

Attachment A: 2018 Comprehensive Emergency Management Plan (CEMP)



	PREFACE	PRE-1	Table of Contents
		PRE-2	Letter of Promulgation
		PRE-3	Record of Plan Activity
		PRE-4	Executive Summary
I	BASIC PLAN OVERVIEW	BPO-1	Introduction
		BPO-2	Policies
		BPO-3	Situation
		BPO-4	Concept of Operations
		BPO-5	Responsibilities
		Figure A	City of Tukwila Emergency Support Function Responsibility Matrix
		Figure B	City of Tukwila Level One Activation
		Figure C	City of Tukwila Level Two Activation
		Figure D	City of Tukwila Level Three Activation
II	EMERGENCY SUPPORT FUNCTIONS (ESF)	ESF-1	Transportation
		ESF-2	Communications
		ESF-3	Public Works and Engineering
		ESF-4	Firefighting
		ESF-5	Emergency Management
		ESF-6	Mass Care, Emergency Assistance, Housing, and Human Services
		ESF-7	Resource Support
		ESF-8	Public Health and Medical Services
		ESF-9	Search and Rescue
		ESF-10	Oil and Hazardous Materials Response
		ESF-11	Agriculture and Natural Resources
		ESF-12	Energy
		ESF-13	Public Safety and Security
		ESF-14	Long-term Community Recovery and Mitigation
		ESF-15	External Affairs
		ESF-20	State and Federal Support
III	INCIDENT ANNEXES	ANN-1	Terrorism Incident Annex
		ANN-2	Rapid Impact Assessment Annex
		ANN-3	Volunteer Management Annex
IV	APPENDICES	APP-1	Definitions
		APP-2	Acronyms
		APP-3	Authorities and References
		APP-4	Training and Exercise
		APP-5	Distribution List
		APP-6	Potential Staging Areas



TUKWILA, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Preface
**PRE 2: LETTER OF
PROMULGATION**



TUKWILA, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Preface
**PRE 3: RECORD OF
PLAN ACTIVITY**

CHANGE #	CHANGE DESCRIPTION	DATE ENTERED	POSTED BY
1	Revised Plan to reflect the National Response Framework and National Incident Management System (NIMS)	May 2011	City of Tukwila Emergency Management Division
2	Annual review and update	Oct 2013	City of Tukwila Emergency Management Division
3	Washington State review and acceptance	Nov 15, 2013	City of Tukwila Emergency Management Division
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			



The City of Tukwila (“City”) Comprehensive Emergency Management Plan (CEMP) is for the use of elected/appointed City officials and City government department directors, managers and staff in mitigating, preparing for, responding to, and recovering from emergencies.

The CEMP is a product of the coordinated planning efforts between the City of Tukwila’s Emergency Management Division and other City departments. It meets the requirements of RCW 38.52; the Washington State Emergency Management Division’s Comprehensive Emergency Management Planning Guide; the Federal Emergency Management Agency’s (FEMA) guidance from the National Response Framework (NRF); and the National Incident Management System (NIMS).

The CEMP is organized into four parts:

I	BASIC PLAN OVERVIEW	Specifies the roles and responsibilities of City government. This section also provides information on City organization, policies, situations and hazards, planning assumptions, and City department expectation for mitigation, preparedness, response and recovery efforts related to incidents.
II	EMERGENCY SUPPORT FUNCTIONS (ESFs)	Describe the lead and support agencies’ unique responsibilities and actions specific to the ESF.
III	INCIDENT ANNEXES	Specialized support documents that focus on specific areas of response and recovery. The City has developed the following Annexes: <ul style="list-style-type: none">• Evacuation Incident Annex• Terrorism Incident, Law Enforcement & Investigation Annex (not subject to public disclosure, RCW 42.56.420)• Damage Assessment Annex
IV	APPENDICES	Include a variety of topics such as terms and definitions, acronyms and abbreviations, legal authorities, and training and exercise requirements.



A. MISSION

In the event of natural, terrorist or technological emergencies, it is the policy of the City of Tukwila, Washington ("City") to provide the emergency organization and resources to minimize loss of life, protect public property, and facilitate continuity of City services, the economy, and the environment of the City.

B. PURPOSE

1. The Tukwila Comprehensive Emergency Management Plan (CEMP) establishes a comprehensive, all-hazards approach to incident management across a spectrum of activities including mitigation, prevention, preparedness, response and recovery. It describes capabilities and resources, and establishes responsibilities, operational processes and protocols to help protect the City from natural emergencies, terrorism and/or human-caused incidents.
2. This Plan will help ensure continued operation and continuity of the City during and after emergencies, and ensure the preservation of public records essential to the continued operation of the City. The City's priorities for the CEMP are life safety, protection of public property, City services, the economy, and the environment.
3. The CEMP uses the National Incident Management System (NIMS) to guide the structure and mechanisms for policy and operational coordination for incident management in an all-hazard concept. Consistent with the model provided in the National Response Framework (NRF), the CEMP can be partially or fully implemented in the context of a threat, or anticipation of or response to a significant incident. Selective implementation through the activation of one or more of the Emergency Support Functions (ESFs) or Annexes allows maximum flexibility in responding to and recovering from an incident, meeting the unique operational and information-sharing requirements of the situation at hand, and enabling effective interaction between various City and non-City entities. This Plan will facilitate restoration of basic City operations and services following emergencies.

C. SCOPE

1. The CEMP is applicable to all City departments that may be requested to provide assistance or conduct operations in the context of actual or potential incidents, in anticipation of or in response to threats or acts of terrorism or other emergencies. The CEMP also provides the basis to initiate long-term community recovery and mitigation activities.
2. Due to the size and complexity of the City, this Plan details emergency management responsibilities of City government and speaks to what those organizations can and cannot provide. The Tukwila Emergency Management Division will maintain, publish and distribute the CEMP in accordance with HSPD 5-NIMS requirements and State Law RCW 38.52.

D. ORGANIZATION

1. The City Emergency Management is under the direction of the Mayor of Tukwila. The Mayor's Emergency Powers are defined in TMC 2.57.030.
2. The Tukwila City Council's duties pertaining to Emergency Management are outlined in TMC 2.57.040.
3. The Mayor, pursuant to RCW 38.52.070(1) and according to powers given him/her under TMC 2.57.070(A) appoints a "Director of Emergency Management". The powers and duties of the Director of Emergency Management are defined in TMC 2.57.070.

4. An Emergency Manager reports to the Director of Emergency Management, and is tasked by TMC 2.57.080 with certain responsibilities to support the Mayor and Director of Emergency Management in their responsibilities.
5. Also supporting the Mayor and City Council in emergency management activities is the Emergency Management Council. The membership and duties of this Council are outlined in TMC 2.57.050 and 2.57.060.

See BPO FIGURES section for a table of functional responsibilities and an organizational structure for each of the three levels of activation:

BPO FIGURE A, City of Tukwila Emergency Support Function Responsibility Matrix

BPO FIGURE B, City of Tukwila Level One Activation

BPO FIGURE C, City of Tukwila Level Two Activation

BPO FIGURE D, City of Tukwila Level Three Activation



A. AUTHORITIES

1. Various governmental statutory authorities and policies provide the basis for actions and activities in the context of domestic incident management. The CEMP uses the foundation provided by the National Response Framework; the Homeland Security Act of 2002; Homeland Security Presidential Directive (HSPD) 5-Management of Domestic Incidents; and the Stafford Act. These, along with State and City laws, provide a comprehensive, all-hazards approach to incident management. Nothing in the CEMP alters the existing authorities of individual City departments.
2. Pursuant to the Revised Code of Washington (RCW) 38.52 and Tukwila Municipal Code (TMC) Chapter 2.57, the CEMP establishes the coordinating structures, processes and protocols required to integrate the specific statutory and policy authorities of City of Tukwila departments into a collective framework for action, to include mitigation, preparedness, response and recovery activities. Tukwila's Mayor may choose to invoke the emergency powers and rendering of mutual aid granted to him/her under TMC Chapter 2.57.
3. Emergency management in the City is established by State law, RCW 38.52. Other State regulations and City municipal codes provide guidelines for how emergency management conducts business during emergencies.

See Appendix 3, Authorities & References, for a reference list of key statutes, and Presidential directives that provide additional authority and policy direction relevant to domestic incident management.

4. The CEMP may be used in conjunction with other City, County, State, or Federal incident management and emergency operations plans such as the "Regional Disaster Coordination Framework", Memorandums Of Understanding (MOUs), Memorandums of Agreement (MOAs), or Service Level Agreements (SLAs) among various City departments.

B. ASSIGNMENT OF RESPONSIBILITIES

1. The City of Tukwila has the primary responsibility for emergency mitigation/prevention, preparedness, response and recovery within the City boundaries.
2. Tukwila's Mayor may respond with City resources to requests for assistance from Washington State, King County, other cities or special purpose districts when lives or public property are at stake, if City resources are available.
3. All City departments will make all resources – including, but not limited to, personnel and equipment – available for response and recovery efforts.
4. When emergency conditions disrupt the operations of City departments to the extent that a department is unable to meet any of its assigned responsibilities, a request may be made to open the City EOC. When the City EOC is opened and staffed, emergency-related issues should be routed through the EOC for response and coordination.
5. It is the responsibility of residents and businesses of the City to educate themselves on preparedness activities, and to ensure that they have the supplies and resources needed to sustain themselves for at least three days (although at least a week is recommended).

6. During a large-scale incident with widespread regional impacts, the King County Office of Emergency Management will serve as the primary coordination point for regional resource management, information sharing, and escalation of requests for support from City, tribal, private sector, and non-profit emergency management partners to State and Federal emergency management agencies.

C. LIMITATIONS

1. No guarantee of a perfect response system is expressed or implied by this Plan or any of its Appendices, Emergency Support Functions (ESFs), or Annexes. The City's assets and systems are vulnerable to impacts from emergencies and may be overwhelmed. The City can only attempt to make every reasonable effort to respond, based on the situation, information and resources available at the time of the incident.
2. In the event of severe devastation throughout the Puget Sound region, City fundamental resources such as water, food, first aid supplies, utilities, fuel, shelter, sanitation supplies, and basic survival supplies may be needed. The City does not have sufficient supplies and equipment on hand for an extended response.
3. The City will utilize hazard warning systems that supplement warning services provided by King County, State and Federal agencies; however, residents are expected to be aware of hazardous situations for which there is significant media attention.
4. Initial information available may be limited in quantity and quality.
5. Arrival of State and/or Federal assistance may be delayed for several days after an incident.
6. The emergency response and relief activities of the City may be limited by:
 - a. The inability of the residents to be self-sufficient for more than three days without additional supplies of food, water, medical and shelter resources.
 - b. A lack of police, public works, fire, emergency medical, and transportation resources due to damage to facilities and/or equipment, or shortages of available personnel.
 - c. The shortage of critical medical resources at medical facilities.
 - d. Resource shortages because of the necessity for 24-hour operations sustained over long periods of time.
 - e. Damage to critical infrastructure such as road, rail or air transportation routes, utilities, petroleum pipelines, and communications networks.
 - f. Damage or overloading of first responder communications systems such as landline and cellular telephones and Emergency Dispatch (911) centers.
 - g. Large amounts of temporary residents (hotel guests, shoppers) in the City that will stress all resource systems, particularly shelter, food, water and medical needs.
 - h. The variability of population within City limits at any given time, due to the dense retail/commercial areas of the City.



A. DISASTER CONDITIONS AND HAZARDS

The City of Tukwila's location, on the western slopes of the Cascade Mountains and the eastern shore of Puget Sound, makes the City vulnerable to the effects of natural and human-caused incidents. Natural hazards are defined as incidents that are caused by nature and may include earthquakes, volcanic activity, floods, severe weather, fires, and landslides. Human-caused hazards are defined as incidents that are caused by people, and may include transportation disruptions, hazardous materials releases, domestic and international terrorism, riots, aircraft crashes, urban fires, and resource shortages or disruptions in utilities, communications, food or energy products. Information concerning risk analysis of the City are contained in the "State of Washington Hazard Identification and Vulnerability Assessment" (HIVA) dated April 2001, and the King County HIVA dated March 2006.

B. PLANNING ASSUMPTIONS

1. The CEMP is based on the planning assumptions and considerations presented in this section.
2. Incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.
3. Incident management activities will be initiated and conducted using the principles contained in the NIMS.
4. A disaster incident will require the Tukwila Emergency Management Division to coordinate resources, and may:
 - a. Occur at any time with little or no warning in the context of a general or specific threat or hazard;
 - b. Require significant information-sharing across multiple jurisdictions and between the public and private sectors;
 - c. Involve single or multiple geographic areas;
 - d. Span the spectrum of incident management to include mitigation/prevention, preparedness, response, and recovery;
 - e. Involve multiple, highly varied hazards or threats on a local, regional, or national scale;
 - f. Result in numerous casualties, fatalities, displaced people, property loss, disruption of normal life support systems, essential public services, and basic infrastructure, and significant damage to the environment;
 - g. Impact critical infrastructure across sectors;
 - h. Overwhelm capabilities of State, local, and tribal governments, and private-sector infrastructure owners and operators;
 - i. Require extremely short-notice City asset coordination and response timelines;
 - j. Require prolonged, sustained incident management operations and support activities.
5. Special purpose districts (school, water, sewer, hospital, flood control districts) will develop mitigation, preparedness, response and recovery plans, and operational capabilities.

6. Tukwila's Mayor may respond with City resources to requests for assistance from State, County, cities, tribes, and special purpose districts when lives or public property are at stake, and resources are available.
7. Tukwila's Mayor may choose to invoke the emergency powers granted to him/her under City of Tukwila Ordinance No. 2337, as codified at Tukwila Municipal Code Chapter 2.57.
8. The City uses a mix of landline and cellular telephone systems as well as several radio systems to meet its primary communications needs. These systems may suffer physical disruption due to loss of staff or may become loaded beyond their designed capacities.
9. Emergency plans and procedures have been prepared by those emergency response agencies having primary operational responsibilities, and should be routinely evaluated and updated.
10. Some emergencies will occur with enough warning that appropriate notification will be achieved to ensure some level of preparedness. Other situations will occur with no advance warning.
11. The City may be unable to satisfy all emergency resource requests during a major emergency.
12. Tukwila residents, businesses and industry will have to use their own resources and be self-sufficient during an incident for a minimum of three days, and most likely for much longer.
13. Re-establishment of City essential functions and basic infrastructure – such as utilities, transportation, and the economy – will be critical to returning to a "normal" situation.
14. A free market economy and existing distribution systems will be maintained as the primary means for continuing operation of the City's economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.
15. Due to transportation limitations, incident response services and supporting resources will be those locally available for the initial three days or more.
16. Emergency medical facilities will be overloaded and a shortage of supplies will exist.
17. Shortages of emergency response personnel will exist, creating the need for auxiliary Fire, Police, search and rescue, emergency medical, transit, and Public Works personnel. Private sector support will be needed to augment government response and recovery efforts.
18. Human-caused incidents may occur at any time. The initial response to these incidents will be by emergency responders (Fire, Police, emergency medical, and Public Works). Specialized hazardous materials response teams may be overloaded by multiple incidents. Incidents occurring near or across jurisdictional borders will require multi-jurisdictional coordination, communications and/or response.
29. Terrorist attacks upon the United States are possible; it is assumed that military and governmental centers, and those with concentrations of industry and population, will be principal targets.



A. GENERAL

1. The Tukwila Emergency Management Division is responsible for providing emergency management service coordination and leadership for the City.
2. The City Emergency Operations Center (EOC) is the focal point of the emergency management organization in Tukwila. Prior to an emergency, mitigation and preparedness activities are the responsibility of each City department and supporting agency. During incidents, the EOC will include City department representatives as needed and selected representatives from other outside support agencies. These support agencies consist of organizations like the American Red Cross and Salvation Army, King County Zone Coordination liaisons, special purpose districts and private utilities. During large incidents, liaison personnel from King County, Washington State and/or Federal agencies may respond to the EOC.
3. During emergencies, the need for rapid decisions and actions may require that emergency management plans and procedures replace normal City policies and procedures. Emergency Powers, as authorized in TMC 2.57.030, may be used to ensure the safety of life, protect public property, the environment, and allow economic survival of the community.

B. INCIDENT MANAGEMENT CONCEPTS AND ACTIVITIES

1. In government and supporting organizations, normal day-to-day organizational structures and chains of command will be maintained insofar as possible.
2. The elected and appointed City officials, City departments, and supporting organizations will retain their identity and autonomy, but will function under this Plan as an emergency organization under the direction of Tukwila's Mayor. The essential activities of the emergency organization will be coordinated by the Tukwila Emergency Management Division. Emergency operations will be conducted on a 24-hour basis as needed, at the City Emergency Operations Center (EOC).
3. City department plans and procedures will be used by supervisors and employees when carrying out essential activities necessary to the accomplishment of responsibilities assigned to City departments.
4. All City departments are responsible for ensuring effective operations and using all available resources, including mutual aid, to manage the emergency within their respective areas prior to requesting assistance from the EOC.
5. The City will use all contracts, agreements and mutual aid resources prior to requesting support from King County government. In turn, King County government will use all mutual aid resources before requesting assistance from Washington State government.
6. All public information disseminated to the news media on City emergency operations and services will be released only with the approval of Tukwila's Lead PIO, to ensure release of compatible and accurate information.
7. When mutual aid is requested, the requesting/receiving organization will be in charge of the resource(s) unless the specific mutual aid agreements direct otherwise.

