>							
Information Services		<b>P</b>			<b>S</b>									<b>S</b>	
Law Enforcement	<b>S</b>				<b>S</b>					<b>P</b>			<b>P</b>	<b>S</b>	<b>S</b>
Parks & Recreation						<b>C</b>	<b>S</b>							<b>S</b>	
Planning/Dev Dept.			<b>S</b>								<b>C</b>			<b>S</b>	
Public Health			<b>S</b>		<b>S</b>	<b>C</b>	<b>S</b>	<b>L</b>			<b>C</b>			<b>S</b>	<b>S</b>
Prosecuting Attorney/Municipal Attorney's Offices													<b>S</b>	<b>S</b>	
Public Works	<b>P</b>		<b>P</b>		<b>S</b>		<b>S</b>					<b>P</b>		<b>S</b>	<b>S</b>
Search & Rescue										<b>P</b>					
Skagit 9-1-1		<b>P</b>		<b>S</b>									<b>S</b>		
ARES/RACES		<b>S</b>			<b>S</b>	<b>C</b>									
Skagit Transit	<b>S</b>														
Port Districts	<b>S</b>														
School Districts	<b>S</b>							<b>S</b>							
Water Purveyors			<b>S</b>												
Wastewater Facilities			<b>S</b>												
American Red Cross						<b>C</b>		<b>S</b>			<b>C</b>			<b>S</b>	
Salvation Army & Faith-Based Org.						<b>C</b>		<b>S</b>						<b>S</b>	
Washington State EMD									<b>S</b>		<b>C</b>			<b>S</b>	
Washington State Patrol	<b>S</b>			<b>S</b>									<b>S</b>		
Washington State Dept of Transport.	<b>S</b>														
Small Bus. Admin.														<b>S</b>	
FEMA									<b>S</b>		<b>C</b>			<b>S</b>	

ESF #10 is published as a separate document in non-ESF format

# Skagit County Shaded Relief



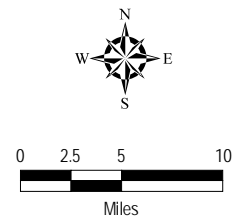
## Washington State



## Legend

-  County Boundary
-  Major Water Body
-  Incorporated Areas
-  River, Creek, or Stream

This map was created from available public records and existing map sources, not from field surveys. Map features from all sources have been adjusted to achieve a "best fit" registration to the Ownership Parcels Map. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field "ground truthing."

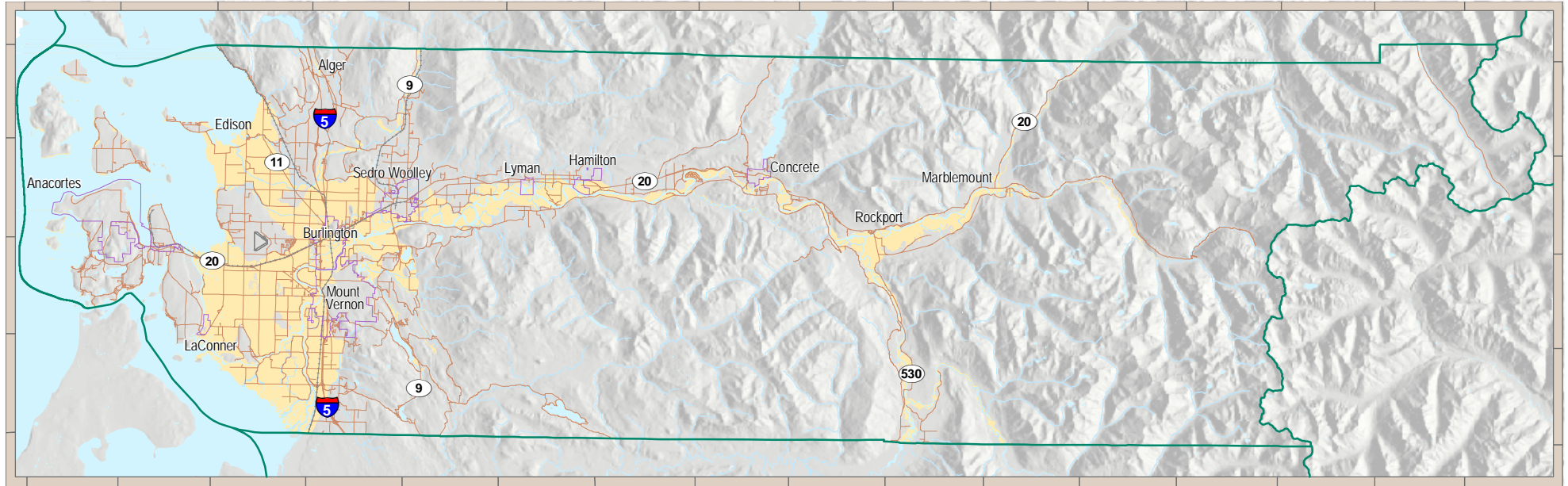


Map Created: 11-3-2008



# Skagit County

## FEMA Q3 100 Year Floodplain



### Washington State



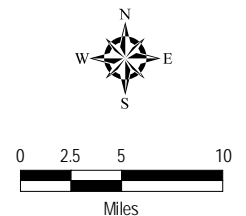
### Legend

-  FEMA Q3 100 year Floodplain
-  County Boundary
-  Incorporated Areas
-  Major Water Body
-  River, Creek, or Stream