C. DIRECTION AND CONTROL

1. Generally

- a. The City Emergency Operations Center (EOC) is the facility used for direction and control, and is managed by the Tukwila Emergency Management Division. Within the EOC structure, personnel from City departments coordinate mitigation, preparedness, response and recovery activities.
- b. Direction and control of emergency management is the responsibility of Tukwila's Mayor, who may delegate operational functions to City department directors, designated personnel, or others pursuant to RCW 38.52.070(1). Tukwila's Mayor designates Tukwila's Director of Emergency Management in accordance with TMC 2.57.070A.
- c. City personnel will coordinate with County, State, other local governments and executive heads of other political subdivisions within King County, to develop and implement efficient and effective mitigation, preparedness, response and recovery from disasters and emergencies.
- d. Liaisons are personnel from other organizations who do not have a direct response role but whose supporting role is critical to the City's actions in the incident. Liaisons will be exchanged with other organizations whenever possible to assist with coordination.
- e. Policy decisions affecting City government are made by Tukwila's Mayor or his/her designee, who may work from the EOC or a location of their choice, maintaining close contact with EOC management. Tukwila's Mayor may choose to convene a group of advisors or may make decisions based on information gathered by others. The EOC will be informed of all policy decisions. Tukwila's Mayor has the authority to make and sign a Proclamation of Emergency, which gives authority to use emergency powers. Emergency powers generally include emergency purchasing and resource procurement. The Tukwila Fire Chief – acting as Tukwila's designated Director of Emergency Management – or his/her designee is responsible for direction and control of City resources and the implementation of the Comprehensive Emergency Management Plan.
- f. During a proclaimed emergency, coordination issues or operational decisions that significantly impact more than one City department may be handled by personnel in the EOC. Tukwila's Emergency Management Director informs the Tukwila Mayor's Office of major situations and decisions in regards to the emergency. In return, Tukwila's Mayor informs the EOC of all policy decisions concerning the incident.
- g. The Director of each City department is responsible for providing qualified and trained personnel to the EOC, and to their respective organizations to carry out essential activities assigned. City department directors shall assign representatives (ideally, four deep) to the EOC for pre-incident training and exercises, and for coordination duties during incidents when requested. Specific equipment or materials that are not normally found in the EOC, but are necessary for coordinating activities, should be provided by the City department to the EOC representative. A contact point for all emergency management activities will be provided when necessary, in areas of mitigation, preparedness, response and recovery.
- h. Major decisions made at the City department level will be transmitted to the EOC for dissemination, as other City departments may be impacted or may have similar issues to address. Because of the complexity of emergencies, City departments may be responsible for functions or operations that do not normally fall within their scope of responsibility, and will find that they must work closely with other public, volunteer and private agencies to ensure success.

- i. All City employees may be used during times of emergency as requested and directed by Tukwila's Mayor and/or Tukwila's Director of Emergency Management in accordance with TMC 2.57.030(7).

2. Continuity of Government

- a. In the absence of the Mayor, the Council President shall become the Mayor Pro Tempore and perform the duties of the Mayor, except that the Council President shall not have the power to appoint or remove any officer or to veto any ordinance.
- b. If a vacancy occurs in the office of the Mayor, the City Council – at their next regular meeting – shall elect from their number a Mayor who shall serve until a Mayor is elected and certified at the next municipal election.
- c. Per TMC 2.04.050, at all meetings of the City Council, four members shall constitute a quorum for the transaction of business. In the event that an incident reduces the number of City Council members, causing a Council vacancy, the remaining Council members will follow procedures as directed in TMC 2.04.190 to fill the vacancies as soon as practicable.
- d. Directors of all City departments will designate successors to ensure continuity of leadership and operations. A line of succession ideally four deep will be established for each City department, to ensure the highest probability of representation availability during emergencies. Successors will be able to assume roles and responsibilities for their department. A list of that succession will be made available to, and a copy kept in, the EOC.

D. EMERGENCY OPERATIONS CENTER FACILITIES

1. The primary location of Tukwila's EOC is Fire Station #51 (also known as Fire Department headquarters), located at 444 Andover Park East. Alternate locations are the Council Chambers at Tukwila City Hall, 6200 Southcenter Boulevard, and the SeaTac Fire Department Headquarters, located at 3521 South 170th Street in SeaTac, WA. Additional EOC options will be identified, if necessary, at the time of an incident. Determination of which alternate EOC to use will be made by Tukwila's Director of Emergency Management or their delegate, and be dependent on incident size, location, severity and damage levels.
2. The Tukwila Public Works Department will locate other locations, if needed, and rent/lease an appropriate facility in coordination with the Tukwila Emergency Management Division, if required.
3. All City departments should designate a central point for operations – such as a City Department Operations Center (DOC) – during incidents, and coordinate activities with the EOC.

E. RESOURCE PRIORITIZATION STRATEGY AND CONCEPT

1. Emergency management provides the means for coordinating resources and assets necessary to attempt to alleviate incident impacts on residents and public entities. Coordination occurs with Federal, State, County, tribal and other local jurisdictions, as well as special purpose districts, volunteer agencies, non-profits and private businesses.
2. During and following an emergency, the EOC will coordinate resources to support City departments. The resource prioritization concept is to "do the most good for the most people". Special purpose districts are responsible for their own emergency response plans and resources. If the disaster is multi-jurisdictional in nature, King County Emergency Coordination Center will assist affected jurisdictions that have legally proclaimed a State of Emergency.

3. The EOC will prioritize resource acquisition in order to provide and achieve the following services:
 - a. Provide warning and support evacuations.
 - b. Support dissemination of emergency public information.
 - c. Maintain and/or re-establish communications to assist response actions.
 - d. Maintain and/or re-establish access to impacted areas and facilities.
 - e. Support search and rescue operations, medical care, and transport of survivors.
 - f. Support mass care operations including food, water and shelter.
 - g. Assist with the maintenance and/or restoration of critical infrastructure.
 - h. Protection of public property and the environment.
 - i. Protection and recovery of Essential Records.
 - j. Initiation of short- and long-term recovery efforts.

F. MITIGATION, PREVENTION & PREPAREDNESS ACTIVITIES

All primary and support agencies of the City will strive to ensure that personnel, property, essential records and equipment are protected from the effects of incidents by complying with the Responsibilities section of this Plan, and that appropriate emergency procedures and operating plans address and comply with City, State, and Federal response and recovery guidelines.

G. RESPONSE & RECOVERY ACTIVITIES:

Response and recovery activities are detailed in the City of Tukwila's Administrative Manual and in department/division policies and procedures, and appropriate State and Federal recovery guidelines.



A. ROLE OF THE FEDERAL GOVERNMENT

The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance to save lives and to protect property, the economy, and the environment.

B. ROLE OF WASHINGTON STATE GOVERNMENT

1. Washington State, through its Comprehensive Emergency Management Plan (CEMP), Emergency Management Division of the Washington Military Department, and Emergency Operations Center (EOC), coordinates all emergency management activities for the State to protect lives and property of the people, and to preserve the environment.
2. The Washington State Governor is responsible for proclaiming an emergency, and for coordinating State resources to address the full spectrum of actions to mitigate, prevent, prepare for, respond to, and recover from incidents in an all-hazards context.
3. State government departments are responsible for providing various services such as specialized skills, equipment and resources, in support of State and local government emergency operations.

C. ROLE OF KING COUNTY GOVERNMENT

1. King County government is responsible for its government services and providing them to unincorporated King County, as well as those jurisdictions that have contracted for King County government services for their cities. King County is also responsible for supporting local jurisdictions when local resources and/or capabilities are exceeded.
2. The King County Executive is responsible for proclaiming an emergency, and coordinating County resources to address the full spectrum of actions to mitigate, prevent, prepare for, respond to, and recover from incidents in an all-hazards context.

D. CITY OF TUKWILA (“CITY”) RESPONSIBILITIES

The City is responsible for providing mitigation, preparedness, response and recovery within the boundaries of the City, except where contracts or agreements with the County or State are in place for such services. The use of geographic divisions for King County (Emergency Coordination Zones) is integral to resource management for the City, and these zones are responsible for certain resource coordination functions. The Regional Disaster Coordination Framework for Public and Private Organizations in King County-Omnibus Legal and Financial Agreement is a voluntary agreement that defines the legal platform for resource sharing among King County jurisdictions, tribes, and private sector signatories. King County Emergency Management Zones 1 and 3 have emergency coordinators, and the Seattle Office of Emergency Management serves as the Zone 5 coordination center. *See Figure E for a current map of King County Emergency Management zones and jurisdictions.*

E. ROLE OF CITY DEPARTMENTS, GENERALLY

1. CEMP Section BPO5 details the basic responsibilities for emergency management operations provided by and through the City. Detailed responsibilities and essential activities are found in the appropriate Emergency Support Functions (ESFs), appendices, and annexes to this Plan. City Department-level operating procedures detail how individual City departments shall meet their responsibilities as delineated in this Plan.

2. Each City department has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response, and recovery.
3. The Tukwila Emergency Management Division, subject to direction and control of the Tukwila Fire Chief, will be responsible to Tukwila's Mayor for activating, establishing and directing activities in the EOC, and for coordinating emergency management programs for the City.
4. Many mitigation/prevention, preparedness, response and recovery issues are identified in this Plan. Each City department is required to establish internal plans and procedures discussing how they will carry out assigned tasks as identified in this Plan. In addition to participating in training and exercise programs initiated by the Tukwila Emergency Management Division, all City departments will conduct training and exercises on their own internal plans and procedures as they deem necessary. *(See Appendix 4-Training, Drills and Exercise).*

F. BASIC RESPONSIBILITIES OF ALL CITY DEPARTMENTS:

1. Departmental Mitigation/Preparedness:

- a. Assign an executive-level representative to the City Emergency Management council.
- b. Identify department Line of Succession (ideally at least four deep), and provide this information to the Tukwila Emergency Management Division annually.
- c. Assign department EOC Representatives (ideally at least four deep) to the EOC for training and incidents. This information will be updated and provided to the Emergency Management Coordinator on a quarterly basis.
- d. Ensure that department EOC Representatives have taken the appropriate required National Incident Management System (NIMS) training for NIMS compliance, and retain certification documents at the department level for audit purposes.
- e. Develop department procedures that increase capabilities to respond to and recover from emergencies. These procedures should include the identification and notification of critical staff; identification of essential records, including location and security backup copy; planning for and allocating equipment and supplies; preparedness training of employees; and procurement and storage of emergency supplies.
- f. Develop a Continuity of Operations Plan (COOP) and recovery plan that addresses the long-term restoration and continuity of services and facilities following an emergency.
- g. Inventory resources (equipment and teams) using the National Incident Management System (NIMS) Resource Typing categories, and provide the Tukwila Emergency Management Division with an inventory of these resources annually.
- h. Coordinate department public information and contacts with the media with the City JIC and/or incident-designated Public Information Officer (PIO).
- i. Ensure that training is provided to employees for personal preparedness and readiness to respond to emergencies.
- j. Establish a mitigation program to protect employees, facilities, essential records, equipment, and programs.
- k. Ensure that all employee work areas are safe and clear of equipment or supplies that may compromise access/egress routes and/or injure employees.

- l. Participate in emergency management training and exercises to test City plans and procedures.
- m. Train department employees on COOP and procedures, to ensure operational capabilities and facilitate an effective response.
- n. Ensure that equipment and tools are protected from seismic activity (computer and file server tie-downs, secure file cabinets, shelving, and storage areas, etc.).
- o. Ensure that adequate emergency supplies and equipment for a minimum of three days are budgeted, procured and available for department staff.
- p. When appropriate, develop mutual support agreements with other similar or peer departments or organizations in other jurisdictions.
- q. Develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business.
- r. Develop procedures to document all costs of incident response and recovery.

2. Departmental Response and Recovery:

- a. Provide Rapid Impact Assessment (RIA) information to the EOC and incorporate information back into their department efforts.
- b. Assign and set department priorities for the response and recovery phases of incidents impacting the City.
- c. Ensure the effective coordination of emergency response and recovery operations for each department using the National Incident Management System (NIMS), and the Incident Command System (ICS).
- d. Ensure the establishment of department operational procedures and Department Operating Centers (DOCs), if needed.
- e. Provide support to other ESFs as outlined in the CEMP when required.
- f. Provide resources and representatives to the City EOC as requested.
- g. Provide public information officers or support personnel to the Joint Information Center (JIC) as required.
- h. Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- i. Determine status and availability of department facilities, equipment, essential records and personnel, and report to the City EOC any damage of department-occupied facilities, equipment, essential records or resources.
- j. Provide available department resources (supplies, equipment, essential records, services, personnel), as coordinated through the City EOC.
- k. Provide staff and resources to other City departments, other jurisdictions, and/or the County, if available.

- l. Track, summarize and report emergency purchases and utilization of other resources, including personnel, based on guidance from the Tukwila Finance Department and/or FEMA.
- m. Return department activities to normal levels as soon as possible following an incident.

G. DEPARTMENTAL AREAS OF RESPONSIBILITY

1. The Tukwila Emergency Management Division shall:

- a. Lead and manage the EOC in accordance with established procedures, protocols and NIMS, when appropriate.
- b. Advise and assist City officials on direction and control of emergency operations, and act as liaison with appropriate organizations as requested.
- c. Represent the City as coordinating agent and prepare requests for emergency resources from King County Government, Washington State Emergency Management and/or Federal agencies.
- d. Provide advice and assistance for the preparation and dissemination of emergency information, and establish a City Joint Information Center (JIC), if appropriate.
- e. Collect emergency operations information, analyze data, and prepare operational reports.
- f. Coordinate with the Tukwila Information Technology Department to ensure that a system of communications is in place that is capable of meeting the emergency operations requirements of City government.
- g. Maintain, operate, coordinate and recommend the appropriate use of public warning systems as they pertain to the City.
- h. Develop and coordinate the preparation and use of emergency plans necessary to accomplish mitigation, preparedness, response and recovery.
- i. Advise and assist City officials in obtaining and using military support to civil authority.

2. Tukwila's Director of Emergency Management shall:

- a. Direct the activation and operation of the EOC.
- b. Provide assistance in analyzing emergency planning on issues affecting City emergency management.
- c. Advise Tukwila's Mayor and/or Mayor Pro Tem on incident-related impacts, actions and efforts.
- d. Prepare the Proclamation of Emergency for the Tukwila Mayor's signature.
- e. Report to Tukwila's Mayor and City Council on incident conditions and the City's overall operational status.
- f. Advise Tukwila's Mayor and City Council regarding emergency policies and decisions.
- g. Represent the City in regional coordination, resource management, and public information situations.
- h. Support and participate in emergency management training, exercises and post-incident reviews, in the effort to improve the City's capability and emergency plans.

3. Tukwila's Emergency Manager shall:

- a. Serve as EOC Manager when activated.
- b. Coordinate with King County Office of Emergency Management for support prior to and during incidents.
- c. By signing emergency worker cards, authorize and ensure that all emergency worker volunteers are appropriately registered to provide service.

4. Tukwila's Mayor shall:

- a. Proclaim a State of Emergency, when necessary to accomplish response and recovery efforts.
- b. Provide leadership and play a key role in communicating incident information and directions to the public.
- c. Formulate major policy and administrative decisions necessary for the continuity of City government.
- d. Preserve the continuity of the Tukwila Mayor's Office.
- e. Inform the public through the use of the Joint Information Center and media.
- f. Authorize the use of all available City resources.
- g. Request Mutual Aid and/or assistance through the EOC from other jurisdictions, the County or State, when needed.
- h. If necessary, request County, State and/or Federal assistance through the King County Executive and/or Governor of Washington State when the City's capabilities have been exceeded or exhausted.

5. The Tukwila Mayor's Office shall:

- a. Liaison with major businesses within the City.
- b. Assist in the preparation and delivery of public information.
- c. Comply with CEMP Section BPO5-F, "Basic Responsibilities of All City Departments".

6. Tukwila's City Council shall:

- a. Provide for continuity of Tukwila's City Council, in order to continue legislative duties.
- b. Pass ordinances and motions pursuant to Proclamations of Emergency, and appropriate funds as needed for incident mitigation, preparedness, response and recovery.
- c. Conduct public meetings and actions to assist in reassuring and informing the public, and to identify public needs.
- d. Assist in public information and the dissemination of emergency information coordinated with City Joint Information Center (JIC) and Public Information Officers (PIOs).
- e. Direct resident requests for assistance to appropriate City departments.

7. Tukwila's City Attorney shall:

- a. Advise City government officials on legal matters relating to emergency management authority and responsibility.
- b. Provide legal review of ordinances, resolutions, contracts and other incident-related documents during emergency situations.
- c. Represent City government in all criminal and civil proceedings in which it may be a party as a result of emergency planning and operations.
- d. Comply with CEMP Section BPO5-F, "Basic Responsibilities of All City Departments".

8. Tukwila's City Administrator shall:

- a. Serve as the Joint Information Center Supervisor/City PIO when the EOC is activated.
- b. Advise Tukwila's Mayor or Mayor Pro Tem on City operational concerns, policy and/or actions.
- c. Participate in emergency management trainings, exercises and post-incident reviews, to support improvement of City capability and planning.

9. The Tukwila Public Works Department shall:

- a. Direct and control flood-fighting resources provided by the City.
- b. Provide critical information and warning to all City departments and the EOC of impending floods, levees, and/or dam failures on rivers impacting the City.
- c. If needed, provide necessary facility repairs/renovations to City-operated buildings or alternate facilities to tenants of City-operated buildings, provided funding is available and permits allow.
- d. Provide staff resources, on request and if able, to assist all City departments with necessary facility repairs/renovations or to locate alternate facilities.
- e. Ensure that all City-operated facilities come into compliance and adhere to appropriate fire and building codes as required through capital improvement or operational maintenance to minimize hazard potential.
- f. Within the confines of available resources and budget, provide personnel, equipment and facilities as required to support City emergency management operations to the extent allowed by code and budget. Resources provided include facility acquisition for alternate Emergency Operations Centers (EOCs), equipment, supplies, and skilled workers to perform construction and maintenance tasks at City facilities.
- g. Provide leased property for City emergency management operations, as required and as feasible based on policy and budget.
- h. Provide designated trained personnel to the EOC for damage assessment of City facilities.
- i. Coordinate the rehabilitation and restoration of damaged or destroyed City-operated facilities.
- j. Advise the EOC and City leadership regarding codes, policies and procedures for response and recovery associated with City roads, bridges, and facilities.

- k. Maintain liaison relationship with utility providers and special purpose districts responding to an incident within or which impacts the City.
 - l. Coordinate flood protection with King County and the US Army Corps of Engineers through emergency channel improvements; emergency bank stabilization; and other flood mitigation, protection, and prevention projects.
 - m. Provide response teams to inspect and monitor stormwater flow control facilities, and to evaluate drainage problems.
 - n. Coordinate and provide for the assessment of damage to City wastewater systems, facilities and conveyances.
 - o. Coordinate and compile essential damage assessment information for City government.
 - p. Assess property damage; provide information and assessments to the EOC.
 - q. Assist with the disposal of residential and commercial solid waste by providing emergency temporary debris staging and reduction sites, if appropriate.
 - r. Assist in monitoring and reporting environmental hazards.
 - s. Provide Geographic Information System (GIS) support to the EOC as requested during activations.
 - t. Provide assistance in preparation and dissemination of incident public information as coordinated by the City JIC and/or City PIO.
 - u. Coordinate emergency transportation services with other private and public transportation providers for the movement of people, equipment and supplies.
 - v. Assist first responders (Fire, Police, emergency medical services) with barricades and other traffic-related activities.
 - w. Report to the EOC any damage of roads, bridges, department facilities, equipment or resources.
 - x. Coordinate and provide for the maintenance, repair, construction or restoration of damaged or destroyed City roads, bridges, and transportation facilities.
 - y. Comply with all Basic Responsibilities of City Departments.
- 10. The Tukwila Community Development Department shall:**
- a. Provide staff and resources necessary to inspect structures for other City departments to identify necessary repairs to facilities, to ensure return to service as soon as possible following an incident.
 - b. Provide personnel to conduct on-site inspections of structures within the City, to determine if buildings are safe for use or if entry should be restricted or prohibited.
 - c. Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during the recovery period.
 - d. Coordinate and compile essential damage assessment information for City government.
 - e. Assess property damage and provide information and assessments to the EOC.

- f. During and following incidents, make recommendations for enforcement, alterations or revisions to City ordinances, codes and regulations pertinent to the Department.
- g. Oversee compliance with City, County and State ordinances, acts and requirements during recovery.
- h. Assist in collecting information and compiling data for operational reports necessary for emergency operations.
- i. Provide GIS Support as requested and able.
- j. Provide assistance in preparation and dissemination of incident information, in coordination with the City JIC and/or City PIO.
- k. Assist in identifying and reporting actual or potential environmental and human-caused hazards.
- l. Coordinate the abatement of dangerous buildings and structures in the City.
- m. Assist in planning, permitting and design of public shelters, by providing engineering and architectural support.
- n. Comply with CEMP Section BPO5-F, "Basic Responsibilities of All City Departments".

11. The Tukwila Police Department shall:

- a. Provide basic police services, respond to 911 calls, conduct follow up criminal investigations, and apprehend criminals based upon priorities as available for a specific incident.
- b. Prevent and control civil disorder, pre and post incident as resources allow.
- c. Monitor and report hazards such as impacts to infrastructure (road impacts), the environment (flooding), suspicious devices and other hazards, as able.
- d. Provide security to the EOC, shelters, food and water distribution, and staging areas, as resources allow. Identify other security resource alternatives that can provide this work.
- e. Coordinate with SCORE and the King County Department of Adult and Juvenile Detention for the ongoing support of jail services.
- f. Direct and control the use of available resources required to conduct search and rescue operations.
- g. Assist in emergency information and notification through available resources and methods, as able.
- h. Comply with CEMP Section BPO5-F, "Basic Responsibilities of All City Departments".

12. The Tukwila Fire Department shall:

- a. Lead and provide logistical support for all fire, hazardous materials, and medical operations.
- b. Coordinate and provide triage and basic life support care.
- c. Provide medical support at City shelters as requested by shelter operators.

- d. Coordinate and provide mortuary services support to the King County Medical Examiner, as requested.
- e. Coordinate with Public Health—Seattle & King County on health and medical public information, including release of information regarding identification and confirmation of victims.
- f. Coordinate, provide or contract for Critical Incident Stress Management services for City staff and regional partners as appropriate.
- g. Maintain incident records, including collection and recording of medical and death data information for required operational reports.
- h. Comply with CEMP Section BPO5-F, “Basic Responsibilities of All City Departments”.

13. The Tukwila Human Services Office shall:

- a. Serve as liaison with King County housing, Tukwila Department of Community Development, and mental health services relative to emergency response.
- b. Assist with the coordination and provision of mental health support as necessary, to help persons suffering from reactions to the incident.
- c. Serve as liaison to local, County and State volunteer efforts targeted toward addressing human service needs.
- d. Assist with the planning, establishment and operation of emergency shelter and mass care needs, as requested and as resources allow.
- e. As appropriate, coordinate and serve as liaison to assist the access of social services programs, during emergencies.
- f. Maintain liaison relationship with organizations that provide outreach to populations with access and functional needs, to identify options to meet the needs of these individuals as part of an incident response.
- g. Comply with CEMP Section BPO5-F, “Basic Responsibilities of All City Departments”.

14. The Tukwila Parks and Recreation Department shall:

- a. Lead the coordination of emergency reception centers and/or emergency shelter for general, medical and unique populations as necessary, including identification and establishment of facilities, assignment of trained city staff, and partnership with support agencies.
- b. Assist in supporting ongoing emergency shelter operations in partnership with the American Red Cross, if utilized, and with Regional Animal Services of King County for pet shelter operations.
- c. Work with the EOC's mass care branch to include providing personnel and resources for planning, coordination and distribution of food and water resources for shelters, residents and all City departments.
- d. Assist in identifying locations for temporary debris deposit sites.
- e. Depending upon available staff, assist with the screening and placement of emergent volunteers.
- f. Comply with CEMP Section BPO5-F, “Basic Responsibilities of All City Departments”.

15. The Tukwila Information Technology Department shall:

- a. Develop and maintain a program for protection of the City's technology infrastructure, and for restoration of the City's network, desktop/laptop computers, and applications that support data collection and processing resources prior to, during and following emergencies.
- b. Provide redundant and durable telecommunications services to all City departments for emergency operations as appropriate and able.
- c. Facilitate communication to City staff and the public through the administration of the Intranet, City website, AM1640, TV21, and any other available lines of communication.
- d. Provide communication resources to support emergency operations for all City departments, including but not limited to internet, phones (cell & VoIP) computers, radios, and push-to-talk service.
- e. Comply with CEMP Section BPO5-F, "Basic Responsibilities of All City Departments".

16. The Tukwila Finance Department shall:

- a. Provide assistance in the preparation of City government emergency operating reports by providing budgetary, fiscal and program development analysis and data, relevant to emergency operations and management provided by City government.
- b. Develop and implement emergency financial and procurement procedures.
- c. Establish a unique project number for each incident for all incident-related expenses.
- d. Provide licensing services as soon as is practicable following an incident .
- e. Establish provisions for emergency signature authority for City checks and/or credit accounts during incidents.
- f. Provide procurement staff to the EOC.
- g. Provide assistance in emergency contracting, financial management and accounting support, and in the preparation of City government emergency financial reports.
- h. Provide for the receipt, disbursement and accounting of funds provided to City government for emergency welfare services.
- i. Provide emergency procedures for purchasing and tracking of equipment and supplies, needed by City departments and other outside governmental agencies, which are required to provide City government emergency services.
- j. Provide guidelines and assistance to all City departments on tracking, summarizing and reporting emergency purchases, and on utilization of other resources, including equipment and personnel.
- k. Gather, interpret and report information on emergency costs and expenditures.
- l. Project the costs of various incident recovery options; prepare fiscal plans and projected budgets for incident response and recovery.
- m. Provide risk management services as soon as is feasible, focusing on City response and recovery issues.

- n. Comply with CEMP Section BPO5-F, "Basic Responsibilities of All City Departments".
- j. Comply with CEMP Section BPO5-F, "Basic Responsibilities of All City Departments".

17. The Tukwila City Clerk's Office shall:

- a. Serve as custodian of official records and perform certification of incident documents.
- b. Oversee the preparation and publishing of official legal notices related to an incident.
- c. Oversee the preparation and publishing of official legal notices and/or agendas for Special Meetings of Tukwila's City Council related to an incident as may be necessary.
- d. Oversee the preparation of contracts, agreements, ordinances, resolutions or other documents that require approval or execution related to an incident or to provide on-going services.
- e. Consult with and make available to all City departments services for the protection and management of critical records as able.
- f. Provide all City departments with guidelines for recovery of records after an emergency, and assist in the recovery of damaged records when feasible.
- g. Provide recording services as soon as is practicable following an incident.
- h. Provide interdepartmental mail service as soon as is practicable.
- i. Provide personnel to record and protect all documents (incident reports, logs, etc.) relevant to an incident.
- j. Oversee updates to the City's automated phone system regarding the status of the City and access to City facilities.
- k. Comply with CEMP Section BPO5-F, "Basic Responsibilities of All City Departments".

18. The Tukwila Human Resources Department shall:

- a. Support the recruitment, allocation and general management of labor forces required during emergency operations, which may include supporting the staffing requirements of the EOC.
- b. Provide for the identification, recruitment and allocation of City employees for emergency operations in coordination with other City departments.
- c. In conjunction with City departments, plan for and develop procedures to call back into service selected City employees on vacation or days off under the provision of TMC 2.57.030(7).
- d. In coordination with the Tukwila Emergency Management Division, plan for and implement procedures to manage emergent volunteers.
- e. Establish liaison to work with the Tukwila Emergency Management Division to facilitate coordination and allocation of personnel resources.
- f. Comply with CEMP Section BPO5-F, "Basic Responsibilities of All City Departments".

19. The Tukwila Municipal Court shall:

- a. Provide for continuity of Court operations.
- b. Continue to operate the Tukwila Municipal Court as efficiently as possible, in order to maintain due process of law in civil and criminal justice matters.
- c. Perform coordination with other City departments and outside governmental agencies – such as the Tukwila Human Services Office, Tukwila’s City Attorney, King County Courts and King County Department of Adult and Juvenile Detention – to ensure efficient trial operations.
- d. Comply with CEMP Section BPO5-F, “Basic Responsibilities of All City Departments”.

20. King County government shall:

- a. Provide coordination of election services as resources allow.
- b. Provide animal services, including establishment and operations of pet and stray shelter locations as able.
- c. Provide continuation of adult and juvenile detention services as able.
- d. Support transportation requests for assistance with available resources, which may include but is not limited to buses, road maintenance, fleet vehicles, etc.
- e. Coordinate with regional resources post-incident housing for residents displaced by emergencies.
- f. Provide warning and notification of impending or actual incidents.
- g. Act as applicant agent on behalf of the City in the recovery process following a Presidential declaration. Advise City officials on emergency administrative and recovery procedures and requirements.

21. Public Health—Seattle & King County shall:

- a. Coordinate and provide emergency health services including communicable disease control, immunizations, and quarantine procedures. Coordinate and provide triage and limited first aid care and treatment of minor injuries at Public Health facilities.
- b. Investigate possible food- and water-borne illness and zoonotic disease outbreaks.
- c. Provide staff and resources as the lead agency in King County for bio-terrorism planning, response, recovery and mitigation.
- d. Plan, coordinate, resource, and provide shelters for medically fragile populations when needed.
- e. Coordinate and provide Public Health assistance for regional mass care shelter operations.

22. Other Agencies/Organizations

The City does not have any direct authority over outside supporting agencies like the American Red Cross, Salvation Army, Washington Voluntary Organizations Active in Disasters (WAVOAD), King County Fire Chiefs Association, etc. The basic responsibilities listed for all City departments are recommended for all outside supporting agencies as well. Additional specific outside agencies and associations are listed in appendices to the Emergency Support Functions (ESFs), or in individual City Department operating procedures or resource lists.



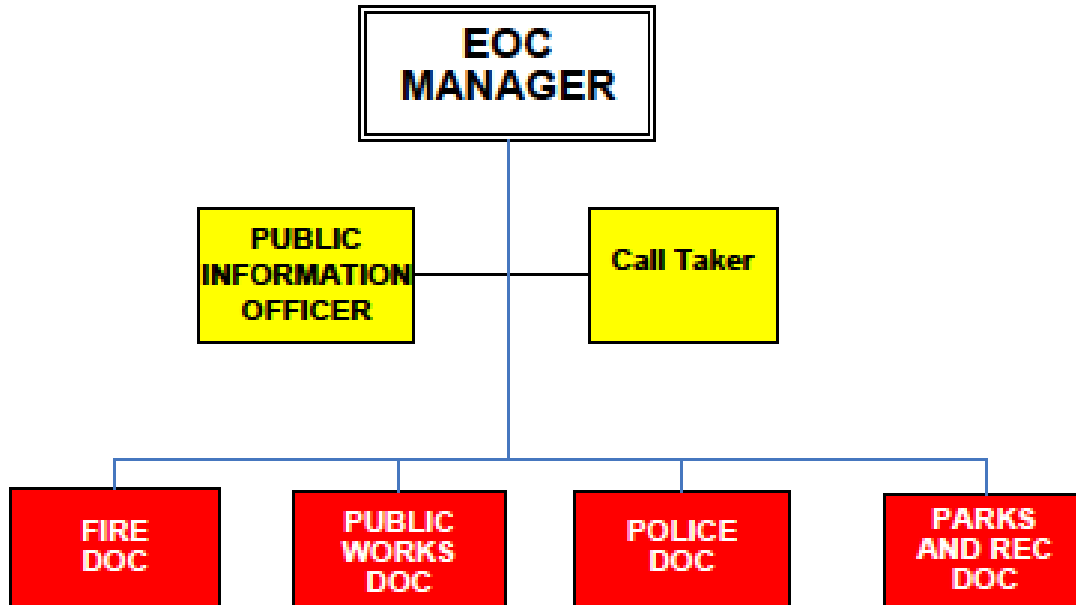
EMERGENCY SUPPORT FUNCTION RESPONSIBILITY MATRIX

ESF Number	P = Primary Role										S = Supporting Role									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	20				
	TRANSPORTATION	COMMUNICATIONS	PUBLIC WORKS AND ENGINEERING	FIREFIGHTING	EMERGENCY MANAGEMENT	MASS CARE, HOUSING AND HUMAN SERVICES	RESOURCES SUPPORT	PUBLIC HEALTH AND MEDICAL SERVICES	URBAN SEARCH AND RESCUE	HAZARDOUS MATERIALS	AGRICULTURE AND NATURAL RESOURCES	ENERGY	PUBLIC SAFETY AND SECURITY	LONG TERM COMMUNITY RECOVERY & MITIGATION	PUBLIC INFORMATION AND AFFAIRS	MILITARY SUPPORT				
<i>All City of Tukwila Divisions are not individually listed. Divisions are assumed under the main Department.</i>					S									S	P					
MAYORS OFFICE					S									S	S					
CITY ATTORNEY					S									S	S					
CITY CLERK					S									S	S					
DEPARTMENT OF COMMUNITY DEVELOPMENT			S		S	S			S		S			S	S					
EMERGENCY MANAGEMENT		P			P	S	S	S	S	S	S	S	S	P	S	P				
FINANCES					S	S	P				S			S	S					
FIRE	S	S	S	P	S	S		P	P	P				S	S					
HUMAN SERVICES					S	S	S							S	S					
INFO TECHNOLOGY		P			S	S								S	S					
MUNICIPAL COURT					S									S	S					
PARKS AND REC			S		S	P	S				P			S	S					
POLICE	S			S	S	S		S	S	S			P	S	S					
PUBLIC WORKS	P		P	S	S	S			S	S		P	S	S	S					
MUTUAL AID AGENCIES					S	S								S	S					
VALLEY COMM		S		S				S					S	S	S					
TUKWILA SCHOOLS														S	S					
RED CROSS					S	S					S			S	S					
PRIVATE AGENCIES	S				S	S		S			S	S		S	S					
VOLUNTEER ORGANIZATIONS					S	S								S	S					
KING COUNTY	S	S	S	S	S	S	S	S	S	S		S	S	S	S	S				
WASHINGTON STATE	S	S	S	S	S	S	S	S		S	S	S	S	S	S	S				
FEDERAL AGENCIES					S					S				S	S	S				
KC PUBLIC HEALTH	S		S			S		S		S	S			S	S	S				

Refer to Section D, "Organization" of BPO 1, "Introduction"



CITY OF TUKWILA LEVEL ONE ACTIVATION



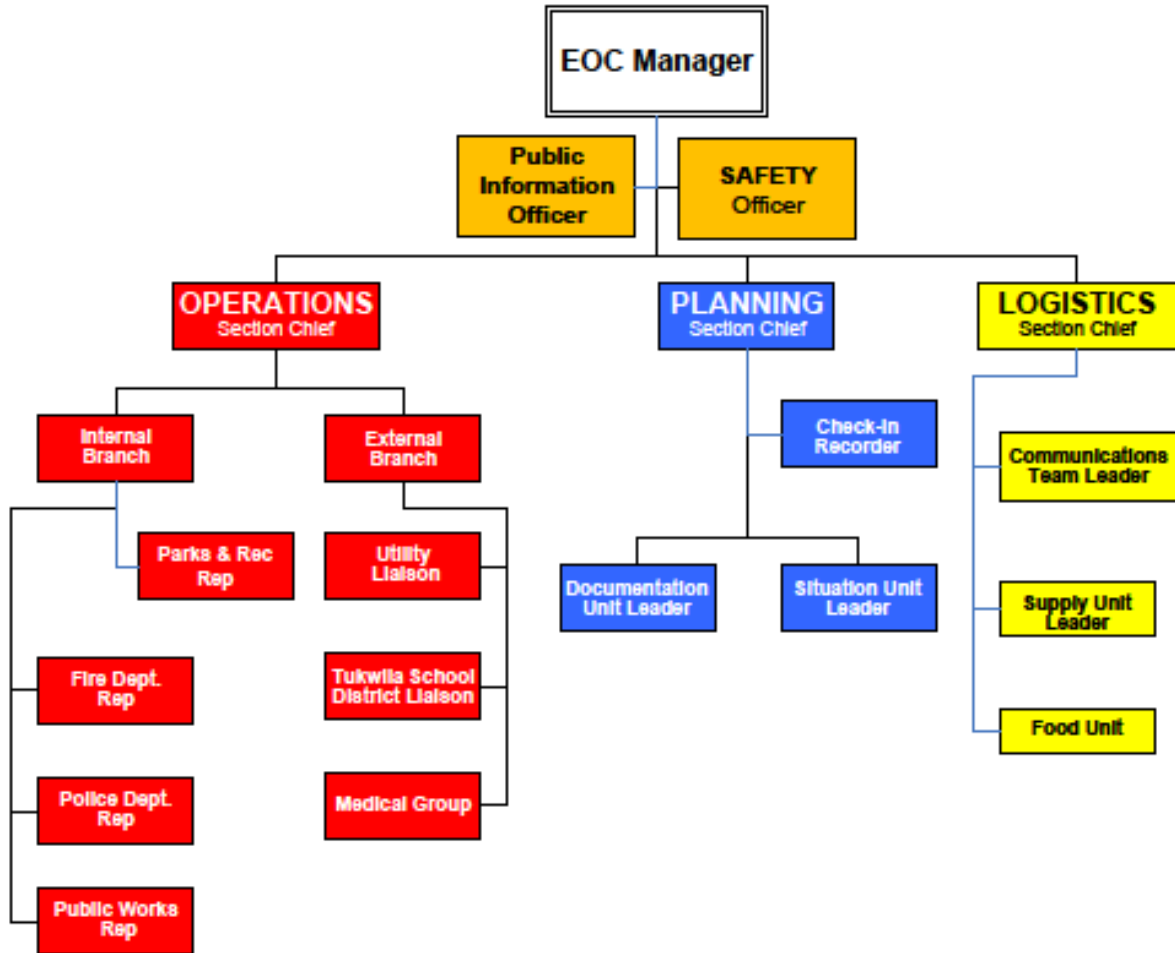
Level I Activation, may involve physical setup of the EOC in a standby mode, but more commonly brings one or two EOC staff members in to just monitor the situation, depending on the nature of the incident. Additional “sections” may be added or deleted by the EOC Manager as needed.