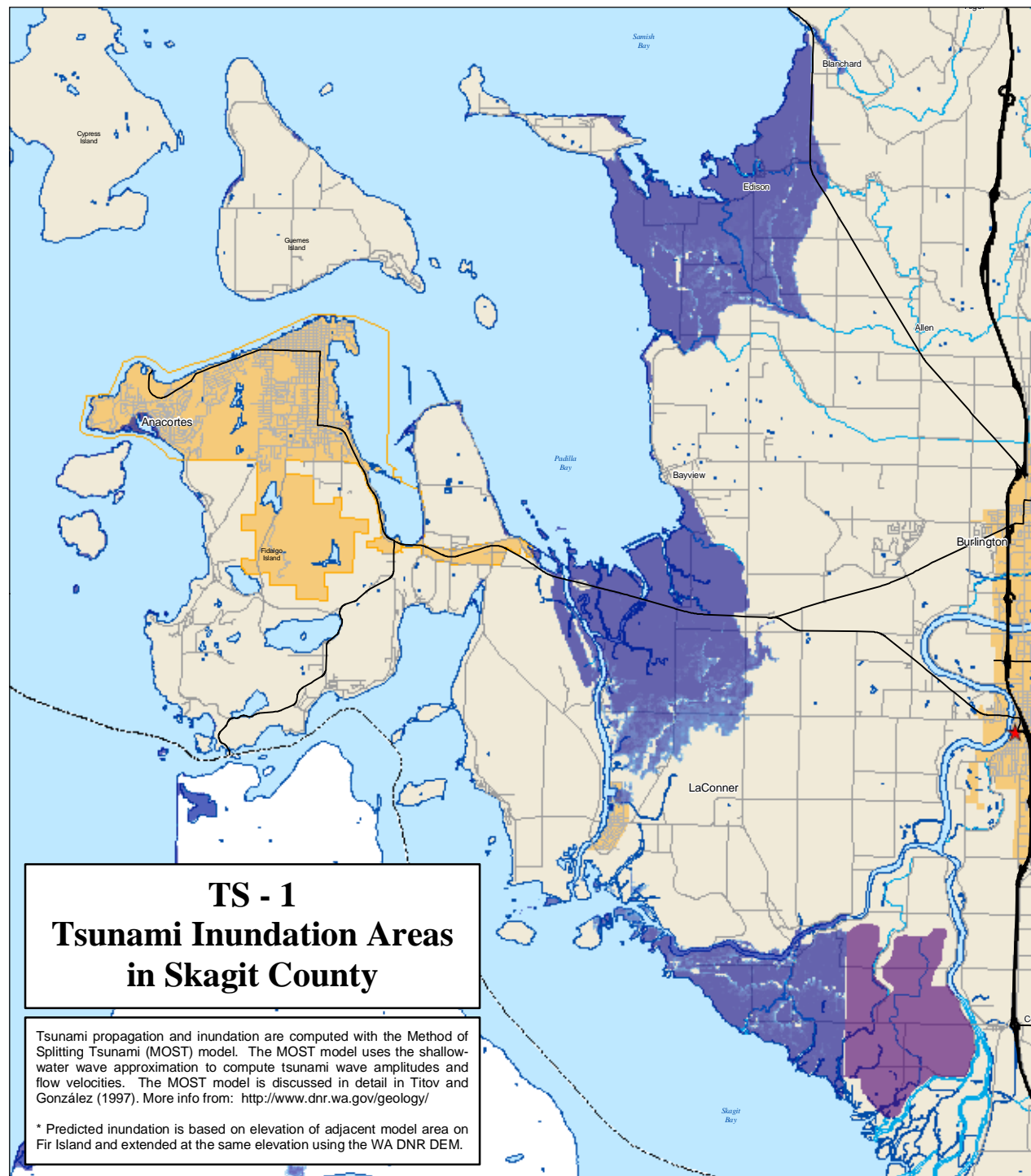
#### NOTE:

In its continuing efforts to perform hazards mitigation and to improve customer service by expanding the availability of flood risk data, the Federal Emergency Management Agency (FEMA) has released the Q3 Flood Data product. Designed to support FEMA's Response and Recovery activities and flood insurance policy marketing initiatives, Q3 Flood Data will be used in floodplain management, hazards analysis, and risk assessment activities. The product contains a subset of information derived from paper Flood Insurance Rate Maps (FIRMs). While the digital data were developed to support floodplain management activities, they do not replace the paper FIRMs.







This map was created from available public records and existing map sources, not from field surveys. Map features from all sources have been adjusted to achieve a "best fit" registration to the Ownership Parcels Map. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field "ground truthing."

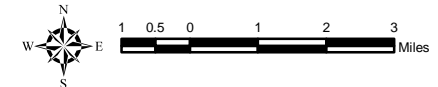


Map Created: 11-3-2008



## LEGEND

-  County Seat  
 County Boundary  
 Incorporated Area  
 Major Water Body  
 River, Creek, or Stream
- Inundation Depth**  
  
 High : 10.605982  
 Low : 0.000000  
 Tsunami Predicted\*



Data Source Information:

County Boundary, Incorporated Areas, Hydrology  
and Road centerlines are maintained by Skagit  
County GIS.



Map Created: 08-12-2008

This map was created from available public records and existing map sources, not from field surveys. Map features from all sources have been adjusted to achieve a "best fit" registration to the Ownership Parcels Map. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field "ground truthing."

## Washington State



Tsunami propagation and inundation are computed with the Method of Splitting Tsunami (MOST) model. The MOST model uses the shallow-water wave approximation to compute tsunami wave amplitudes and flow velocities. The MOST model is discussed in detail in Titov and González (1997). More info from: <http://www.dnr.wa.gov/geology/>

\* Predicted inundation is based on elevation of adjacent model area on Fir Island and extended at the same elevation using the WA DNR DEM.

## **SUPPORT ANNEX A WARNING**

**COOPERATING AGENCIES:** Skagit Emergency Communications (E 9-1-1) Center  
Department of Emergency Management  
County/Municipal Public Information Officers  
Skagit County Sheriff's Office  
Municipal Police Departments  
Fire Service Agencies  
Washington State Military Department, Emergency  
Management Division  
National Weather Service  
Various Private Industries/Utilities

### **I. INTRODUCTION**

The purpose of this Support Annex is to provide guidance for the rapid alerting and warning of local officials/agencies and the public of an impending or occurring emergency/disaster event.

This Support Annex augments ESF #2 – Communication and ESF #15 – External Affairs (Emergency Public Information). This Support Annex also provides information regarding how warnings are received and disseminated within Skagit County and the incorporated municipalities within the county.

Emergency or disaster warnings may originate from any level of government. Most warnings are initiated by federal agencies, particularly the National Weather Service which issues watches, warnings, and advisories for events such as flooding, tsunami, and severe weather. In some cases, private industry or utilities may issue warnings via sirens or other methods in the event of hazardous materials releases or problems with dams.

Warning is a two-part function that requires government to maintain redundant systems for learning of the possibility or occurrence of a threat and alerting officials and the public and advising of actions to take to minimize harm to people.

Routine day-to-day modes of communication will be utilized to the degree that they survive the emergency or disaster and afford adequate communication to affected local, state, and federal agencies. These modes of communication include commercial telephone, two-way radio systems, dedicated leased lines operated by government agencies and other modes available through private industry.

The priority in establishing communications systems is life safety first, followed by the re-establishment of critical government functions and the protection of property and the environment.



## **II. SITUATION**

Within Skagit County, the Skagit Emergency Communications (E 9-1-1) Center serves as the primary warning point for receiving warnings. No single warning system exists in Skagit County that will alert the public of all threatening emergency or disaster situations.

Emergency situations will occur that require heavy use of current communications systems. Some communications systems may be damaged or destroyed as the result of a disaster. When the need for communications equipment is highest, there may be fewer resources available, requiring reprioritization or reallocation of working communication resources.

Emergency or disaster warning may originate from any level of government or other sources. Some weather related disasters are forecast prior to the incident. Weather warnings, watches, and advisories are issued by the National Weather Service in advance whenever possible.

Floods and fires sometimes increase in magnitude over several hours or days, allowing time for warning and preparation. Other incidents such as earthquakes or hazardous materials releases offer no opportunity for warning.

Puget Sound Energy operates and maintains a dam failure siren warning system to provide warning for the Town of Concrete and the communities of Grassmere and Cape Horn located immediately downstream of the Town of Concrete along the Skagit River. Monitoring and activation of this system is provided by Puget Sound Energy.

Member industries of the March Point Community Awareness Emergency Response (CAER) group contract with Community Alert Network (CAN) to provide a telephone dial-up community alerting system for residents surrounding March Point. The intent is to provide information to residents in the vicinity of March Point regarding an occurring incident or a potential incident involving a member industry.

## **III. PLANNING ASSUMPTIONS**

There will be occasions when there is no time or mechanism to provide warning.

Communication systems may be damaged, destroyed, or overwhelmed as the result of an emergency or disaster; the time-frames to repair these systems could be considerable due to disrupted transportation routes, the availability of replacement equipment and persons with technical expertise to effect the repairs.

Emergency or alert information is transmitted by broadcasters at their discretion except for Emergency Alert System (EAS) Presidential Messages received from the National Control Point. Broadcasters may choose not to broadcast messages initiated by state and local agencies. EAS messages should be broadcast in English and Spanish to meet the needs of the population. In the event that public instructions need to be translated, interpreters will be located by the Department of Emergency Management through appropriate local ethnic groups.

Following initial warning, the Public Information Officer or the Joint Information Center will provide necessary follow-up information to the public.

## IV. CONCEPT OF OPERATIONS

### A. Inter-Jurisdictional Warning

The primary warning point within the state is the Washington State Emergency Operations Center (EOC) located at Camp Murray. The state also maintains an alternate warning point at the Washington State Patrol Communications Center at Yakima.

As previously stated, the Skagit Emergency Communications (E 9-1-1) Center serves as the primary warning point for receiving warnings within the county. The center is also the Public Safety Answering Point within Skagit County and as such, operates on a 24-hour basis. The center provides routine emergency call receiving and dispatch services and maintains the following inter-jurisdictional warning systems:

- NAWAS (National Warning System)
- ACCESS (A Central Computerized Enforcement Service System)
- EAS (Emergency Alert System)

Warning messages are periodically received by the Skagit Emergency Communications (E 9-1-1) Center from the Washington State EOC. These messages generally fall into the following two categories:

1. Warning messages pertaining to potential natural hazard events such as flooding or severe weather that could affect Skagit County.
2. Informational messages pertaining to events that are occurring in other areas of the State.

The Skagit Emergency Communications (E 9-1-1) Center may also receive information from private citizens or local emergency response agencies pertaining to an ongoing local event that would require providing alert and warning information to local officials and agencies.

Depending upon the event, the Skagit Emergency Communications (E 9-1-1) Center will provide alert and warning information to local officials/agencies according to their policies and procedures. If needed, the center may initiate the ***Skagit County Fan-Out Alerting System*** to provide alert information regarding the event to local officials and emergency response agencies within the county.

***NOTE: Refer to Appendix 2, Table 2 to view the Skagit County Fan-Out Alerting System Diagram.***

### B. Local Public Warning

The following local public warning systems are available within Skagit County:

#### Door-to-door:

Local law enforcement and fire agencies (working either independently or cooperatively) can effect door-to-door warning of residents in a localized emergency. Because of the time and personnel needed, this system is not effective for large geographic areas or densely populated areas; this system could also place emergency personnel in danger.

Mobile sirens and public address systems:

Law enforcement and fire agencies may utilize sirens and public address system loudspeakers affixed to apparatus to deliver warning information as they slowly drive through a neighborhood. This method is timelier than door-to-door notification but is limited to those persons that can hear to the public address message. This system can also places emergency response personnel in danger.

NOAA Weather Radio:

As part of NOAA (National Oceanic and Atmospheric Administration) the National Weather Service broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week via this system. In order to receive information via this system, individuals must purchase a NOAA Weather Radio receiver for use in their home or business and properly program it to the appropriate channel. The system operates via radio signal and is not reliable for those areas of Skagit County located easterly of State Route 9.

Puget Sound Energy Siren Warning System:

As previously stated, Puget Sound Energy operates and maintains a dam failure siren warning system to provide warning for the Town of Concrete and the communities of Grassmere and Cape Horn located immediately downstream of the Town of Concrete along the Skagit River. Monitoring and activation of this system is provided by Puget Sound Energy.

MyState USA (Emergency Notification System):

The Skagit Emergency Communications (E 9-1-1) Center has the ability to disseminate recorded warning messages via MyState USA, a Web-based application within Skagit County. MyState USA is capable of delivering alerts and messages to specific geographic areas or pre-established contact groups which will allow warning messages to be received by local officials as well as the public.

If needed and upon authorization, the Skagit Emergency Communications (E 9-1-1) can use MyState USA to issue a warning to the public via the Emergency Alert System (EAS). This system can provide rapid notification to large numbers of people throughout the county.

**C. Warnings provided during on-going events**

As provided for in ESF #15 – External Affairs, warning to the public may be provided as part of the release of emergency public information during on-going events (i.e. flood events) occurring within Skagit County.

On occasion, small and/or localized on-going events may suddenly require the need for the delivery of warning information to the public. In such a case, the local On-Scene Incident Commander has the authority to issue such warnings.

**D. Warning message content**

If a public warning is required due to life-threatening conditions, the warning message should contain the following information:

1. The reason for the warning (hazard or event).
2. Who is issuing the warning (mayor, fire chief, sheriff, other local official).
3. Specific boundaries of the warning area.
4. What actions the public needs to take (evacuate, shelter-in-place, other) to protect themselves from the hazard.
5. Where the public is to go (evacuation route and shelter location).
6. What the public should take with them (medications, warm clothing, other items).

## **V. RESPONSIBILITIES**

### **A. Department of Emergency Management**

Develop and maintain procedures, standard operating guidelines, and checklists in support of this Support Annex.

Maintain Skagit County EOC and EAS equipment in an operational state of readiness.

Develop and maintain procedures for the routine testing and emergency use of EAS equipment and participate in Emergency Alert System North Puget Sound Local Area tests to insure EAS operational readiness.

Assist the Skagit Emergency Communications (E 9-1-1) Center in coordinating/providing training of shift supervisors and alternates in the use and operation of EAS equipment.

Activate EOC, issue warnings, and activate EAS as necessary.

Upon notification, conduct warning notification according to Appendix 2, Figure 2, Skagit County Fan-Out Alerting System Diagram.