Key personnel will begin to monitor events, evaluate required resources, and forecast future impacts. Personnel will generally be limited to Emergency Management staff and a Public Information Officer, though commonly at least one Department Operations Center will have been activated.

Refer to Section D, “Organization” of BPO 1, “Introduction”



CITY OF TUKWILA LEVEL TWO ACTIVATION



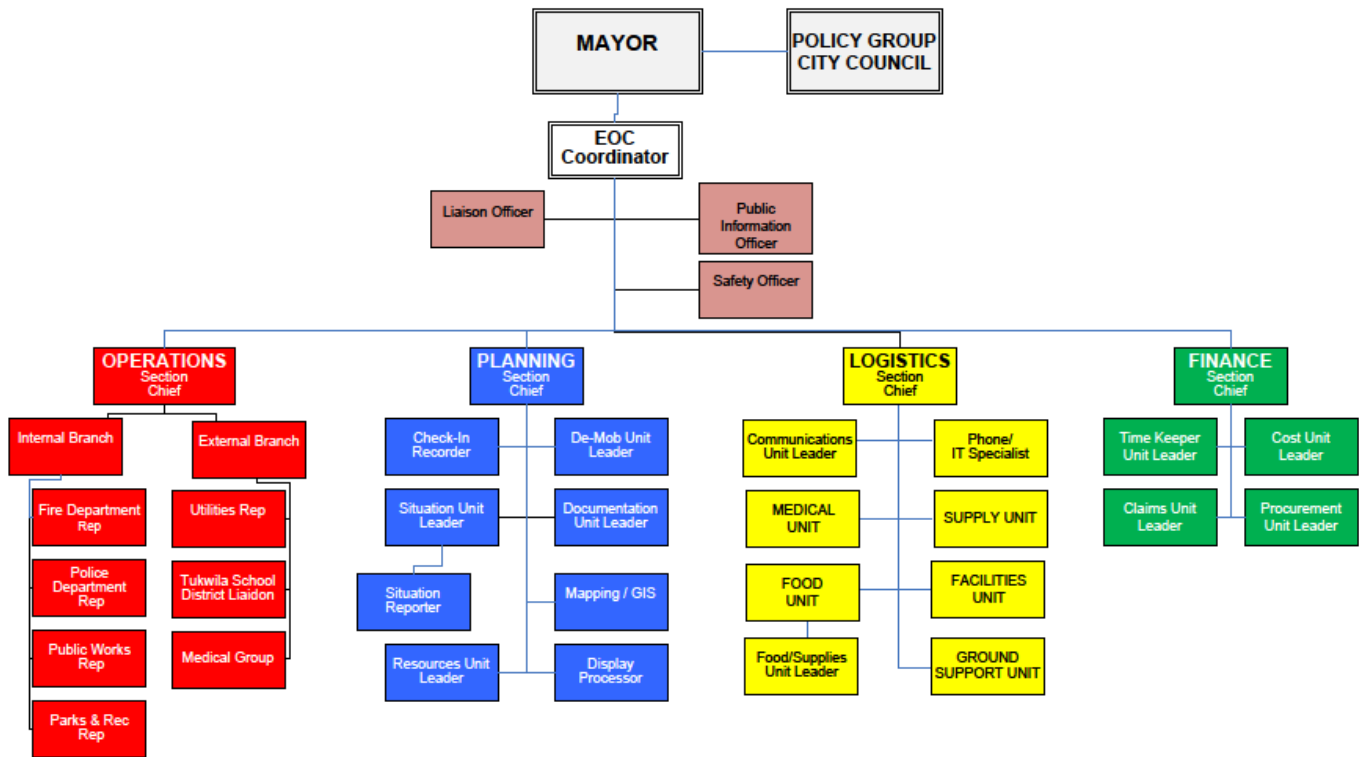
Level II Activation requires physical setup of the EOC. An EOC Manager and Public Information Officer (PIO) will be assigned to the EOC, along with representatives of departments actively involved in the event/incident. The EOC Manager will recommend staffing levels for the EOC consistent with current and projected incident activity. If a “section” is not filled, the duties and responsibilities of that section automatically become the responsibility of that section’s supervisor.

Typically, this type of activation will occur when two or more departments are actively involved in event/incident activities. The function of this activation level is to facilitate face-to-face communication between involved departments. The EOC Manager may invite representatives of outside agencies - such as utility companies or the Tukwila School District - to come to, and be part of, the EOC.

Refer to Section D, “Organization” of BPO 1, “Introduction”



CITY OF TUKWILA LEVEL THREE ACTIVATION



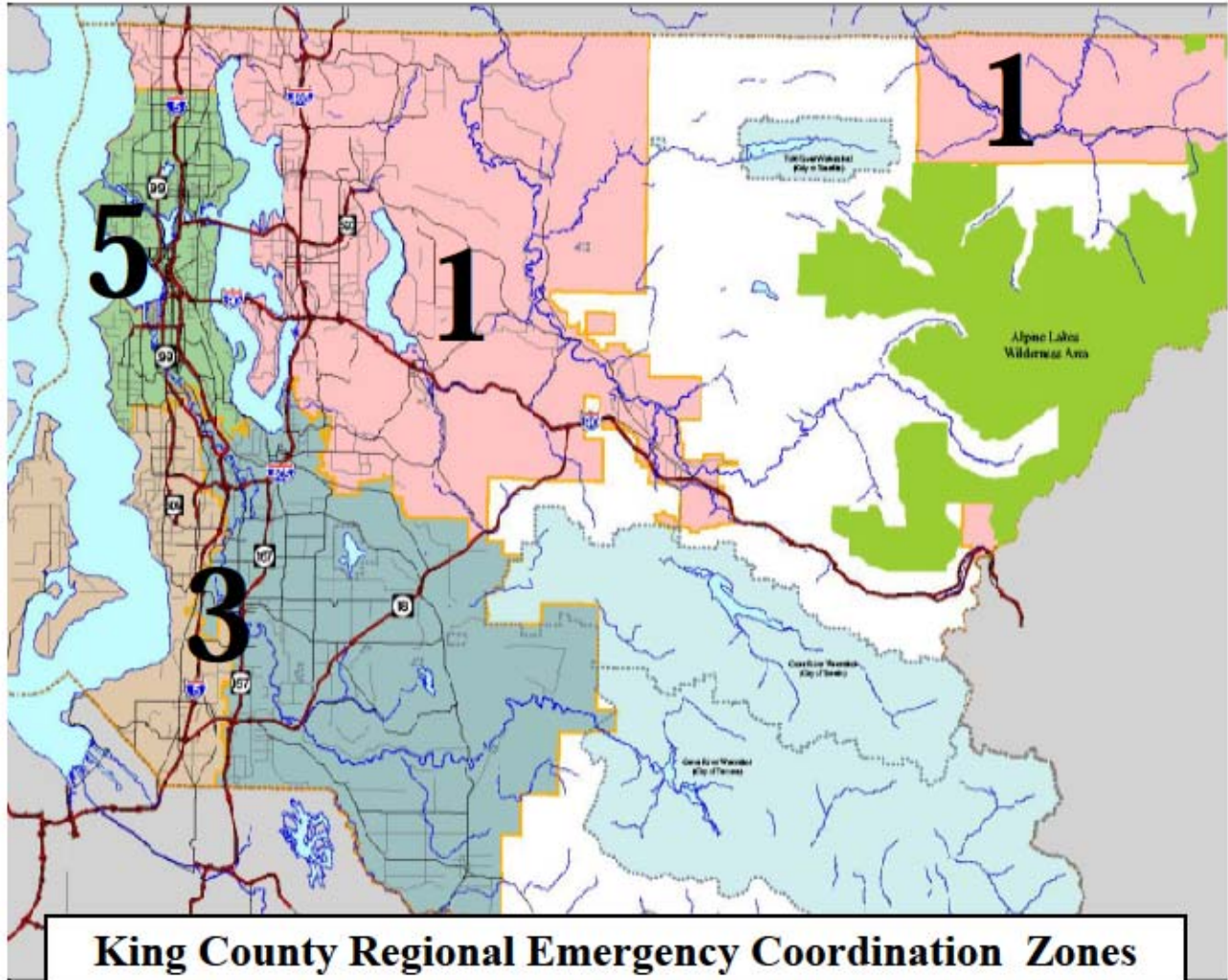
This is an example of a full activation of the EOC, with most sections staffed. Additional sections may be added if the incident deems it. As the incident de-escalates, and with permission of the EOC Manager, sections may also be removed. If any section is not filled, the responsibility of that section falls on the supervisor of that section.

One of the purposes of a Level 3 activation is to ensure good department-to-department coordination, including communications, and to coordinate issues on a city-wide basis. The Logistics section has two purposes: to ensure the internal logistical needs of the EOC are met, and to help meet the logistical needs of departments engaged in field operations. This level does not direct field operations in any manner, although they may need to make decisions regarding resource allocation.

Refer to Section D, "Organization" of BPO 1, "Introduction"

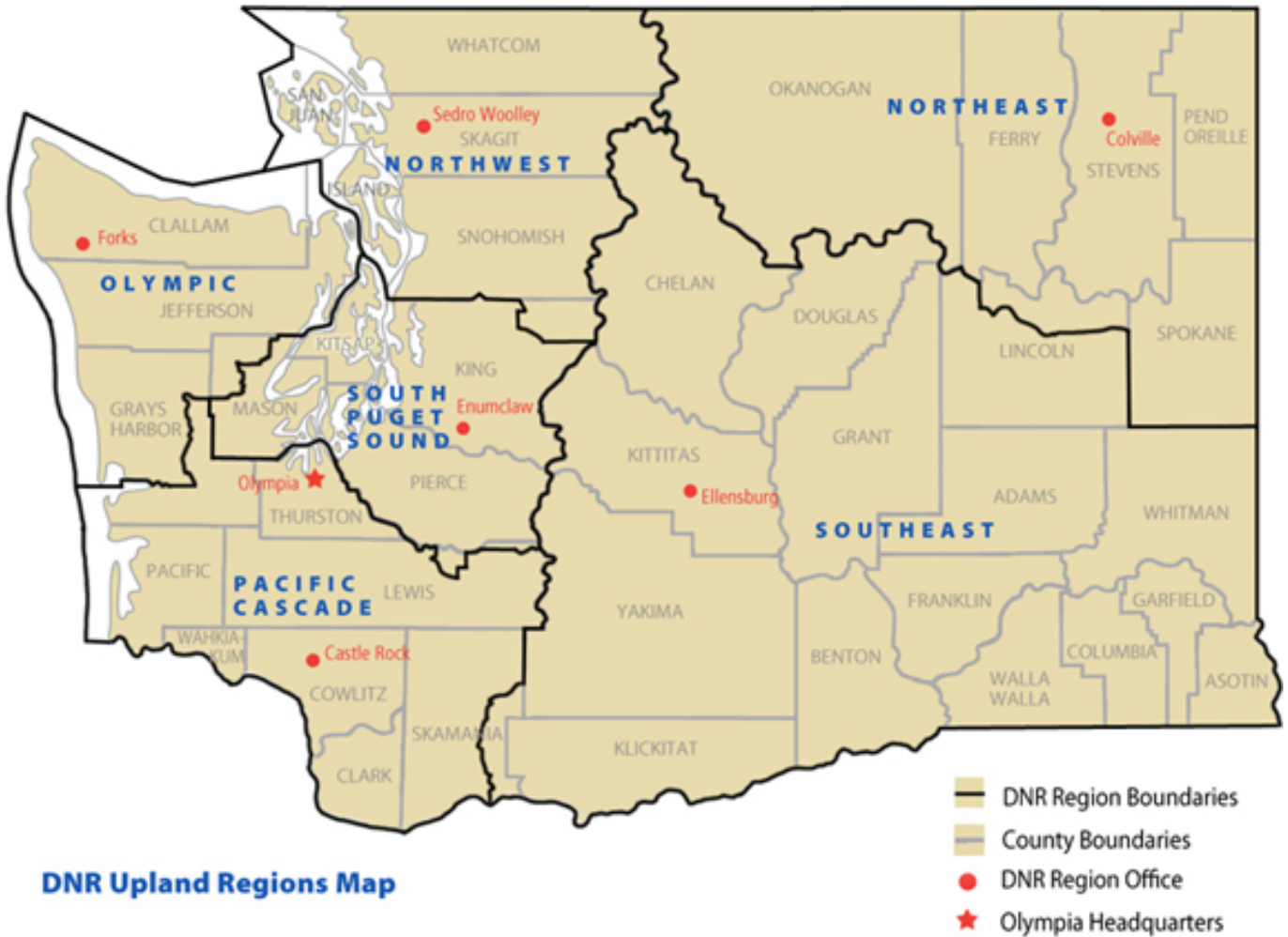


KING COUNTY MAP OF EMERGENCY COORDINATION ZONES





WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES - REGIONS





PRIMARY AGENCY

Tukwila Public Works Department

SUPPORT AGENCIES

Tukwila Police Department

Tukwila Fire Department

King County Department of Transportation (KCDOT)

Washington State Department of Transportation (WSDOT)

Washington State Patrol (WSP)

Sound Transit

Private rail carriers

Private transportation services

Public Health—Seattle & King County (PHSKC)

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 1, "Transportation", ensures City transportation assets are effectively organized, mobilized and coordinated to provide support, resources and assistance during and following an emergency.

B. SCOPE

This ESF addresses the transportation activities during the response and recovery from incidents. Activities include the assessment of the transportation infrastructure and use of transportation resources such as buses, fleet vehicles, maintenance equipment and personnel, within the City and in coordination with regional partners.

C. PLANNING ASSUMPTIONS

1. Tukwila Public Works Department, Police Department and Fire Department staff will, when safe to do so, patrol lifeline routes throughout the City looking for damage or interruption of these routes.
2. Previously-inspected transportation structures may require re-evaluation, if subsequent incidents occur after the initial incident.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. In accordance with the CEMP and this ESF, the Tukwila Public Works Department is responsible for coordinating and providing transportation support and services, and will actively support City response and recovery efforts to the maximum extent possible. The City may utilize other transportation resources as necessary. If City transportation capabilities are exceeded, assistance from King County, Washington State and/or FEMA may be requested.
2. When it is necessary to activate this ESF, the Tukwila Public Works Department EOC Representatives will be notified by the City Emergency Operations Center (EOC). The EOC Representative will notify appropriate support agencies depending on the type of incident.
3. City departments which are responsible for - or provide support to - ESF 1 will activate their Department Operation Centers (DOC) as needed.
4. When activated, the EOC will receive and coordinate transportation information and supply it to response partners.

B. PROCEDURES

1. Basic procedures for transportation services are identified in the standard operating procedures and emergency operating plans for the Tukwila Public Works Department and for each support agency.
2. Lifeline route assessment will be performed as soon as possible, and re-evaluated often throughout the incident to ensure no significant changes have occurred that would cause the safety status of the route to change.
3. A standard assessment form will be utilized by all agencies to facilitate consistent, accurate information gathering.
4. The Tukwila Public Works Department will identify the most efficient and effective method of operating the transportation system within the City, and will - as able -coordinate with King County DOT, Washington State DOT, and transportation leads of adjacent cities to provide an integrated transportation system.
5. The Tukwila Public Works Department will provide the EOC with notification of changes to the transportation system as soon as identified and/or feasible to do so.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Public Works Department shall:

- a. Organize, set Department priorities, and coordinate the emergency response efforts related to Transportation.
- b. Report the status of City, County and State roads, bridge facilities, structures and conveyances to the EOC, as soon as possible following the initial incident and throughout the response and recovery efforts.
- c. Coordinate the planning and use of alternate transportation routes.

- d. Make temporary emergency repairs, bypasses or alterations to provisionally restore road and bridge facilities, structures and conveyances.
- e. Provide resources for the temporary and permanent closure, repair and restoration of City transportation facilities, structures and conveyances, including roads and bridges, and road maintenance facilities.
- f. Return City road services to normal levels as soon as possible following the emergency.
- g. Coordinate with the Tukwila Police Department to provide temporary traffic control measures/devices and operational control of traffic signals, as appropriate.
- h. Notify the EOC, Tukwila Police Department, Tukwila Fire Department, King County DOT – Transit Division, Sound Transit, Tukwila School District, Valley Communications Agency, King County Sheriff Office Communication Center, and other response partners of routes affected by partial or total road closures and detours.
- i. Coordinate the removal of debris on roadways, walkways, and any other City transportation facilities.
- j. Provide maintenance support for City-owned vehicles and equipment.
- k. Purchase, store, track, manage, distribute, coordinate and replenish supplies and provisions for response to transportation incidents.
- l. Provide emergency vehicle transportation support and services for the movement of people, equipment and supplies in the City.
- m. Furnish vehicles, heavy equipment and supplies to assist the City with emergency operations, in the response and recovery phases of an emergency.