Conduct tests and exercises of the county's warning capabilities.

Support local PIO and JIC as necessary.

If needed, request additional resources through normal emergency management channels.

### **B. Skagit Emergency Communications (E 9-1-1) Center**

Develop policies, procedures, and checklists in support of this Support Annex.

Provide adequate staffing to perform routine dispatch services and warning functions.

Maintain operational readiness of all communications and warning equipment.

Participate in regular NAWAS tests.

Provide adequate training of shift supervisors and alternates in the use and operation of EAS equipment and rapid and efficient initiation of warnings via Appendix 2, Figure 2, Skagit County Fan-Out Alerting System Diagram.

Disseminate inter-jurisdictional warning information in accordance with Appendix 2, Figure 2, Skagit County Fan-Out Alerting System Diagram.

Within agency procedures, initiate Community Alert Network (CAN) warning messages.

As directed, issue warning messages via the EAS.

### **C. Law Enforcement Agencies**

Insure operational readiness of communications equipment.

Develop and maintain a close working relationship with the Skagit Emergency Communications (E 9-1-1) Center and the Department of Emergency Management.

Develop policies, procedures, and checklists in support of this Support Annex.

Upon notification, conduct warning notification according to Appendix 2, Figure 2, Skagit County Fan-Out Alerting System Diagram.

As directed (and within agency capabilities) deliver warning to the public via door-to-door and mobile siren/public address system methods. If needed, request additional resources through the Department of Emergency Management.

### **D. Fire Service Agencies**

Insure operational readiness of communications equipment.

Develop and maintain a close working relationship with the Skagit Emergency Communications (E 9-1-1) Center and the Department of Emergency Management.

Develop policies, procedures, and checklists in support of this Support Annex.

As directed (and within agency capabilities) deliver warning to the public via door-to-door and mobile siren/public address system methods. If needed, request additional resources through the Department of Emergency Management.

### **E. County/Municipal Public Information Officers**

As directed, issue emergency public information in accordance with ESF #15 – External Affairs (Emergency Public Information).

### **E. Puget Sound Energy**

Maintain operational readiness of the dam failure siren warning system for the Town of Concrete and the communities of Grassmere and Cape Horn.

Develop and implement a public education program regarding this dam failure siren warning system for the citizens of the Town of Concrete and the communities of Grassmere and Cape Horn.

Conduct monthly tests of this dam failure siren warning system.

Activate the dam failure siren warning system in a timely manner in the event of an actual or imminent dam failure that could threaten the citizens of the Town of Concrete and/or the communities of Grassmere and Cape Horn.

In the event of an activation of this dam failure siren warning system, establish and maintain liaison with the Skagit Emergency Communications (E 9-1-1) Center and the Skagit County Department of Emergency Management.

#### **D. March Point CAER Group**

Develop and maintain a close working relationship with other March Point CAER members.

Participate with other March Point CAER members to contract with the Community Alert Network (CAN) to provide a telephone dial-up community alerting system for residents surrounding March Point.

If needed, initiate Community Alert Network (CAN) warning messages.

In the event of an activation of the CAN system, establish and maintain liaison with the Skagit Emergency Communications (E 9-1-1) Center and the Skagit County Department of Emergency Management.

## **SUPPORT ANNEX B EVACUATION**

<b>PRIMARY AGENCIES:</b>	<b>Skagit County Sheriff's Office Municipal Law Enforcement Agencies</b>
<b>SUPPORT AGENCIES:</b>	<b>Skagit Transit (SKAT) Washington State Patrol Skagit County Fire Districts Municipal Fire Departments Skagit County Search and Rescue (SAR) Council Skagit County Public Works Department Municipal Public Works/Street/Engineering Departments Skagit County Parks and Recreation Department Municipal Parks and Recreation Departments School Districts Department of Emergency Management</b>

### **I. INTRODUCTION**

The purpose of this Support Annex is to provide the emergency organization and coordination of the emergency evacuation of people from an area of high risk in the event of an occurring or threatening emergency or disaster event within Skagit County and/or the incorporated municipalities located within the county.

This Support Annex addresses the emergency evacuation of people occurring separately or coincidentally with a significant natural, human-caused, or technological emergency or disaster. This Support Annex does not address evacuation and/or re-location of persons due to the threat of, or occurrence of, a nuclear attack.

This Support Annex will be activated in concert with ESF #1 and ESF #6.

### **II. POLICIES**

The decision to evacuate persons may be made by one of the following individuals: County Commissioner(s) or Mayor; Sheriff/Police Chief, or highest-ranking command law enforcement officer having jurisdictional authority; Fire Chief or highest-ranking command fire officer having jurisdictional authority. This decision will be based upon the current and/or projected situation.

***NOTE: There is no law requiring a citizen to evacuate their home. Law Enforcement can only advise citizens of the prudence of evacuation.***

### **III. SITUATION**

No single warning/evacuation system exists in Skagit County or the incorporated municipalities located within the county that will alert the public of all threatening emergency or disaster situations.

Transportation routes serving those areas of Skagit County lying easterly of the City of Sedro-Woolley and along the Skagit River are limited. Due to the topography of the area and their proximity to the Skagit River, these routes are highly susceptible to landslides and are frequently inundated with water during flood events.

Fidalgo Island and the City of Anacortes can be accessed by bridge; the primary route being the State Route #20 Duane Berentson Bridge and a secondary route being the Rainbow Bridge in La Conner; small aircraft, Washington State Ferry service and private boats. Alternate access is also available from Island County via the Deception Pass Bridge.

A small passenger/vehicle ferry owned and operated by the Skagit County Public Works Department provides transportation to Guemes Island. Transportation to other islands of Skagit County is by private boat or aircraft only.

Depending upon the situation and the severity of the event, residents of these areas may not be able to evacuate in a timely manner and emergency response efforts to locate and remove these persons from the hazard area may be delayed due limited transportation routes and resources.

The March Point industrial area near Anacortes is home to two large oil refineries and two chemical companies. Each of these fixed facilities holds large quantities of hazardous materials. In addition, several cold storage facilities hold large quantities of anhydrous ammonia and municipal water and sewer treatment facilities hold large quantities of chlorine.

In the event of a large hazardous materials release from one of these or a similar facility, it may be unsafe for law enforcement, fire, and other first responders to enter the area to conduct an evacuation.

Depending upon the type of hazardous material released, wind direction, and other factors, officials may need to carefully evaluate the situation to determine if evacuation OR sheltering-in-place would be the preferred method of protection for those persons located within the hazard area.

Law Enforcement and Emergency Management officials may need to coordinate with the Washington State Patrol and the Washington State Department of Transportation to designate portions of State Routes as one-way routes to help facilitate the rapid evacuation and movement of persons from the hazard area. In addition, coordination with the Skagit County Public Works Department may also be necessary to designate certain County Roads as one-way routes to help facilitate evacuation and movement activities.

#### **IV. PLANNING ASSUMPTIONS**

A significant disaster or emergency may threaten portions of the population of Skagit County and/or portions of the population of the incorporated municipalities located within the county thereby necessitating those affected persons to be evacuated to avoid loss of life.

A significant emergency or disaster may severely damage the transportation infrastructure. Most localized transportation systems and activities may be hampered by the damaged surface transportation infrastructure and disrupted communications. The damage sustained will determine the effectiveness and efficiency of evacuation as well as response and recovery efforts.



Aircraft transportation for reconnaissance of disaster impacted areas may be essential.

Disaster evacuation as well as response and recovery activities, which require the use of the transportation system, may be difficult to coordinate effectively. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.

The immediate use of the transportation system for evacuation as well as response and recovery activities will most likely exceed the capabilities of Skagit County and/or the incorporated municipalities located within the county thus requiring assistance from the state and federal government.

## **V. CONCEPT OF OPERATIONS**

Direction, control, and coordination of law enforcement personnel and apparatus within their respective jurisdictions shall be directed by the Sheriff/Police Chief or highest-ranking command law enforcement officer. Priority will be given to life saving.

The Skagit County Sheriff (or designee) in consultation with the Unified Commanders, shall assign a supervisor or deputy with decision-making authority to act as the *Evacuation Coordinator* during emergencies/disasters of such magnitude that require evacuation coordination.

Verbal authorization to conduct an emergency evacuation may be given if an immediate evacuation is necessary to protect citizens and avoid loss of life. A written *Evacuation Order* will be prepared and signed by the Board of County Commissioners or Mayor as soon thereafter as practical.

Under emergency or disaster conditions, evacuation activities are the responsibility of the local law enforcement agency within the jurisdiction. Regular law enforcement activities such as traffic control and other law enforcement functions will remain the responsibility of the law enforcement agency concerned.

During emergency or disaster situations, local law enforcement agencies will mobilize all available apparatus and personnel to conduct effective evacuation operations. Additional resources may be obtained through existing inter-local agreements. As part of these inter-local agreements, law enforcement units supplied by other agencies will operate under the incident command system of the host jurisdiction.

Depending upon the availability of equipment and personnel, the Skagit County Sheriff's Office and/or the Skagit County SAR Council will assist municipal law enforcement agencies with evacuation activities.

County/municipal support to an evacuation will be coordinated through the Skagit County EOC or appropriate municipal EOC.

Under emergency or disaster conditions, evacuation activities are the responsibility of the local law enforcement agency within the jurisdiction.

The evacuation of persons will be coordinated with the Department of Emergency Management and/or EOC staff. The Department of Emergency Management and/or EOC staff will coordinate

with the *Evacuation Coordinator* regarding evacuation and movement issues as well as the American Red Cross regarding the establishment of emergency shelters. Law enforcement, fire, search and rescue, and other personnel conducting an evacuation shall make every effort to instruct evacuee's as to the location of evacuation shelters.

Evacuation instructions and information to the public will be disseminated using the media, door-to-door contacts, and mobile sirens/public address systems.

Evacuation routes will be selected to provide for rapid, safe, and controlled movement away from the hazard area.

Abandoned and/or disabled vehicles will be cleared from evacuation routes by whatever means necessary so as to not impede the movement of persons away from the hazard area by Public Works/Street Department, Law Enforcement, Fire, Parks and Recreation, or Search and Rescue personnel.

The local law enforcement agency within the jurisdiction is responsible for providing security and other law enforcement related activities within those areas that have been evacuated.

The Skagit County Sheriff/Municipal Police Chief or highest ranking law enforcement command officer, in cooperation with the Board of County Commissioners/Mayor(s), the Fire Chief or highest-ranking fire officer, and the Department of Emergency Management, will determine when it is safe for evacuee's to return to their homes and will establish re-entry priorities for evacuated areas.

The *Evacuation Coordinator* will maintain a close working relationship with other EOC staff to coordinate evacuation issues and to specifically prioritize transportation resources to provide for the evacuation of physically challenged, elderly, and institutionalized persons.

Skagit County and/or the incorporated municipalities located within the county will provide emergency transportation, within their capability, during an emergency or disaster. If transportation requirements exceed the capabilities of the local jurisdiction, private sources shall be utilized as a secondary transportation means. All willing sources will be utilized to meet transportation needs.

Priorities for the use of limited public transportation assets and opening transportation routes shall be established in cooperation with other ESF's such as Transportation, Public Works and Engineering, Firefighting, Search and Rescue, and Public Safety and Security.

If use of specific routes or traffic control is necessary, road use permits will be issued for priority movement on routes that would otherwise be heavily congested. Regulation will be instituted only where and for as long as necessary.

If local capabilities are exceeded in meeting transportation needs, the Department of Emergency Management may request assistance through normal emergency management channels. In the event of a large disaster that severely damages the local transportation network within Skagit County, the Skagit County Public Works Director will coordinate with all municipal public works/street/engineering departments to conduct an immediate post-disaster survey of the total road/street network.

Under a Major Disaster Declaration by the President, FEMA may provide emergency public transportation services in a disaster affected area which has lost ready access to government offices, supply centers, stores, post offices, schools, and major employment centers, as to such other places as may be necessary in order to meet the emergency needs of the community.

## **VI. RESPONSIBILITIES**

### **A. Department of Emergency Management**

Coordinate the establishment and opening of emergency evacuation shelters with the American Red Cross.

Collect evacuation intelligence and advise government officials, as needed.

Through the Public Information Officer (PIO) or the Joint Information Center (JIC), coordinate the use of radio and other media to provide evacuation instructions to the population and situational changes as they occur.

Assist with the coordination of law enforcement, fire, search and rescue, public works/street department(s), American Red Cross, and local transportation resources to support local emergency evacuation efforts.

Consider and make arrangements for the emergency evacuation of household pets and, depending upon the situation, livestock.

Request state and/or federal assistance if the emergency or disaster requires a response beyond the capabilities of local government and serve as liaison between local government and state/federal resources when the emergency or disaster requires a response beyond the capabilities of local government.

### **B. Skagit County Sheriff's Office**

Upon request, report to the Skagit County EOC or appropriate municipal EOC to coordinate emergency evacuation and movement activities.

Conduct evacuations within unincorporated Skagit County; provide security for evacuated areas, and traffic control as required.

If needed, assign a supervisor or deputy with decision-making authority to act as the *Evacuation Coordinator* to help insure coordination of evacuation efforts.

If needed, request assistance through normal emergency management channels.