B. SUPPORT AGENCIES

1. The Tukwila Police Department shall:

- a. Notify the EOC of system deficiencies as soon as possible, and make recommendations for reducing the impact of these damages on emergency responders and residents.
- b. Provide support for traffic control and damage-assessment operations.
- c. Coordinate with PW on the movement of equipment, personnel and additional assets, to ensure the arrivals for these assets in a timely manner.
- d. Provide security for critical transportation routes, as resources allow.
- e. Assist with the dissemination of transportation information to the public, as coordinated through the City JIC and/or City PIO.

2. The Tukwila Fire Department shall:

- a. Notify the EOC of system deficiencies as soon as possible, and make recommendations for reducing the impact of these damages on emergency responders and residents.
- b. Provide support for traffic control and damage-assessment operations.

3. **King County DOT, WSDOT, WSP, Sound Transit, Private Rail Carriers, Private Transportation Services may:**
 - a. Provide the EOC with information and status reports of transportation system entities that fall under their authority.
 - b. Coordinate with the City for movement of people, equipment and supplies, as requested and when able.
 - c. Support, when able and appropriate, stabilization and/or restoration of transportation infrastructure systems.
4. **Public Health—Seattle & King County may:**

Work with healthcare partners to map critical transportation routes for the delivery of healthcare services, to be used in regional transportation planning and emergency response.

IV – RESOURCE REQUIREMENTS

Resources needed could include: fleet, buses, and vans for moving individuals or animals; fleet repair vehicles, equipment and staff for clearing lifeline routes; movement of supplies and resources; and providing transportation access to critical facilities.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Information Technology Department (IT)
Tukwila Communications Leader

SUPPORT AGENCIES

Tukwila Emergency Management Division
King County Office of Emergency Management
Valley Communications Agency (Valley Comm)
King County Sheriff's Office Communications Center
Washington State Emergency Management Division

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 2, "Communications", organizes, establishes and maintains the communications capabilities necessary to meet the operational requirements in preparing for, responding to, and recovering from emergencies.

B. SCOPE

ESF 2 discusses the use and maintenance of communications systems for emergency management functions within the City during an incident. Specific operating procedures and protocols are addressed in the procedure manuals of all City departments.

C. PLANNING ASSUMPTIONS

1. Communications systems are vulnerable and may be damaged, destroyed or overwhelmed during and following an emergency. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communications equipment and the infrastructure could take days, weeks or months.
2. Initial efforts will focus on coordinating lifesaving activities and re-establishing communications and control in the incident area.
3. Alternate communications systems - such as amateur radio - will be used if and when the resources exist.

II – CONCEPT OF OPERATIONS

A. GENERAL

Reliable communications capabilities are necessary for day-to-day operations, management of response and recovery efforts, search and rescue missions, and coordination with other organizations. Communications capabilities must be available for emergency management functions.

Radio transmitting and receiving capabilities involve all City departments using the 800-MHz system as well as ham and VHF and UHF frequencies. Non-City agencies - including the King County Emergency Coordination Center (KC ECC), American Red Cross, Washington State Emergency Management, and local hospitals - are also linked by radio to the EOC.

B. PROCEDURES

1. When conditions disrupt communications systems within the City, redundant systems will be utilized to establish communications with the City EOC, City departments, leadership, King County ECC, State EMD, and response partners.
2. The following is the list of City communication resources that may be utilized during incidents:
 - 800-MHz radio
 - Air band radios
 - Amateur radio
 - Cellular phones
 - City AHAB Siren
 - City Cable Channel TV 21
 - City Facebook
 - City Intranet
 - City Internet website
 - City Radio Station AM 1640
 - City Twitter
 - CodeRED
 - Email
 - Emergency Alert System (EAS) operated by King County Government
 - EOC Twitter
 - GETS Cards
 - Internet-based Regional Public Information Network (RPIN)
 - Landline phones
 - NOAA Weather Radios
 - Public Address speakers on first response vehicles
 - Tukwila Police and Fire Command Vehicle
 - VHF and UHF radio
 - VoIP
 - WPS-enabled phones
3. If all City capabilities are impacted, decreased or otherwise unusable, the City will request King County Emergency Coordination Center provide radio transmission support, as their systems are able.
4. The regional 800-MHz radio system is managed and maintained by the King County Radio Shop. If conditions cause the radio system to fail, the first priority will be to re-establish the system.

5. A communication test will be conducted at least once a month by the Tukwila Emergency Management Division, engaging all City Department Operation Centers (DOCs) and as many regional response partners as able to participate.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

Tukwila Information Technology Department

- a. The Tukwila Information Technology (IT) Department is responsible for coordinating the maintenance and continued operations of all City communication systems, minus the 800mHz system.
- b. If conditions cause City communication systems to fail, IT staff will work to re-establish systems that have been identified as critical business applications and those which are required by incident life-safety priorities.
- c. IT will coordinate the assessment and restoration of communication systems with the Tukwila Emergency Management Division, and begin recovery operations immediately following an incident, to mitigate the loss of communications systems as much as possible.

B. SUPPORT AGENCIES

1. The Tukwila Emergency Management Division shall:

- a. Identify a "Communications Leader" as early as possible.
- b. In coordination with IT, conduct tests and exercises of communications systems, including testing with other City departments.
- c. Develop and maintain the City Communication Plan with appropriate notification lists, numbers, and contact points.
- d. Disseminate warning information received through external communication notification systems (i.e., National Weather Service, State EMD) to all City departments.
- e. Maintain emergency management communication equipment in serviceable and ready condition.
- f. Request additional or alternate communications capabilities from regional partners, King County and/or Washington State EMD, as needed.
- g. Include communications as part of the City-wide emergency management training program.
- h. Initiate and coordinate amateur radio service for the EOC.

2. King County Office of Emergency Management shall:

- a. Provide redundant support of communication capabilities, as resources allow, if the City's capabilities are overwhelmed or otherwise insufficient to support response and recovery efforts.
- b. **Activate** the EAS network for public information and warning, per protocol or as requested by the EOC or Incident Command.

3. Valley Communications Agency shall:

- a. Provide 911 services for fire and police contacts from Tukwila residents and businesses, to include Police, Fire and emergency medical needs.
- b. Initiate an EAS message on behalf of the City, when requested by a Tukwila incident commander and/or EOC.

4. King County Sheriff's Office Communications Center shall:

- a. Provide backup capability for 911 services, should Valley Comm not be functional.
- b. **Initiate/activate** an EAS message on behalf of the City, when requested by a Tukwila incident commander and/or EOC.

5. Washington State Emergency Management Division shall:

Provide redundant support of communication capabilities, as resources allow, if the City's or King County's capabilities are overwhelmed or otherwise insufficient to support response and recovery efforts.

IV – RESOURCE REQUIREMENTS

Sufficient technical and support staff will need to be provided from IT for 24/7 operations until critical communications systems are established. Equipment and supplies should be secured, so that basic functions can be established even if transportation routes in the region are compromised.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS AND DEFINITIONS

See the Basic Plan Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Public Works Department

SUPPORT AGENCIES

Tukwila Community Development Department

Tukwila Parks and Recreation Department

Tukwila Fire Department

King County Office of Emergency Management

Washington State Emergency Management

Public Health—Seattle & King County

King County Sheriff's Office (KCSO) Marine Unit

King County Department of Natural Resources and Parks

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 3, "Public Works and Engineering", establishes roles and responsibilities relating to the Tukwila Public Works Department and engineering resources and services, to ensure an efficient, organized response and recovery to an emergency.

B. SCOPE

This ESF describes activities including:

- Damage assessment
- Debris and wreckage clearance
- Coordinating with local water, wastewater and sewer purveyors
- Temporary repair of essential facilities
- Inspection of facilities for structural condition and safety
- Emergency permitting and inspections
- Demolition of unsafe structures
- Emergency restoration of services and temporary repair of critical public facilities, including solid waste, stormwater, flood protection, and wastewater treatment systems
- Assess and monitor flood conditions
- Providing response teams to inspect and monitor stormwater control facilities and evaluate drainage problems

C. PLANNING ASSUMPTIONS

1. Communications systems are vulnerable and may be damaged, destroyed or overwhelmed during and following an emergency. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communications equipment and the infrastructure could take days, weeks or months.
2. According to provisions of Tukwila Public Works and King County Water Treatment District's National Pollution Discharge Elimination System (NPDES) permits, in emergency situations it may be necessary for the Tukwila Public Works Department to bypass wastewater flows, to prevent loss of life, personal injury or severe property damage. "Severe property damage" means substantial physical damage to property, blocked or broken infrastructure that impacts the property, or damage to the King County treatment facilities that would cause them to become inoperable.
3. The Tukwila Public Works Department is responsible only for initial inspection, repair and operation of its City-owned facilities and conveyances, or to those agencies where there are contractual agreements to manage facilities.
4. Property owners living in flood hazard areas are responsible for obtaining sandbags, sand and other flood-fighting materials to protect their property during flood incidents. Property owners are responsible for filling and placing sandbags, cleaning up sandbags after the flood incident, and meeting any other regulations related to sandbagging activity. The City may provide sand and sandbags for private property owners during flood emergencies to the extent that resources are available. Resource locations will be posted on the City's website.
5. Previously inspected structures may require re-evaluation, if subsequent incidents occur after the initial incident, or if the results of the initial inspection are inconclusive.
6. Accumulations of large woody debris that create a hazard to life safety, safe navigation, or property may be designated a restricted area by the King County Sheriff's Office, per KCC 12.44.200.
7. Permitting fees and normal inspection procedures will stay in effect following an incident, unless otherwise directed by Tukwila's City Council.
8. To survey damaged buildings for safety, the City utilizes the inspection guidance in the Applied Technology Council - ATC-20-1, the field manual for post-earthquake safety evaluation of buildings.
9. Under a Proclamation of Emergency, City departments may need the authority to go on private property to evaluate and repair utilities that jeopardize the integrity of public and private property or threaten public health or the environment.
10. Rapid damage assessment of the impacted area will be required to determine potential workload.
11. Emergency environmental waivers and legal clearances may be needed for the timely disposal of materials from debris clearance and demolition activities.
12. Assistance from the County, State and Federal governments may be needed to clear debris, perform damage assessments, make structural evaluations, perform emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, or provide emergency water for human health needs and firefighting.

II – CONCEPT OF OPERATIONS

A. GENERAL

When it is necessary to activate this ESF, a Tukwila Public Works Department EOC Representative will be notified by the City EOC along with other appropriate support agencies, depending on the type of incident.

B. PROCEDURES

1. Tukwila's Public Works Department Director may activate inspection teams following a significant seismic incident in the region (5.5 or greater magnitude), to coordinate inspection of flood protection facilities and to determine the safety status of these facilities.
2. The Tukwila Public Works Department will respond to inquiries regarding river and drainage-related flooding emergencies. Tukwila Public Works Department staff may also need to assess whether a situation is potentially life threatening. If the seriousness of the situation cannot be determined over the telephone, Department staff and/or a Flood Patrol will be dispatched to conduct an investigation.
3. The King County Department of Natural Resources and Parks - Water and Lands Resources Division - may open the Flood Warning Center when the Cedar, Green, Snoqualmie, Tolt or White Rivers or Issaquah Creek reach Phase II flood stage. Flood patrol teams will be sent out to monitor field conditions when the Cedar, Green, Snoqualmie, Tolt or White Rivers or Issaquah Creek reach Phase III flood stage or when the Flood Warning Center receives calls reporting serious damages to river control facilities, per the Division's standard operating procedures.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Public Works Department shall:

1. Maintain operation of the public right-of-way, storm drain and street systems.
2. Coordinate with local water and sewer purveyors as appropriate, to identify and resolve issues where regional and local facility operations could affect one another. The Department will communicate health and environmental hazards to the EOC and other appropriate agencies.
3. Coordinate damage assessments of PW facilities, transportation routes and essential City-owned buildings with the Tukwila Fire Department, the Tukwila Police Department, and City staff assigned to this function. The Department will provide for emergency repair and restoration of City-owned facilities.
4. Provide debris removal, emergency protective measures, emergency temporary repairs and/construction to:
 - a. Maintain passable vehicular circulation on priority routes.
 - b. Control flooding, on public drainageways or resulting from the failure of public drainageways.
 - c. Mitigate damage to public utilities.
 - d. Mitigate damage to any facility, public or private, resulting from the failure of public utilities.

5. Coordinate damage assessments of PW facilities, transportation routes and essential City-owned buildings with the Tukwila Fire Department, the Tukwila Police Department, and City staff assigned to this function. The Department will coordinate with private utility companies and other private and public organizations responsible for drinking water, sanitary sewer, electricity, natural gas, telephone and solid waste collection services, to ensure all response and recovery operations within the City are done in an efficient and effective manner.
6. Perform and/or contract for major recovery work, as appropriate, for City-owned buildings and Public Works infrastructure.
7. Provide expertise and recommendations for stability of slopes and sensitive areas.
8. Provide GIS support to the EOC, as needed during activations.
9. In an emergency that impacts surface water and involves compliance issues under the Endangered Species Act (ESA), the Department shall notify the US Army Corps of Engineers (USACE), or the Federal Emergency Management Administration (FEMA), or both, of the emergency as soon as possible. When time allows, the USACE or FEMA may provide guidance to the Incident Commander before the IC undertakes an emergency action that may impact endangered species, threatened species, or their critical habitat. Emergency actions necessary to protect human life, lessen the impact of the emergency on significant infrastructure (dwellings or commercial buildings), protect the public health, or prevent serious environmental degradation shall be made in a timely manner, at the discretion of the Incident Commander. Formal notification and consultation shall be initiated as soon as practicable after the emergency is under control.
10. Notify Public Health—Seattle & King County, the King County Waste Treatment Division, and the Washington Department of Ecology of sewer overflows, according to the provisions of the Tukwila NPDES permits and procedures.

B. SUPPORT AGENCIES

1. **The Tukwila Community Development Department shall:**
 - a. Support initial inspection of structural conditions and safety, as requested.
 - b. Provide building inspections of public and private buildings, as requested.
 - c. Provide planners and technical staff to support the Tukwila Fire Department, Tukwila Public Works Department, and Tukwila Police Department with assessment, mapping and technical support.
 - d. Provide enforcement actions (closing buildings, limiting entry, etc.).
 - e. Provide expertise and recommendations for reconstruction, demolition and mitigation during the recovery period, including advice regarding stability of slopes and sensitive areas.
 - f. Provide for the demolition of damaged and/or abandoned structures that pose a threat to human safety.
 - g. Assess and make recommendations regarding environmental damage to bogs, creeks, streams, slopes, bluffs, shorelines and lakes.
 - h. Review repair, reconstruction and replacement of structures for compliance with building, land use and environmental regulations.

- i. Where necessary and appropriate, issue emergency permits to protect threatened public and private improvements.
2. **The Tukwila Parks and Recreation Department shall:**
Identify appropriate staging areas as needed.
3. **The Tukwila Fire Department shall:**
Provide emergency building [structure] shoring, as resources are available.
4. **King County Office of Emergency Management/WA State Emergency Management shall:**
As able, facilitate resource requests and notifications to the appropriate agency for support of City efforts.
5. **Public Health—Seattle & King County may:**
Provide staff and resources for assessing the health impacts of wastewater spills and overflows, as resources allow.
6. **The King County Sheriff's Office (KCSO) Marine Unit may:**
 - a. Choose to use its authority to close a waterway or portion of a waterway to recreational use, if they determine its use may pose a significant risk to public safety, under King County Code 12.44.
 - b. Issue bulletins or news releases or disseminate informational materials to advise the public of the potential risks of large wood debris in the waterway.
7. **The King County Department of Natural Resources and Parks may:**
 - a. Activate a four-phase system to warn residents, businesses, property owners, school districts and emergency response agencies of impending major river floods.
 - b. Activate the Flood Warning Center to provide critical information to residents, business and response agencies during major river floods and earthquakes.
 - c. Provide Flood Patrol Teams to assess the operational status of river and drainage facilities, and respond to emergency flooding conditions and flood-related complaints.
 - d. Assist in getting a significant number of personnel with engineering and construction skills, along with construction equipment and materials from outside the impact area.

IV – RESOURCE REQUIREMENTS

Resource requirements will be determined at the time of the emergency.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS AND DEFINITIONS

See the Basic Plan Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Fire Department

SUPPORT AGENCIES

Tukwila Police Department

Tukwila Public Works Department

Fire Authorities, Departments and Districts within King County

Valley Communication Center

King County Government

Washington State Emergency Management

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 4, “Firefighting”, identifies direct service and coordination responsibilities of the Tukwila Fire Department for fire resources during an incident.

B. SCOPE

This ESF applies only to the City of Tukwila, and is meant to be compatible with the King County Zone 3 Fire Ground Incident Practices and Tactics, the King County Fire Resource Plan, the South Puget Sound Regional Fire Resource Plan, and the Washington State Fire Services Resource Mobilization Plan.

C. PLANNING ASSUMPTIONS

1. The Tukwila Fire Department will provide and coordinate fire service or support of fire service activities with other Federal, State and local organizations to support essential fire service operations. Provisions covered under RCW 43.44.050 and KCC Title 17.04 outline the responsibility of the Fire Marshal in investigating fires and what to do during emergencies. These provisions may include acting in an advisory capacity to operational activities when a fire chief has made such a request.
2. The King County Fire Chiefs’ Association or the Zone 3 Ops Chiefs will provide personnel to the King County Emergency Coordination Center (ECC) in order to coordinate regional fire services within Zone 3 and/or King County and with other jurisdictions.
3. The King County Multiple Casualty Plan, King County Fire Resource Plan, the South Puget Sound Regional Fire Resource Plan, and the Washington State Fire Services Resource Mobilization Plan are utilized within King County.

II – CONCEPT OF OPERATIONS

A. GENERAL -- FIRE ZONES AND MUTUAL AID

1. King County is divided into three Fire Zones. Tukwila is located within Fire Zone #3. The King County Fire Resources Plan (separately published document) provides for the coordination of County-wide fire resources during localized emergencies.
2. The Fire Department has mutual aid agreements (MAA) with numerous agencies throughout King County. Assistance may be requested through existing mutual aid agreements when local resources are inadequate, as outlined in RCW 39.34.030.
3. In situations when local mutual aid is not available or has been expended, the provisions for regional/State fire mobilization apply, and the City may request assistance through the King County ECC and/or the Washington Emergency Management Division (WA EMD). All requests from the City to the County and/or State will be coordinated through the EOC.
4. The Zone 3 Fire Service Coordinator will coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone. Coordination for Zone 3 activities shall be through the King County Zone 3 Fire Coordinator and the King County ECC. Communications for this coordination will normally be between the City's EOC and the King County ECC. The Zone 3 Fire Service Coordinator will commonly be set up at Valley Communications.

B. PROCEDURES

1. Fire Department operational procedures are determined by City fire officials, and are available in the Fire Department Policy Manual.
2. Response procedures are consistent with Incident Command System standards as set forth by the National Incident Management System (NIMS), as well as the King County Zone 3 Fire Ground Incident Practices and Tactics, the King County Fire Resource Plan.
3. The King County International Airport resides in two city jurisdictions: the City of Seattle and the City of Tukwila. If an "aircraft only" incident occurs at the King County International Airport and requires coordination of multiple agencies and additional resources, the King County Sheriff's Office will serve as the lead agency, unless they delegate lead agency status to the city jurisdiction having authority. If there is a non-aircraft fire, the jurisdiction having authority over the location of the fire will be the lead agency.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

In support of ESF 4, the Tukwila Fire Department shall:

1. Provide fire suppression and control, and immediate life safety services within Tukwila and fire service contract areas, as available.
2. Implement the King County Fire Resource Plan, when appropriate.
3. Develop departmental policies and procedures for use during major emergencies.
4. Provide regular status reports and information regarding operational and resource needs to the EOC.
5. Provide a representative to the EOC to assist in the prioritization and coordination of City-wide response efforts as well as regional fire coordination with the King County ECC, when appropriate.

B. SUPPORT AGENCIES**1. The Tukwila Police Department shall:**

- a. Provide support for firefighting activities including security, traffic control and crime scene support, as resources allow.
- b. Provide evacuation coordination and assist in door-to-door notification, as requested and able.

2. The Tukwila Public Works Department shall:

- a. Coordinate with local water districts and the City water department to ensure adequate water supply for fire suppression needs.
- b. Support technical rescue missions with resources, as available.
- c. Coordinate debris removal from City facilities.
- d. Coordinate snow removal operations according to their snow removal plan.

3. Fire Authorities, Departments, Districts within King County shall:

Support mutual aid agreements and regional fire services and resources, as able.

4. Valley Communications Agency shall:

- a. Provide 911 services for Tukwila residents, provided their system is functional.
- b. Honor requests from the field to dispatch/notify Emergency Management personnel to activate the EOC.
- c. Initiate an EAS message on behalf of the Tukwila Fire Department, when requested by a Tukwila incident commander and/or EOC.

5. King County Government shall:

- a. Provide fire and rescue services for aircraft incidents on King County International Airport property through the King County Sheriff's Office, Airport Rescue and Firefighting Section. During "aircraft only" incidents, in addition to providing initial fire suppression and rescue operations, the Airport Rescue and Firefighting Section will assume the role of Incident Commander in multi-agency responses.
- b. Assist in coordination of mutual aid resources through the King County Office of Emergency Management and/or the King County ECC.
- c. Request activation of the State Fire Mobilization Plan, as requested by the EOC, or as determined by King County ECC.

6. Washington State Emergency Management shall:

Coordinate the activation and utilization of the Fire Mobilization Plan, when requested by the City and/or King County ECC.

IV – RESOURCE REQUIREMENTS

Extensive resources including both specialized equipment and personnel will be needed to maintain operations during multiple operational period incidents.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Emergency Management Division
Tukwila Human Services Office
Tukwila Police Department
Tukwila Fire Department
Tukwila Finance Department
Tukwila Public Works Department
Tukwila Human Resources Department
Tukwila Community Development Department
Tukwila Information Technology Department
American Red Cross
King County Office of Emergency Management
Public Health—Seattle & King County
Regional Animal Services of King County
Washington State Emergency Management Division

SUPPORT AGENCIES

King County Office of Emergency Management
Washington State Emergency Management Division
Department of Homeland Security – Federal Emergency Management Agency (FEMA)

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 5, “Emergency Management”, defines the emergency management roles, responsibilities, concepts and operational standards of emergency management in the City of Tukwila during a potential or actual emergency or disaster situation.

B. SCOPE

This ESF is applicable to all City department employees, and volunteers who staff the Emergency Operations Center (EOC) or support City activities during incidents. It addresses the informational needs of the EOC for assessing a disaster situation and supporting related response and planning efforts.

C. PLANNING ASSUMPTIONS

1. All City departments are expected to provide information and/or staffing to the EOC, to facilitate updates on departmental status of mission critical functions and resource requirements.
2. There will be an immediate and continuing need to collect, process and disseminate situational information to identify urgent response requirements during a disaster or the threat of one, and to plan for continuing response, recovery and mitigation activities.
3. Early in an incident, little information will be available and initial information received may be vague or inaccurate.
4. Information will be provided by field personnel, responders, volunteers, the public, the media, and others.
5. Information collection may be hampered for many reasons including: damage to communications systems; communications system overload; damage to transportation infrastructure; and the effects of weather, smoke and other environmental factors.

II – CONCEPT OF OPERATIONS**A. GENERAL**

The Tukwila Emergency Management Division is the focal point of emergency management for the City. All City departments will report incident impacts to the EOC. When required, the EOC will draft a Proclamation of Emergency for signature by Tukwila's Mayor, and forward a copy to the King County ECC and Washington State EOC.

B. PROCEDURES

1. Incident information will be obtained through all means available, including but not limited to damage and situation reports from City staff, residents, other jurisdictions, King County agencies, the media, and the King County Joint Information Center (JIC).
2. Information will be analyzed, evaluated and made available to appropriate City staff for the development of the Incident Action Plan (IAP), allocation of resources, development of a Proclamation of Emergency, and overall situational awareness.
3. Methods of dissemination will be through displays, situation reports, Internet postings, email, operational briefings, the JIC, and public information outlets (media partners).
4. All documents generated by the EOC will be reviewed and approved by the Incident Manager or their delegate prior to release. All public information documents will be reviewed and approved by the City PIO or their delegate and the Incident Manager or delegate prior to publication.
5. All incident documents and logs must be secured for a minimum of seven years after the activation.
6. Operational briefings will be held at established intervals, as determined by the EOC.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

1. The Tukwila Emergency Management Division shall:

- a. Provide emergency management direction and coordination for the City.
- b. Provide support for mutual aid, consistent with signed Memorandums of Understanding/Agreements (MOU/MOA), when appropriate.
- c. Facilitate preliminary damage assessment (PDA) for the City, special purpose districts serving the City, residents, and the business communities. This information will be consolidated and forwarded to the King County Office of Emergency Management, to provide the PDA data to the Washington State Emergency Management Division (WAEMD) within the State-identified timeline.

2. The EOC Manager shall:

- a. Have overall responsibility for managing Tukwila's incident response and recovery efforts. Additionally, the Incident Manager will ensure the timely development of EOC information products, including situation reports, rapid impact assessments, public information products and Proclamations of Emergency.
- b. Assign staff to Command and General Staff positions for developing and implementing the Incident Action Plan.
- c. Ensure that appropriate information is compiled and disseminated to all City departments, special purpose districts, King County, State and Federal agencies, as appropriate.

B. SUPPORT AGENCIES

1. King County Office of Emergency Management shall:

- a. Provide coordination of resource requests from the City at the local, regional, State and/or Federal level, as appropriate.
- b. Provide EOC support to the City, as able when requested.
- c. Act as a liaison with County agencies, regional partners and State agencies.

2. Washington State Emergency Management Division shall:

- a. Provide coordination of resource requests from the City at the local, regional, State and/or Federal level, as appropriate.
- b. Act as a liaison with State and/or Federal agencies, as appropriate.

3. Department of Homeland Security - Federal Emergency Management Agency (FEMA) shall:

Provide coordination of Federal resources, as requested and able.

IV – RESOURCE REQUIREMENTS

A. PROCLAMATION OF EMERGENCY

When an incident overwhelms City resources and the City's ability to respond to and recover from the incident, the EOC will craft a formal Proclamation of Emergency for Tukwila's Mayor to sign. The Proclamation enables the Tukwila Finance Department to waive bidding requirements and to direct purchase from vendors per Ordinance 2337 as codified at TMC 2.57.030(5). Additionally, the Proclamation establishes the opportunity to request assistance from King County and/or Washington State government.

B. DEPARTMENTS

City departments will provide necessary staffing, funding and equipment to manage the EOC for 24/7 operations, until the EOC has demobilized from the incident.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Parks and Recreation Department

SUPPORT AGENCIES

Tukwila Emergency Management Division

Tukwila Human Services Office

Tukwila Police Department

Tukwila Fire Department

Tukwila Finance Department

Tukwila Public Works Department

Tukwila Human Resources Department

Tukwila Community Development Department

Tukwila Information Technology Department

American Red Cross

King County Office of Emergency Management

Public Health—Seattle & King County

Regional Animal Services of King County

Washington State Emergency Management Division

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 6, “Mass Care and Emergency Services”, establishes the City of Tukwila’s roles and responsibilities in mass care, emergency assistance, housing and human services to residents of the City.

B. SCOPE

1. Mass care services include sheltering for people and animals, emergency feeding and relief supplies, first aid, and welfare information. This may also include vulnerable and unique populations with special/specific needs.
2. Housing services may include provisional assistance for short- and long-term needs.
3. Human services may include recovery efforts such as counseling, benefit claims assistance, and financial services or other human services that can be delivered through Emergency Assistance Service Centers, as needed.

C. PLANNING ASSUMPTIONS

1. Incorporated cities have the responsibility to coordinate their own mass care shelters for residents using City assets, and - when appropriate due to volume - to coordinate with the King County Emergency Coordination Center (ECC) in the need for large-scale regional shelters.
2. Mass Care in Tukwila is accomplished by a partnership between several City departments, nearby outside agencies, Public Health—Seattle & King County, the King-Kitsap Counties Chapter of the American Red Cross, and other non-profit agencies.
3. The range of services needed by survivors will depend on the specific incident, residential impacts, and estimated length of recovery.
4. When able, the King-Kitsap Counties American Red Cross Chapter will provide staff and supplies for shelter operations, as conditions dictate and resources allow, in accordance with the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act).
5. The City will establish and operate local shelters, as needed and able, until appropriate Federal, State, County, voluntary agency and/or private sector resources are available to assist.
6. The City will pre-designate multiple locations for shelters and Community Points of Distribution.
7. During a large-scale incident, mass care and human services resources will be overwhelmed both locally and regionally, which may cause a delay in the ability to meet the needs of residents and businesses in the City.
8. Mass care shelters are temporary in nature and are designed for people displaced as a result of incidents. All mass care and shelter services will attempt (but not 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.
9. Evacuation and sheltering of medical needs residents is led by Public Health—Seattle & King County.
10. The City will work to identify and provide emergency shelter for City employees and their immediate families, as able.
11. Individual assistance will primarily be provided through Federal agencies or local nonprofit organizations.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. During small local emergencies the American Red Cross - in partnership with the affected city - will provide shelter and mass care service coordination through the chapter headquarters, in accordance with their Chapter Disaster Response Plan, as appropriate to their operational capacity.
2. When larger-scale incidents impact and overtax the City, Tukwila will request mass care support from the King County Office of Emergency Management.
3. During a major incident impacting several areas of King County, shelter requests will be prioritized and coordinated by the King County ECC, as defined in the Regional Shelter Operations Incident Annex of the King County CEMP.

4. Shelters for pets and livestock will be activated by Regional Animal Services of King County, with help from local veterinary and volunteer animal care organizations. Pets and livestock shelters may be separated from general population shelters. All reasonable and practical steps will be taken to ensure that shelters do not become contaminated.
5. When a mass care shelter is set up during an incident, a team approach of available resources will provide needed support.
6. Location will be determined by the EOC in coordination with Tukwila Parks and Recreation Department staff.
7. Shelter managers will be chosen by Tukwila Parks and Recreation Department staff, selecting from staff that has been trained in shelter management or by the American Red Cross.
8. Health inspections will be provided by Public Health—Seattle & King County.
9. Facility structural and safety inspections will be performed by the Tukwila Public Works Department and/or the Tukwila Community Development Department.
10. Security will be coordinated by the Tukwila Police Department.
11. Food service will be provided by contracts and/or selected support organizations.
12. Crisis counseling will be coordinated by the Tukwila Human Services Office with community mental health providers, American Red Cross, Public Health—Seattle & King County, and the volunteer medical reserve corps.
13. Supplies such as water, sanitation, generators, etc., will be procured from public agencies and private vendors.
14. Communications support from amateur radio organizations will be requested, as needed.

B. PROCEDURES

1. The American Red Cross maintains procedures for the opening and management of shelters. It is the standard practice of the City to utilize these procedures as their operation standards for City-managed shelter sites.
2. Individual assistance procedures are provided and dictated by County, State and Federal agencies based on the incident, and are provided at the time of initiation of the effort.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Parks and Recreation Department shall:

- a. Be responsible for coordinating mass care that comprises shelters, feeding, and emergency first aid.
- b. Develop plans for the use of City facilities for use as reception centers and/or shelters.
- c. Provide resources including staff, facilities and equipment to manage, operate and/or support shelter and feeding efforts, as able.

- d. Coordinate with the American Red Cross and other human services organizations in the development and implementation of plans to provide reception centers and shelter support within the City.
- e. Provide coordination of agencies and activities to ensure adequate basic shelter services are provided at shelter sites.

B. SUPPORT AGENCIES

1. The Tukwila Emergency Management Division shall:

- a. Coordinate notification and request for support from American Red Cross via the King County Emergency Coordination Center.
- b. Coordinate resource support requests within the City and from external partners.
- c. Coordinate the collection of information and public information related to shelter, feeding, and individual assistance efforts.
- d. Coordinate the individual assistance process from the City to King County.

2. The Tukwila Human Services Office shall:

- a. Coordinate the implementation of social services programs with support partners, as appropriate and able.
- b. Establish and maintain liaison role with organizations that outreach to at-risk populations.

3. The Tukwila Police Department shall:

Coordinate for security, including exterior and interior, at reception centers and/or shelter locations.

4. The Tukwila Fire Department shall:

- a. Coordinate emergency medical services at reception centers and/or shelters.
- b. Coordinate with Public Health—Seattle & King County on the identification and transportation of medical needs clients, as resources allow.

5. The Tukwila Finance Department shall:

- a. Coordinate with the Tukwila Parks and Recreation Department to provide assistance in executing contracts or making necessary purchases of supplies for shelters.
- b. Establish contracts with mass care and human services logistical support suppliers, such as sanitation, food, animal support or personal care, prior to an incident.

6. The Tukwila Public Works Department shall:

- a. Assist in the inspection of potential reception center/shelter facilities to ensure safety.
- b. Provide information as to safe transportation routes to and from reception center/shelter locations.
- c. Coordinate for the disposal of solid waste from shelter sites.
- d. Assist in exterior crowd control at reception center/shelter sites with signage and/or barricades.

7. **The Tukwila Human Resources Department shall:**
 - a. Coordinate with the Tukwila Parks and Recreation Department to provide shelter for City employees and their immediate families.
 - b. Coordinate staffing of shelter sites with either City employees or public volunteers.
8. **The Tukwila Community Development Department shall:**

Assist in the safety inspection of facilities for use as reception centers/shelter sites.
9. **The Tukwila Information Technology Department shall:**
 - a. Coordinate the establishment of communication services, which may include telephone and/or internet capability at shelters, as resources and infrastructure allow.
 - b. Assist with the installation and maintenance of communication capabilities, including but not limited to phone, computer and internet services at established Emergency Assistance Centers during recovery.
10. **The American Red Cross support may include:**
 - a. Mass care for small emergencies or localized incidents not requiring activation of the City EOC.
 - b. Initial resources (staff, supplies, locations) to provide mass care shelters, feeding and emergency first aid during large incidents.
 - c. Providing food, clothing, medical services, counseling and recovery assistance to survivors.
11. **King County Office of Emergency Management may:**
 - a. Provide coordination of resource requests between the EOC and American Red Cross, human services agencies, and State and Federal support resources.
 - b. Lead regional shelter operations for large-scale sheltering needs.
 - c. Lead the individual assistance program when activated by State Emergency Management.
12. **Regional Animal Services of King County may:**
 - a. Designate and approve local volunteer animal care groups and agencies to assist the Agency with animal rescue, animal sheltering and logistical support.
 - b. Provide shelter services for pets, strays and livestock, as resources allow.
13. **Public Health—Seattle & King County may:**
 - a. Coordinate and provide Public Health technical assistance for mass care operations.
 - b. Coordinate the establishment of alternate care facilities, as determined appropriate.
 - c. Coordinate movement of fragile populations from general shelters to alternate care facilities and/or appropriate healthcare facilities.
 - d. Assist with environmental health assessments and conduct inspections to ensure that environmental controls are provided, to assure safe and healthful healthcare facilities.

- e. Support the Tukwila Human Services Office and American Red Cross in meeting the demands for mental health services.
 - f. Provide guidance and direction for the care of deceased shelter clients.
14. **Washington State Emergency Management Division shall:**
- a. Coordinate requests for State and/or Federal agency support for mass care and human services.
 - b. Provide coordination and direction for the Individual Assistance program when activated.