Coordinate a variety of evacuation issues such as the identification and designation of evacuation routes, the procurement of transportation resources, and designating reception shelters.

Provide for record keeping including the area(s) evacuated, evacuation/re-entry status of hazard areas, approximate numbers of persons evacuated, and the name/address of those persons refusing to evacuate the hazard area.

### **C. Municipal Law Enforcement Agencies**

Conduct evacuations within jurisdictional boundaries, provide security for evacuated areas, and traffic control as required.

If needed, assign a supervisor or officer with decision-making authority to act as the *Evacuation Coordinator* to help insure coordination of evacuation efforts.

If needed, request assistance through normal emergency management channels.

Coordinate a variety of evacuation issues such as the identification and designation of evacuation routes, the procurement of transportation resources, and designating reception shelters.

Provide for record keeping including the area(s) evacuated, evacuation/re-entry status of hazard areas, approximate numbers of persons evacuated, and the name/address of those persons refusing to evacuate the hazard area.

### **D. Fire Agencies**

Upon request, assist law enforcement agencies in conducting emergency evacuations.

### **E. Skagit County Search and Rescue (SAR) Council**

Upon request, assist law enforcement agencies in conducting emergency evacuations.

### **F. Skagit Transit and School Districts**

As directed by the EOC and within agency capabilities, provide buses for emergency transportation for evacuation of the general public and/or special populations as well as emergency worker transportation.

### **G. Public Works/Street/Engineering Departments**

Upon request, conduct rapid damage assessment of transportation routes/bridges and provide information to the EOC to assist in establishing emergency evacuation routes.

Open emergency evacuation routes as required.

Assist law enforcement by providing emergency signing, barricades and traffic control along emergency evacuation routes.

Supply fuel and refueling equipment/services to insure continuous operation of all emergency transportation vehicles.

### **H. Parks and Recreation Departments**

Assist in the transportation and movement of evacuees to emergency shelters.

## **SUPPORT ANNEX C MILITARY SUPPORT TO CIVIL AUTHORITIES**

**PRIMARY AGENCY:** Department of Emergency Management

**SUPPORT AGENCIES:** Washington State Military Department National Guard  
Washington State Military Department Emergency  
Management Division  
Federal Emergency Management Agency (FEMA)  
United States Department of Defense

### **I. INTRODUCTION**

The purpose of this Support Annex is to familiarize officials and emergency management staff with Washington State and Federal Government agencies and programs that may provide resource and logistical support to Skagit County and the incorporated municipalities located within the county during an emergency or disaster.

This Support Annex provides only a general overview of how support is provided by other governmental entities. For specific information on how support will be provided by state and federal agencies, their respective plans and procedures must be referenced.

This Support Annex applies to all requests for military support originated by the Skagit County Department of Emergency Management following a local declaration of emergency.

There are provisions under state and federal law where the state or federal government could assume the direction and control of local level functions should there be a total breakdown of government. Given that adequate continuity of government planning is accomplished and procedures are followed in accordance with this plan, there should be no need for state or federal officials to assume the roles and responsibilities of local government.

### **II. SITUATION**

Skagit County and the incorporated municipalities within the county have limited resources and may not be able to adequately respond to and/or recover from a significant disaster event. Local government recognizes there may be events that require the state or federal government to provide significant assistance to Skagit County and/or the incorporated municipalities within the county during the response phase and recovery phase of an event.

### **III. PLANNING ASSUMPTIONS**

In the event of a wide spread disaster that impacts a significant portion of the state or country, it may take a several days before significant state and federal resources will arrive to assist in response and recovery efforts.

This Support Annex assumes the military is capable of providing a wide range of support to local governments in an emergency and that military support may be delayed until a state of emergency is declared by the Governor or there has been a presidential declaration.

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

Each county and municipality is required by state law to provide for an active and ongoing emergency management program. Skagit County and the municipalities located within the county have the primary duty to maintain the health, safety, and welfare of their citizens; to mitigate the effects of a disaster; and conduct recovery operations within their respective jurisdictions.

In an emergency or disaster, the first priority for government is the preservation of life and the protection of property. Officials will implement emergency plans and will respond with all available resources.

Depending upon the availability of personnel and equipment, Skagit County will assist municipalities and special districts during emergency and disaster response operations. However, jurisdictions are expected to exhaust all of their known governmental and private resources before asking for county assistance.

If Skagit County cannot accommodate a resource request using locally available resources, a resource request will be made to the Washington State EOC as part of routine resource management activities. It will be up to the state to determine the appropriate means of meeting the county's request, including the use of military assets.

Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been, or will imminently be, exhausted. If needed, military assistance will be requested through the Washington State Military Department, Division of Emergency Management via normal emergency management channels.

If a local agency or local official is aware of a specific military resource needed by Skagit County or an incorporated municipality within the county, the specific resource may be requested as part of the request sent to the State EOC.

When deployed to provide Military Support to Civil Authorities, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

#### **V. RESPONSIBILITIES (Department of Emergency Management)**

Determine if and when a recommendation will be made to request military assistance.

Prepare a request for military assistance; transmit all requests for military assistance to the Washington State Military Department, Emergency Management Division.

Identify appropriate staging area(s) and coordinate necessary logistical support, including common communications capabilities, with the responding military unit(s).

Coordinate activities to ensure efficient use of requested assets.

## **SUPPORT ANNEX D DAMAGE ASSESSMENT**

**PRIMARY AGENCY:** Department of Emergency Management

**SUPPORT AGENCIES:** All Skagit County Departments/Offices  
All Municipal Departments/Offices  
All Special Purpose Districts  
American Red Cross

### **I. INTRODUCTION**

The purpose of this Support Annex is to provide for the effective coordination of all damage assessment activities within Skagit County and the incorporated municipalities located within the county following an emergency or disaster event.

This Support Annex applies to all activities within unincorporated Skagit County and the incorporated municipalities located within the county relating to the assessing of damages resulting from natural, human-caused, or technological disasters.

### **II. POLICIES**

Damage assessment activities will be conducted following any event where disaster intelligence and damage assessment information is needed. The Skagit County Department of Emergency Management will rely on the use of "windshield surveys" (to be conducted within 24 hours of an event) to conduct Initial Damage Assessment Surveys.

All available county and municipal department/office resources will be utilized to perform and support a coordinated Initial Damage Assessment Survey of the area(s) affected by a natural, human-caused, or technological emergency or disaster. Initial Damage Assessment Survey information will be forwarded to the Skagit County EOC or the appropriate municipal EOC in a timely manner.

Even when the effect of an incident is so profound as to be readily apparent that the county will qualify for federal disaster relief, a Preliminary Damage Assessment (PDA) must be completed. The lead agency in preparing the PDA will be the Department of Emergency Management with support from the various county and municipal department/office staff as well as state and federal officials.

### **III. SITUATION**

Due to a long history of flood events that have occurred within Skagit County, most county and municipal officials and department/office staff are familiar with flood events and gathering damage assessment information regarding these events. However, local officials and first responders are NOT familiar with gathering damage assessment information in a timely manner following a large earthquake or other type of disaster event that may cause significant and/or widespread damage to government infrastructure and private property.

## **IV. PLANNING ASSUMPTIONS**

Emergencies and/or disasters will occur and cause significant damage to government infrastructure and/or private property that will require a coordinated and timely damage assessment process.

In order to identify response requirements of the emergency or disaster incident, there will be an immediate and continuous demand for damage assessment information.

Initial reports may be fragmented and may provide an incomplete picture of the extent and magnitude of damage to the community.

There may be a shortage of individuals qualified to assess the damage and local governmental agencies and resources will be quickly overwhelmed in a catastrophic event such as a large magnitude earthquake or other type of event that causes significant damage.

The governments of Skagit County and the incorporated municipalities located within the county as well as other political subdivisions will coordinate with each other to support damage assessment activities.

## **V. CONCEPT OF OPERATIONS**

### **A. Initial (Urgent) Damage Assessment**

Initial or urgent damage assessment will generally begin during or immediately following the disaster event and continue until the EOC has developed a picture of the types and magnitude of damage throughout the county. EOC personnel can use information gathered in the initial damage assessment to determine critical facility and transportation route status, prioritize initial response activities, and determine the immediate need for outside assistance.

In the event of a large-scale event that caused severe and/or widespread damage to multiple buildings and/or structures, local Building Officials, building inspectors, engineers, and architects will be utilized to inspect and evaluate damaged buildings and structures.

Initial or urgent damage assessment survey activities must be promptly carried out to provide the EOC with disaster situation information. The goals of conducting an initial or urgent damage assessment survey are to determine:

- Boundaries of the disaster area and identify the jurisdictions impacted.
- Status of transportation routes and communications systems.
- Status of operating facilities and critical facilities.
- Status of key personnel.
- Hazard-specific information and access points to the disaster.
- Priorities for response and resource shortfalls.

Initial or urgent reports may be provided by county/municipal agencies, county/municipal employees, the media, or the public. Damage reports from county/municipal agencies or employees should be as concise yet informative as possible and without delay. Reports of damage should not be delayed to gather detailed information.



At a minimum, initial or urgent reports should contain a location, type of damage, magnitude of damage, whether personal injury or death is involved, and whether immediate assistance is needed to save lives.

Initial or urgent damage assessment reports will be made to the Skagit County EOC or the appropriate municipal EOC by the most expeditious means under the circumstances.

Although difficult to contemplate, it may be prudent to bypass an apparently urgent situation to continue damage assessment activities. Remember – there may be an even more urgent need down the road.

Following the initial or urgent damage assessment, and as necessary, responders will establish response priorities directed towards attending to the needs of the public so as to provide maximum life-saving potential. If local resources are insufficient to respond to all urgent needs in a timely manner, additional resources will be requested through mutual-aid agreements or through the Skagit County EOC or appropriate municipal EOC.

EOC staff will analyze the information received, develop countywide response priorities, and coordinate resources accordingly. EOC staff will also disseminate damage information to appropriate government officials, the media, and the public.

***NOTE: See Tab D-1, Initial Damage Assessment for additional information.***

## **B. Detailed Damage Assessment**

A detailed damage assessment is needed to document the magnitude of private and public damage for planning recovery activities and to justify requests for state and federal assistance as well as meet the information needs of the public.

The detailed damage assessment process will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, the detailed assessment process could last for several weeks. The Skagit County EOC may or may not be activated during the entire damage assessment process.

The Skagit County Department of Emergency Management will establish a damage assessment hotline for the purpose of gathering individual and business damage.

Within agency capabilities, the American Red Cross may conduct a detailed damage assessment of residential and business structures in cooperation with local government.

Individual and business damage assessment information will be forwarded to the state for the purpose of determining if Skagit County qualifies for state and federal assistance for individuals, families and businesses.

Depending on the nature and magnitude of the disaster, county and municipal governments may conduct structural inspections of privately owned structures and businesses to determine whether they are safe to enter or to occupy.

If it appears that the county may meet the threshold for federal disaster assistance, the Department of Emergency Management will complete a formal Preliminary Damage

Assessment and Supplemental Justification. In addition, state and federal inspectors may tour the damaged areas to determine eligibility for assistance under the Stafford Act. Based largely on these assessments, the Skagit County Board of Commissioners may ask the Governor to request federal disaster assistance.

The Department of Emergency Management will coordinate public damage assessment activities. Upon request, county, municipal, special purpose districts, and other agencies and organizations will complete and submit Preliminary Damage Assessment forms to the Department of Emergency Management for forwarding to the state.

County and/or municipal departments/offices will need to establish procedures and checklists and train staff based upon their individual area of responsibility to complete damage assessment activities and provide timely reports in pre-determined format to the Skagit County EOC or appropriate municipal EOC.

In the event of a catastrophic event such as a major earthquake, the Department of Emergency Management will request damage assessment information from a variety of sources including local hospitals and health care centers, school districts and private schools.

If activated, the Skagit County EOC staff will disseminate damage information to appropriate government officials, the media, and the public. If the Skagit County EOC is no longer activated, damage information will be disseminated by Department of Emergency Management personnel.

## **VI. RESPONSIBILITIES**

### **A. Department of Emergency Management**

Encourage jurisdictional departments/offices to develop procedures and protocols to insure damage assessment is conducted and damage assessment information is collected and shared with the Skagit County EOC.

Coordinate the overall effort to collect, process, evaluate and disseminate damage assessment information. Gather individual, business, and public damage assessment figures and forward to the state.

Assist county and municipal agencies in preparing Preliminary Damage Assessment forms and assist the Skagit County Board of Commissioners in preparing all documents required to ask the Governor to request federal disaster assistance.

Prepare a formal Preliminary Damage Assessment and Supplemental Justification and forward to the state with a request from the Skagit County Board of Commissioners asking the Governor for federal disaster assistance.

Coordinate with state and federal agencies as needed to insure delivery of federal disaster assistance.

### **B. All County/Municipal/Special Purpose Agencies**

Develop procedures and checklists to assist agency staff to respond when needed and support damage assessment activities.

Perform Initial Damage Assessment Survey activities as well as all other agency-assigned tasks in support of initial and detailed damage assessment processes.