IV – RESOURCE REQUIREMENTS

Specialized staff, locations and consumables will be required to manage mass care and human services support on a 24-hour basis for days to weeks or longer. The City will need to contract for supplies and services to support most of this effort.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Finance Department

SUPPORT AGENCIES

Tukwila Emergency Management Division

Tukwila Human Resources Department

Tukwila Parks and Recreation Department

King County Office of Emergency Management

Washington State Emergency Management Division

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 7, "Resource Support", provides logistical and resource guidance and support during and following an emergency.

B. SCOPE

1. Resource support involves the provision of services, personnel, equipment, commodities and facilities by and to the City of Tukwila during the response and recovery phases of an emergency. Medical supplies and personnel are addressed in ESF 8-Public Health and Medical Services.
2. Logistical and resource coordination under this ESF will be through:
 - a. The EOC.
 - b. The King County Emergency Coordination Zones and the King County Emergency Coordination Center.
 - c. Efficient and prudent management of available resources within the City.
 - d. Use of a standard system for requesting, obtaining and deploying additional resources.

C. PLANNING ASSUMPTIONS

1. Specific resources may be exhausted due to impacts of incidents. Extraordinary measures may have to be taken in order to resupply City departments.
2. TMC 2.57.030 addresses Emergency Powers of the Mayor, to accommodate circumstances in which emergency purchases may be authorized.
3. The management and logistics of resource support is highly situational and is dependent upon the incident, resource accessibility, transportation systems availability, and location of vendors and suppliers.
4. Donated goods will not be accepted by the EOC due to the high overhead costs and staff time required for processing. Donated goods may be accepted and processed through other identified departments and/or agencies, depending on the incident.

5. All City departments will operate under City codes authorizing normal and emergency purchase of supplies, equipment and services. Established procedures for procurement, distribution and management of resources will be followed by all City departments. All City departments should maintain vendor and supply lists of the most critical supplies, equipment and services that enable them to operate under emergency conditions.
6. The Tukwila Finance Department and the Tukwila Human Resources Department will provide personnel to manage resource requests in the EOC Logistics Section, when needed.
7. The cost of responding to an incident should not inhibit the actions necessary to address the situation or circumstance.
8. Resource inventories will vary, and maintaining current resource lists will be most effectively managed at the departmental level.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. When the EOC is activated, it will be the focal point for resource management for the City of Tukwila.
2. City department representatives to and/or in the EOC serve as specialists and advisors for their respective departments. They will assist in the coordination, management, distribution and conservation of supplies and resources necessary to the City's emergency operations.
3. The primary determination of resource needs is made by operational elements at the field level and coordinated through the EOC. Requests for resources flow upward and are tracked at the EOC. City resources will provide the primary source of personnel, equipment, materials and supplies. Support that cannot be provided from City resources will be secured through direct procurement, donations or mutual aid.
4. The Regional Disaster Coordination Framework for Public and Private Organizations in King County (RDCF) is a voluntary quasi-mutual aid agreement that contains the Regional Disaster Coordination Framework for Public and Private Organizations in King County Omnibus Legal and Financial Agreement. The City of Tukwila is a signatory to the RDCF, and will utilize it as the financial agreement for resource support from its signatories.
5. The determination of whether to use public or private sector resource providers is based on critical need, availability, and delivery times of the particular resource. When all local resources (public and private) are depleted, the EOC will request support from the King County ECC and/or the Washington State Emergency Operations Center (EOC), as appropriate.
6. The type, location and extent of the incident will determine geographical locations for staging areas for resources and donated goods receipt/management. A listing of identified sites can be found in *Appendix 6, Potential Staging Areas*.
7. Volunteers are an important resource. Registered Volunteer Emergency Workers (EW) and Emergent Emergency Workers will be required to check in and out through a coordinated system for tracking, deployment and oversight. EW processes will be compliant with WAC 118.
8. Areas in the City will be identified as Community Points of Distribution (CPODs), for the set-up and distribution of life-sustaining supplies to individuals during an emergency.

B. PROCEDURES

1. Equipment, supplies and personnel needed by City departments should be sought from other City departments and local sources first, then within the King County Fire/Emergency Management Zone III, then from the King County ECC. Resource needs beyond the capacity of the City and/or County levels will be forwarded to the State of Washington or through the State to the Federal Government.
2. In situations where a Multi-Agency Coordination System (MACS) is activated, overall priorities for resource management may be set by the MACS representatives.
3. Resource requests beyond the capacity of day-to-day operations will be received and processed through the EOC. The requests, tracking, use and demobilization of resources will be coordinated by the Logistics section.
4. Normal supply procedures for the City will be used, whenever possible.
5. All City departments will maintain purchasing and financial records of any expenditure used for response or recovery from the incident.
6. City departments may be asked to determine availability of specific resources in support of City needs. The request and/or deployment of resources will be coordinated by the Logistics Section Chief.

III – RESPONSIBILITIES**A. PRIMARY AGENCY**

The Tukwila Finance Department shall:

- a. Coordinate, supervise and manage the procurement of supplies and equipment in an emergency through the EOC.
- b. Establish procedures for procurement of emergency supplies and equipment not covered in existing City codes and emergency procedures.
- c. Prepare and deliver reports on estimated and actual costs for the incident to the EOC.
- d. Procure supplies and equipment to support the incident objectives, as directed by the Logistics Section Chief or Incident Manager of the EOC.
- e. Maintain purchasing and financial records of any expenditure used for all phases of an incident.
- f. Provide resources (personnel, supplies, equipment, services and vendor information) to the EOC.
- g. Coordinate the disposition of obtained and/or excess resources during the incident demobilization process.
- h. Compile and bill requesting agencies and organizations for resources requested.

B. SUPPORT AGENCIES**1. The Tukwila Emergency Management Division shall:**

- a. Use and procure resources upon request using the Regional Disaster Coordination Framework for Public and Private Organizations in Regional Disaster Coordination Framework for Public and Private Organizations in King County-Omnibus Legal and Financial Agreement.
- b. The EOC will request support and resources from the King County ECC and/or State Emergency Operations Center (EOC), as needed.
- c. Determine geographic locations and procedures for staging areas, for resources and donated goods receipt and management.
- d. Assist in coordination and use of Registered and Emergent Volunteer Emergency Workers.
- e. Maintain a listing of pre-identified staging areas in the City.
- f. Assist with the deployment of CPODs, if available.

2. The Tukwila Human Resources Department shall:

- a. Coordinate and manage the identification, acquisition and distribution of personnel resources for City operations.
- b. Provide staffing for the EOC, as requested.
- c. In coordination with the EOC, establish procedures for recruiting, managing and tracking emergent volunteers.
- d. Coordinate the hiring of temporary workers to assist in operations, as requested.
- e. Coordinate the process of completion and tracking of injuries and/or invoices from Volunteer Emergency Workers.
- f. Determine priorities for contracting of personnel, based on justification provided by requesting agencies.
- g. Develop an inventory list of essential Department personnel requirements and sources/vendors, which may be used in an emergency in support of ESF-7.

3. The Tukwila Parks and Recreation Department shall:

- a. Assist the Tukwila Emergency Management Division with pre- and post-identification of staging areas.
- b. Assist with Community Points of Distribution (CPODs) for distribution of life-sustaining supplies (food, water, blankets, ice) for residents.
- c. Work with other agencies - such as American Red Cross - for logistics, resource acquisition and distribution.

4. **King County Emergency Management shall:**
 - a. Use and procure resources upon request, using the Regional Disaster Coordination Framework for Public and Private Organizations in King County-Omnibus Legal and Financial Agreement, as requested to do so by the City.
 - b. Support resources requests from the EOC and/or forward appropriate requests on to the State Emergency Operations Center (EOC), as needed.
 - c. Assist in coordination and use of Registered and Emergent Volunteer Emergency Workers, as requested and as resources allow.

5. **Washington State Emergency Management shall:**
 - a. Support resource requests from the EOC via the King County ECC, as needed.
 - b. Assist in coordination and use of Registered and Emergent Volunteer Emergency Workers, as requested and resources allow.

IV – RESOURCE REQUIREMENTS

It is understood that the need for resources will far outweigh the resources on hand in the City at the time of a major incident. Resources will be utilized from current City stock prior to seeking out commercial vendors and/or regional assistance.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Fire Department

SUPPORT AGENCIES

Tukwila Emergency Management Division

Tukwila Police Department

Public Health—Seattle & King County (PHSKC), Environmental Health, Surveillance, Emergency Medical Services, Fatality Management, ESF 8 Area Command, ESF 8 Joint Information System

King County Office of Emergency Management

King County Department of Community and Human Services

Valley Communications Center

Private Ambulance Companies

Washington State EMD

Washington State Department of Health

Washington State Department of Agriculture

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 8, “Public Health and Medical Services”, provides for the direction, coordination and mobilization of health and medical resources, information and personnel during emergencies.

B. SCOPE

This ESF addresses medical, health and mortuary concerns for the City, including assessment of public health/medical needs, medical care personnel, and medical/health equipment and supplies. The Tukwila Fire Department provides Basic Life Support (BLS) care and transport. Advanced Life Support (ALS) is provided through South King County Medic One.

C. PLANNING ASSUMPTIONS

1. It is likely that public demand for health information, health and medical services will increase during emergencies.
2. Public health emergencies may necessitate mass dispensation of medications or vaccinations to the public.
3. Routine public health services - such as immunizations, special nutritional programs for children, public health nursing services, or routine dental care - may be interrupted for at least the first 72 hours of a large-scale incident.

4. Access to assessment, transport and treatment facilities may be limited during incidents.
5. Routine emergency medical services may not be accessible through 911 dispatch centers.
6. A medical incident may require the triage and treatment of large numbers of individuals (surge), which will have a direct impact on healthcare facilities. Healthcare facilities may be over-utilized or inaccessible. Healthcare supplies may be limited or unavailable.
7. Infrastructure supporting healthcare facilities may be interrupted, causing impacts to available water, power, gas, food and other services.
8. ESF 8 agencies should not anticipate additional resources or personnel for 24-72 hours during a large-scale incident.
9. Public health emergencies may require implementation of public health measures to contain and control communicable diseases or spread of environmental hazards.
10. Public health emergencies may also impact neighboring cities, counties and health departments, thereby limiting the availability of mutual aid.
11. Members of our community who are seniors, children, disabled, homeless, non-English speaking, low-income, or otherwise in need of ongoing support, will be more vulnerable during and after an emergency. A partnership approach will be needed between government, private industry, volunteer agencies and the media to ensure essential health-related information and services reach vulnerable residents during an emergency.
12. Health, medical and mortuary services will be restored during the recovery period, as soon as practical and within the limitations and capabilities allowed of affected agencies following the emergency.
13. PHSKC will activate emergency response plans and protocols when an emergency occurs or is imminent, requiring a coordinated regional response of health and medical agencies.
14. PHSKC will be the primary expert source of public information regarding health, medical, mortuary and environmental response to emergencies in King County. PHSKC will work with Joint Information Center(s) in the Seattle EOC and the King County ECC, and with appropriate response partners to coordinate all releases of health information to the public.
15. Harborview Medical Center (HMC) will function as Hospital Control for King County. In this capacity, HMC directs the distribution of EMS patients to appropriate hospitals in King County in an emergency. HMC will also maintain voice and data communications with regional hospitals. Overlake Hospital Medical Center is the designated back-up Hospital Control facility.
16. The King County Fire Chiefs' Association will coordinate private and public EMS basic and advanced life support response during emergencies. The Fire Zone Coordinator at the King County ECC will coordinate County-wide EMS resource mobilization.

D. POLICIES

The following policies guide ESF 8 agencies:

1. The Local Health Officer (LHO) may implement such measures as necessary to protect the public's health, as authorized by State law.
2. The King County Medical Examiner (KCMEO), within PHSKC, has jurisdiction over all human remains resulting from the emergency, as well as the responsibility of communicating information about the deceased to family members.
3. Death certificates for all incident-related deaths in King County will be managed and issued by the Vital Statistics Office in PHSKC.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. The Fire Incident Commander is the central point of coordination and notification for incidents requiring response by ESF 8 agencies.
2. ESF 8 incident response will be guided by plans such as Tukwila Fire Department SOP's, PHSKC Emergency Operations Plan, ESF 8 - Area Command and MAC Standard Operating Procedure, the Central Region EMS and Trauma Care System Plan, Region 6 Hospital Emergency Response Plan, KCMEO Multiple-Fatality Incident Plan, and the response plans of supporting agencies.
3. For large-scale incidents, PHSKC will activate Incident Command and Area Command, as appropriate, to establish overall health and medical response and recovery objectives, coordinate incident information with ESF-8 agencies, and manage the acquisition and use of medical resources. Any incident managed under ESF 8 Area Command will likely require coordination of emergency response efforts across jurisdictions and agencies. Therefore, a decision to activate ESF 8 Area Command will also serve as a decision to activate the ESF 8 plan. *Refer to the Public Health Emergency Operations Plan for more detailed descriptions of hazards and health consequences that may trigger activation of Area Command.*
4. ESF 8 Area Command will prioritize and manage no fire-based medical resources in support of healthcare organizations. If resource needs cannot be met locally or through local mutual aid, ESF 8 Area Command will transmit a request for assistance through the King County ECC to the State EOC. The State may access State agency resources, interstate mutual aid or private industry resources, or it may turn to Federal agencies to accomplish the mission.
5. PHSKC will activate the health and medical Joint Information System (JIS) as needed, to coordinate the content and timing for release of accurate and consistent health and medical information to the public, media and community response partners. The JIS will connect public information officers in PHSKC with counterparts in ESF 8 primary and support agencies, local EOCs, and the Washington Department of Health.
6. Investigation into the cause and manner of death resulting from an emergency is the domain of the KCMEO. KCMEO will supervise the recovery, identification and final disposition of all fatalities.

B. PROCEDURES

1. The Tukwila Fire Department will provide Basic Life Support (BLS) services, as directed by Department plans.
2. The inclusion of Advanced Life Support (ALS) services will be provided as directed by SOP's through South King County Medic One, as resources allow.
3. PHSKC will be notified of local incidents that require their assistance and/or which fall under their authority via the Public Health Duty Officer.
4. Procedures for activating Mutual Aid Agreements and other Memoranda of Understanding are embedded in the individual agreements.

III – RESPONSIBILITIES**A. PRIMARY AGENCY:**

The Tukwila Fire Department, through its Officer in charge of the medical incident, shall:

- a. Establish Incident Command and provide initial incident evaluation, to ensure appropriate coordination of resources and mitigation of the incident.
- b. Coordinate all aspects of medical care and transportation of patients at a specific scene, including - but not limited to - triage, treatment, transportation, and set-up of an initial morgue holding area.
- c. Contact the appropriate medical control facility (primary: Harborview Medical Center) in King County, and activate the Seattle Area Hospital Disaster Plan, when appropriate.
- d. Provide assistance to healthcare facilities, in the implementation of plans to reduce patient populations should evacuation be necessary, and with provisions for continuing medical care for patients that cannot be evacuated, as resources permit.
- e. Provide incident status and requests for resources to the EOC and Public Health EOC (when activated) at regular intervals.
- f. Evaluate the on-scene situation and determine whether or not there is a need for a post-incident critical incident stress de-briefing (CISD). Requests for the CISD Team will be coordinated through the EOC.
- g. Coordinate with the EOC regarding requests for additional health and medical resources.

B. SUPPORT AGENCIES**1. The Tukwila Emergency Management Division shall:**

Request resource support through the PHSKC EOC and/or the King County ECC, as appropriate.

2. The Tukwila Police Department shall:

- a. Provide assistance to the medical examiner, as requested.
- b. Coordinate security needs at incident scenes and/or temporary morgue locations, as resources allow.

3. **Public Health—Seattle & King County (PHSKC) may:**
 - a. Provide leadership and direction in responding to health and medical emergencies across King County, consistent with the authority of the Local Health Officer.
 - b. Activate the ESF 8 Area Command Center, Joint Information System and the ESF 8 MAC Group, as appropriate.
 - c. Staff jurisdictional EOCs as needed, and establish and maintain ongoing communication with response partners.
 - d. Provide medical advice and treatment protocols regarding communicable diseases and other biological hazards to EMS, hospitals and healthcare providers.
 - e. Maintain 24/7 Duty Officer program, and serve as the primary point of notification for health and medical emergencies in King County.
4. **Public Health – Environmental Health**
 - a. Coordinate assessment and response to incident consequences affecting food safety, water quality and sanitation.
 - b. Coordinate and collaborate with community response agencies in identifying environmental impact, remediation and recovery activities.
 - c. Coordinate the response of regional veterinarian services and animal care groups.
 - d. Direct response activities to vector-borne public health emergencies.
5. **Public Health – Surveillance**
 - a. Provide epidemiological surveillance, case investigation and follow-up to control infectious disease, including acts of bioterrorism and outbreaks of food-borne illness.
 - b. Establish surveillance systems to monitor health and medical conditions in the community; conduct field investigations; provide health, medical and environmental consultation; and develop appropriate prevention strategies.
 - c. Coordinate and provide laboratory services for identification of biological samples.
6. **Public Health – Emergency Medical Services (King County Medic 1)**
 - a. Operate Advanced Life Support capabilities through Zone 3 (South King County).
 - b. Coordinate regional critical incident stress management for first responders.
7. **Public Health – Fatality Management**
 - a. Through the PHSKC Office of Vital Statistics, coordinate with local funeral directors and KCMEO regarding the filing of death certificates and issuing of cremation/burial transit permits for fatalities.
 - b. Through KCMEO, track incident-related deaths resulting from incidents.
 - c. Manage incident-related human remains through the KCMEO by:
 - Documenting the context and coordinating the recovery of human remains.

- Coordinating and positively confirming the identity of all incident-related decedents.
- Determining and certifying the cause(s) and manner of incident-related deaths.
- Collaborating with other investigating agencies in the determination, collection and preservation of all medico-legal evidence, and the release of evidence to appropriate law enforcement authorities.
- Recovering and documenting all personal property associated with the human remains.
- Serving as the lead agency for the notification of the next of kin regarding the death, for all decedents.
- Overseeing a family assistance center to provide a private, safe and secure place for survivors of decedents to gather; to facilitate necessary communication with the KCMEO; and to facilitate the coordination of psycho-social support services.
- Coordinating the disposition of fatalities, including interim storage of all human remains resulting from an incident and release of personal property to identified legal next of kin.
- Maintaining the official log of reported and confirmed deaths resulting from an incident.
- Serving as the lead agency for the release of all information regarding deaths resulting from incidents.