## **VII. TABS**

### **Tab D-1, Initial Damage Assessment**

## **TAB D-1 INITIAL DAMAGE ASSESSMENT**

### **I. INTRODUCTION**

Initial or urgent damage assessment is a process that is launched to quickly assess or “size up” the degree that the event has challenged the community. The goals of conducting an initial or urgent damage assessment are to determine:

- Boundaries of the disaster area and identify the jurisdictions impacted.
- Status of transportation routes and communications systems.
- Status of operating facilities and critical facilities.
- Status of key personnel.
- Hazard-specific information and access points of the disaster.
- Priorities for response and resource shortfalls.

The overall goal of the initial or urgent damage assessment process is to develop disaster intelligence that will allow the governments of Skagit County and the incorporated municipalities located within the county to respond in an organized and coordinated manner to:

- Save and protect the greatest number of people at risk.
- Protect private property as much as possible.
- Protect critical facilities and vital infrastructure.
- Minimize environmental damage.

Every county/municipal department/office has a responsibility to quickly assess the event's impacts on personnel, facilities, and capabilities. Certain departments/offices, especially those which have field personnel with radio communication capabilities, have an obligation to use those field resources to collect more general information about the impacts on the community.

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

#### **A. General**

Skagit County departments/offices, municipal departments/offices, rural fire districts, Skagit Transit, hospitals, schools, industries, utilities, citizens, and other sources will provide initial or urgent damage assessment information to the Skagit County EOC or the appropriate municipal EOC following critical events. This information will be utilized to determine the size, scope, and profile of the event and the area(s) impacted which will then help determine the priorities for response and resource allocation.

Those agencies contributing information are expected to screen and process the information so the EOC can quickly develop disaster intelligence.

Political jurisdictions, rural fire district boundaries, county road districts, flood fight sectors, and transit service areas will serve as the geographic parameters for profiling the impacts of the event.

## **B. All County/Municipal Departments/Offices**

All county/municipal departments/offices will assess their personnel capabilities, the status of their facilities, and their ability to resume business following a significant event and report this information to the Skagit County EOC or the appropriate municipal EOC.

## **C. Operational County/Municipal Departments/Offices**

Operational county/municipal departments/offices will deploy or utilize existing field personnel to perform an initial or urgent damage assessment analysis. Because EOC's may not communicate directly with field personnel, such as public works crews or transit coach drivers, the operational departments/offices should develop the capabilities of screening, analyzing, and forwarding damage assessment information to the appropriate EOC. To effectively support a countywide initial damage assessment, operational departments/offices may have to adapt how they utilize their dispatching and communications functions.

## **D. Emergency Operations Centers**

EOC's will readily interpret the combined input from various operational departments/offices and other sources and may direct the deployment of other personnel to the impacted areas to conduct further reconnaissance.

All municipal EOC's will forward damage assessment information to the Skagit County EOC.

# **III. RESPONSIBILITIES**

## **A. Skagit County Emergency Operations Center**

Develop internal procedures and protocols to receive, collect, analyze, and disseminate damage assessment information in a timely manner.

Develop a profile of the affected area(s) including:

- Major geographic features.
- Population concentrations.
- Critical facilities.
- Access routes.
- Available resources.

If necessary, sector the affected area(s) to track and allocate personnel and manage information. Assess risk by sector to develop a composite picture related to:

- Life safety.
- Population density and demographics.
- Critical facilities.
- Access routes and lifelines.
- Available resources.

Relay all damage assessment information to the Washington State EOC and all activated local municipal EOC's.

Disseminate damage assessment information via Incident Status Summaries (ICS Form 209) in accordance with established Skagit County EOC procedures.

Insure damage assessment information is disseminated to the public.

## **B. Municipal Emergency Operations Centers**

Develop internal procedures and protocols to receive, collect, analyze, and disseminate damage assessment information in a timely manner.

Assess risk by sector to develop a composite picture related to:

- Life safety.
- Population density and demographics.
- Critical facilities.
- Access routes and lifelines.
- Available resources.

Relay all damage assessment information to the Skagit County EOC.

## **C. Skagit County Public Works Department**

Develop procedures to utilize available personnel to evaluate event impacts, and communicate damage assessment information from the field.

Coordinate the sectoring and reporting process with other county departments.

Coordinate the damage assessment information collection/reporting process with other county departments/offices and the Skagit County EOC.

Conduct bridge and road inspections.

Relay damage assessment reports to the Skagit County EOC.

## **D. Skagit County Sheriff's Office**

Develop procedures to utilize available personnel to evaluate event impacts and communicate damage assessment reports from the field.

Coordinate the damage assessment information collection/reporting process with other county departments/offices, adjoining law enforcement agencies, and the Skagit County EOC.

Relay damage assessment reports to the Skagit County EOC.

### **E. All Other County Departments/Offices**

Develop procedures to utilize available personnel to evaluate event impacts and communicate damage assessment reports from the field.

Coordinate departmental/office damage assessment information collection/reporting process with other county departments/offices and the Skagit County EOC.

Relay departmental status reports to the Skagit County EOC.

### **F. Skagit Transit**

Develop procedures to utilize available personnel to evaluate event impacts and communicate damage assessment reports from the field.

Coordinate agency damage assessment information collection/reporting process with the Skagit County EOC.

Relay departmental status reports to the Skagit County EOC.

### **G. Municipal Departments/Offices**

Develop procedures to utilize available personnel to evaluate event impacts and communicate damage assessment reports from the field.

Coordinate department/office damage assessment information collection/reporting process with the appropriate municipal EOC.

Conduct bridge and road inspections.

Relay departmental status reports to the appropriate municipal EOC.

### **H. Rural Fire Districts**

Develop procedures to utilize available personnel to evaluate event impacts and communicate damage assessment reports from the field.

Coordinate agency damage assessment information collection/reporting process with local law enforcement and emergency medical services agencies.

Relay departmental status reports to the Skagit County EOC.

### **I. Dike Districts**

Develop procedures to utilize available personnel to evaluate event impacts and communicate damage assessment reports from the field.

Coordinate agency damage assessment information collection/reporting process with the Skagit County Public Works Department or the Skagit County EOC.

Relay departmental status reports to the Skagit County EOC.

**J. Skagit County Emergency Medical Services Commission**

Develop procedures to utilize available personnel to evaluate event impacts and communicate damage assessment reports from the field.

Coordinate agency damage assessment information collection/reporting process with local fire and law enforcement agencies.

Relay departmental status reports to the Skagit County EOC.



## **INCIDENT ANNEX A TERRORISM/WEAPONS OF MASS DESTRUCTION RESPONSE PLAN**

*Incident Annex A is published as a separate document with restricted distribution and is exempt from public disclosure in accordance with RCW 42.17.310 (1) (ww).*

## **INCIDENT ANNEX B FLOOD RESPONSE PLAN**

*This document will be developed at a future date.*