8. Public Health – ESF 8 Area Command

- a. Assess the health and medical impacts and potential consequences posed by emergencies, and determine appropriate courses of action.
- b. Direct and manage medical surge capabilities, including alternate care facilities, medication centers and temporary morgues.
- c. Manage and direct the mobilization of medical volunteers through the Health and Medical Volunteer Management System, including Public Health/Medical Reserve Corps.
- d. Support ESF 8 agencies with implementing altered standards of medical care, as directed by the Local Health Officer.
- e. Coordinate and manage incident information and medical resources for healthcare agencies across King County.
- f. Direct and manage regional isolation, quarantine and other control measures necessary in response to disease outbreaks.
- g. Direct and manage mass vaccination and antibiotic-dispensing operations.
- h. Coordinate requests for medical resources with private vendors, EOC's, the King County ECC, and the State EOC, as needed.
- i. Support cities, the King County Department of Community and Human Services, and the American Red Cross in meeting demands for regional mental health services.

9. Public Health - ESF 8 Joint Information System

- a. Direct the development and dissemination of health messages to the public, media, response partners, and community-based organizations. PHSKC will engage the PIOs of healthcare organizations through a JIS, and will utilize WATrac to exchange information and coordinate message development.
- b. Inform elected officials and tribal leaders of policy decisions made by the ESF 8 MAC and response actions taken by the ESF 8 Area Command during incidents, with public health consequences.
- c. Activate the Public Health Information Call Center, as needed, and facilitate the activation of the Regional Call Center Coordination Plan, as directed by the ESF 8 MAC Group.
- d. Activate the Community Communications Network during emergencies, to provide public health and related information to Community Based Organizations (CBO) and healthcare providers serving vulnerable populations, and to receive incident information from CBOs.

10. King County Office of Emergency Management may:

Assist with non-medical resource requests and coordination associated with a health or medical incident, when requested by the EOC, and forward requests to State EMD for assistance, if appropriate.

11. King County Department of Community and Human Services (DCHS) may:

Coordinate the response to community mental health needs during emergencies and disasters, according to the King County Mental Health Response Plan.

12. Valley Communications Center may:

Provide 911 services, including dispatch and initial resource coordination support for an incident, provided their capabilities are functional.

13. Private ambulance companies may:

Provide BLS and/or ALS services as directed by Incident Command, the PHSKC EOC, and per contracted agreements, as resources allow.

14. Washington State EMD may:

Assist with support of health and medical incidents by providing appropriate resources, or requests for resources to State and/or Federal agencies.

15. Washington State Department of Health may:

In coordination with PHSKC, provide resources and support to the City, as requested and able.

16. Washington State Department of Agriculture may:

- a. Assist in food and water safety assessments and directives, as appropriate and resources allow.
- b. Assist with animal-related health emergencies, as appropriate.

IV – RESOURCE REQUIREMENTS

Specific medical and non-medical resources will be required for any major health or medical emergency. These resources are identified in the plans listed under *Appendix 3, Authorities and References*.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Fire Department

SUPPORT AGENCIES

Tukwila Emergency Management Division

Tukwila Police Department

Tukwila Public Works Department

Tukwila Community Development Department

King County Sheriff's Office (KCSO)

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 9, "Search and Rescue", provides guidance for Urban Search And Rescue (USAR) operations during incidents.

B. SCOPE

1. The ESF addresses USAR operations within the City of Tukwila.
2. Per the National Response Framework, the definition of USAR is, "Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures."
3. The Washington State definition of search and rescue is, "Search and Rescue (SAR) means the act of searching for, rescuing or recovering by means of ground, marine or air activity any person who becomes lost, injured or killed while outdoors or as a result of a natural or manmade disaster, including instances involving searches for downed aircraft when ground personnel are used. (RCW 38.52.010[7])"

C. PLANNING ASSUMPTIONS

1. Tukwila's Fire Chief is responsible for local USAR activities, per Washington State Law.
2. Search and Rescue operations will require the use of existing trained search and rescue personnel and specialized equipment.
3. Support such as helicopters, tracking dogs, and outside search and rescue groups may be required from adjoining political subdivisions or from State resources, to ensure maximum Search and Rescue effectiveness.
4. Search and Rescue operations for missing aircraft are the responsibility of the Washington Department of Transportation (DOT); however, City resources may be first on scene or requested to assist with these operations.
5. When Search and Rescue activities result in the discovery of a deceased person, or Search and Rescue workers assist in the recovery of human remains, all activities shall be compliant with RCW 68.08.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. Fire agencies are responsible for Search and Rescue in structures or collapsed structures, unless a crime is suspected or has been determined to have occurred.
2. When local Search and Rescue resources are exhausted, or if specialized resources are needed but not locally available, assistance will be requested through mutual aid plans, the King County Sheriff's Office, and/or King County Office of Emergency Management.
3. The goal of Search and Rescue operations is to save the lives of victims who are unable to ensure their own survival without assistance. This includes, but is not limited to, locating persons lost in wilderness areas and assisting injured people in unsafe areas to reach safety.
4. The search for and recovery of bodies will be conducted only after the rescue of survivors has been completed, it has been determined that no criminal incident has occurred or investigation is required, and the environment will allow for safe operations.
5. Heavy rescue or advanced USAR operations will be a team effort, including but not limited to personnel from fire, law enforcement, public works, and Tukwila Community Development Department staffs.
6. The primary resource for Search and Rescue (SAR) volunteers is King County Search and Rescue Association, coordinated by King County Sheriff's Office.

B. PROCEDURES

1. When a report of a Search and Rescue incident is received, fire and possibly law enforcement units will be dispatched to the scene, to evaluate the mission.
2. If additional resources are needed, Tukwila's Fire IC and/or the Tukwila Emergency Management Division will contact King County Emergency Management for coordination with KC SAR resources.
3. The Tukwila Emergency Management Division may also provide coordination with King County and/or Washington State for additional resources, if necessary.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Fire Department shall:

- a. Coordinate the City's USAR activities, including pre-incident activities such as training, equipment purchases, and evaluation of operational readiness.
- b. Provide support to specialty rescue operations, when appropriate.
- c. Develop policies and procedures for USAR activities within the City.
- d. Provide status reports to the EOC, if activated, on USAR operations throughout the City.
- e. Coordinate logistical supports for USAR assets during field operations.

B. SUPPORT AGENCIES**1. The Tukwila Emergency Management Division shall:**

Provide support for coordination and requesting of resources, as requested.

2. The Tukwila Police Department shall:

a. Provide operational support for USAR activities.

b. Provide trained staff and resources for USAR activities, as appropriate.

3. The Tukwila Public Works Department shall:

Provide trained staff and resources for USAR activities, as appropriate.

4. The Tukwila Community Development Department shall:

a. Provide technical expertise in the evaluation of damaged structures.

b. Provide resources for USAR activities, when requested.

5. King County Sheriff's Office may:

a. Assist with USAR missions through activation of resources such as the King County SAR, Air Support Unit, and staff as available and able.

b. The King County Sheriff's Office will coordinate with the State for both air tactical and air support resources during an emergency that overwhelms air resources, for the purpose of Search and Rescue.

IV – RESOURCE REQUIREMENTS

Specialty trained first responders, support staff, qualified volunteers and equipment will be need to provide 24 hour a day coverage, until the demands of the emergency situation are over. It is expected that the City will not have sufficient resources to meet this requirement, and will need to request support from outside agencies.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS AND DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Fire Department

SUPPORT AGENCIES

Tukwila Emergency Management Division

Tukwila Police Department

Tukwila Public Works Department

King County Hazmat Teams

King County Government

King County Local Emergency Planning Committee

Washington State Agencies

US Environmental Protection Agency (EPA)

Federal Agencies

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 10, "Oil and Hazardous Materials", provides for the response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials (hazmat) within the City of Tukwila.

B. SCOPE

1. This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous material within the City.
2. The ESF designates City responsibilities for reporting and managing emergent oil spills and hazardous materials incidents. It provides guidance for hazardous materials incident notification and response, and off-site emergency planning/notification procedures, as required by SARA Title III of 1986, also known as the Emergency Planning & Community Right-To-Know Act (EPCRA).
3. For the purpose of the ESF, hazmat is a general term intended to mean hazardous substances, pollutants and contaminants, as defined in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP).
4. Planning related to this ESF will be conducted and maintained in conjunction with SARA Title III requirements and WAC 118.40.

C. PLANNING ASSUMPTIONS

1. Due to an incident, fixed facilities (e.g., chemical plants, tank farms; laboratories; operating hazardous waste sites which produce, generate, use, store or dispose of hazmat) could be damaged so that existing spill control apparatus and containment measures are not effective.
2. Private businesses will report hazardous materials spills and releases both verbally and in writing to the King County LEPC and the Tukwila Fire Department, in addition to contacting the National Response Center at 800-424-8802.
3. Hazmat that is transported may be involved in railroad accidents, highway collisions, and waterway or airline mishaps.
4. Damage to - or rupture of - pipelines transporting materials that are hazardous, if improperly released, will present serious problems.
5. Emergency exemptions may be needed for disposal of contaminated material.

II – CONCEPT OF OPERATIONS**A. GENERAL**

1. The Tukwila Fire Department (TFD) will be the lead agency for the coordination of hazmat activities within the City. The TFD has agreed to provide Hazardous Materials initial response for the City at the operations and technician level.
2. The TFD will send resources to assess any potential hazmat incident, initiate incident command, manage the incident and - depending on the need - request assistance from Hazmat Teams, or any other appropriate team, for technician-level response.
3. Any employee involved in emergency response operations relating to the release of hazardous substances must be trained in accordance with WAC 296-62-3112.

B. PROCEDURES

1. Hazardous Materials Response actions will be in accordance with established, approved Standard Operating Procedures for each agency involved in the response, clean-up and/or recovery.
2. The King County Emergency Coordination Center (KC ECC), Washington Emergency Management Division (WA EMD), and the Washington State Department of Ecology will be contacted in the event of any reportable spill or release. A mission number will be assigned for significant incidents.
3. The U.S. Coast Guard (USCG) will be notified of any hazmat spill or release in navigable waters.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Fire Department shall:

- a. Develop and maintain relationships with specialized response teams such as Z3 HazMat Teams, Seattle Fire HazMat Team, private facilities and contractors, and technical advisors for response and recovery.
- b. During an incident, establish command and on-scene control; assess the situation; decontaminate and provide emergency medical treatment for exposed victims; and contain and control for release of escaping hazardous substances, only if:
 - Such containment and control could reasonably be expected to have a favorable impact the outcome of the emergency, and,
 - Personnel are available with the necessary equipment and training to perform such operations safely.
- c. Assist the Tukwila Public Works Department with efforts that are determined to be non-emergent in nature, i.e., oil sheen on waterways, diesel spills on roadways and parking lots.

B. SUPPORT AGENCIES

1. The Tukwila Emergency Management Division shall:

- a. Coordinate requests for additional resources, as needed.
- b. Support public messaging related to Hazmat responses. Consider establishing a Joint Information Center (JIC), if appropriate.

2. The Tukwila Police Department shall:

- a. Provide perimeter and traffic control at hazmat scenes.
- b. Coordinate with the Tukwila Fire Department for evacuation, as necessary.
- c. Provide incident command in the event of an intentional release or spill, and coordinate crime scene operations.

3. The Tukwila Public Works Department shall:

- a. Assume command of HazMat incidents, once the incident is stabilized and the Tukwila Fire Department is ready to transfer Command.
- b. Assist with releases and spills that enter sewers, drains and waterways, and provide materials and equipment, when necessary.
- c. Coordinate efforts that are determined to be non-emergent in nature, i.e., oil sheen on waterways, diesel spills on roadways and parking lots.
- d. Coordinate with private facilities and contractors to ensure an effective and efficient recovery and clean-up.

4. **King County HazMat teams may:**
 - a. If available and able, respond with specialized response personnel and equipment, when requested, to assist the Tukwila Fire Department in all its duties as outlined in ESF-10, Section III-A.
5. **King County Government may:**
 - a. Activate the King County ECC and initiate an EAS message, only upon request and authorization of the City's Director of Emergency Management or his/her designee.
 - b. Contact other local, County or State emergency management agencies, as appropriate.
 - c. Coordinate requests for additional assistance at the request of the EOC or On-Scene Incident Commander.
 - d. Serve as the coordination point for regional emergency planning efforts, and maintain the King County All-Hazards Plan and other appropriate SARA Title III records through the King County OEM.
 - e. Assist with transportation of evacuated populations affected by hazardous materials incidents, as resources allow.
 - f. Re-route bus traffic, as necessary.
 - g. Assist other first responders with barricades and other traffic-related activities, as able.
 - h. Evaluate and regulate the potential for disposal of spilled materials and clean-up residue to sanitary sewer, and require pretreatment when necessary.
 - i. Provide information, directories and advice, spill prevention, and handling education to businesses that are small quantity generators of hazardous waste.
6. **King County Local Emergency Planning Committee (LEPC) may:**
 - a. Maintain records of annual Tier II reports and Clean Air Act documents, provided by facilities and stored at KCOEM.
 - b. Provide information on facilities and phone numbers to responders, the public and EOCs, if available.
 - c. Provide technical information on chemical exposures and other health concerns.
7. **Washington State agencies may:**
 - a. Maintain a 24-hour capability to receive notification of incidents, provide mission numbers as appropriate, and make appropriate notifications to local, State and Federal response agencies.
 - b. Provide technical expertise and/or response resources to assist in the mission. This may include support from Washington State Emergency Management (EMD), Washington State Department of Ecology (DOE), Washington State Patrol (WSP), Washington State Department of Fish and Wildlife (DFW), Washington State Department of Health (DOH), the Governor's Office, Labor & Industries (L&I), and the Washington State Civil Support Team (CST).

- c. Contact all applicable Federal Agencies. This may include the National Response Center (NRC), FBI, US Department of Health, Center for Disease Control (CDC), the Environmental Protection Agency (EPA), FEMA Region X, and the United States Coast Guard (USCG).
 - d. Activate the State EOC and, on behalf of the City, initiate an EAS message, only upon request and authorization of the City's Director of Emergency Management or his/her designee.
 - e. Contact other local, County or adjacent state emergency management agencies, as appropriate.
 - f. Record and process a request for State Fire Mobilization. The Chief of the Washington State Patrol approves or disapproves fire mobilization requests.
- 8. United States Environmental Protection Agency (EPA):**
- a. The EPA is the IC agency on inland waterways, and will work within the Unified Command Structure with the USCG, responsible party, Washington State, WSP, and the Tukwila Fire Department. The EPA may provide technical assistance teams (START) contractors, On-Scene Coordinators (OSCs), and limited clean-up funding, where the responsible party is not identified or is unable to fund clean-up.
 - b. The EPA may:
 - Act as the IC for spills of hazardous materials or petroleum products occurring on inland waterways, when requested by local agencies.
 - Provide site assessment assistance.
 - Review annual SARA 313 reports.
 - Provide PIO support in conjunction with the City, State and/or King County JIC.
- 9. Federal Agencies:**
- a. When City, County or State resources are depleted, assistance may be requested from other Federal agencies.
 - b. The request for assistance from any Federal agency may be made by on-scene Incident Commanders to the City EOC. In accordance with the Stafford Act, the official request for any Federal agency response will come from Washington State Emergency Management Division.

IV – RESOURCE REQUIREMENTS

Significant specialize Hazmat teams, including personnel and equipment are necessary to facilitate this ESF.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Parks and Recreation Department

SUPPORT AGENCIES

Tukwila Emergency Management Division

Tukwila Community Development Department

Tukwila Finance Department

Public Health—Seattle & King County

American Red Cross

Salvation Army

Washington State Department of Agriculture

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 11, "Agriculture and Natural Resources", provides for coordinating City resources in the provision of nutrition assistance; controlling and eradicating an outbreak of highly contagious or economically devastating animal/zoonotic or plant disease or plant pest infestation; assuring food safety and security; and protecting natural and cultural resources and historic properties prior to, during, and after an incident. This ESF also includes large animal response issues.

B. SCOPE

This ESF provides for four primary functions:

1. Provision of nutrition assistance.
2. Animal and plant disease and pest response.
3. Assurance of the safety and security of food supply.
4. Protection of natural, cultural and historic resources (NCH resources).

C. PLANNING ASSUMPTIONS

1. All City departments will provide their own food and water using City staff, resources and facilities.
2. The City of Tukwila will have to coordinate the procurement and distribution of emergency food and water with volunteer agencies, special purpose districts, food retailers, and other local, State and Federal government agencies.
3. The City will work to educate its residents, businesses and City staff regarding their responsibility to provide for their own food and water for a minimum of three days.

4. The City relies on a partnership with human services organizations - such as the American Red Cross (ARC) and Salvation Army; State and County public service agencies; faith based organizations; and the private sector - to provide food and water to residents.
5. The Tukwila Parks and Recreation Department will establish predetermined Community Points of Distribution (CPOD) sites throughout the City for the distribution of food and water, such as recreation centers, schools, faith-based facilities, etc.
6. All actions regarding animal and plant disease and pest response will be coordinated with Public Health—Seattle & King County, whenever possible.
7. Actions taken to protect, conserve, rehabilitate, recover and restore NCH resources are guided by City policies and procedures. During an incident, these actions will be coordinated with the EOC.
8. The Washington State Departments of Agriculture (WSDA) and Fish and Wildlife (WDFW) represent animal health concerns of the State, which may involve the diagnosis, prevention and control of foreign animal diseases and diseases of public health significance, and assistance in the disposal of dead animals, in accordance with Appendix B (State Animal Response Plan) of Emergency Support Function 11 of the Washington State Comprehensive Emergency Management Plan.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. The City's provision of shelters, food and water distribution will be managed through the EOC. The Tukwila Parks and Recreation Department will provide personnel to work in the EOC, as requested, to assist in coordination of food and water planning, procurement, and distribution with Red Cross, Salvation Army, other faith based organizations, private food distribution firms, water special purpose districts, King County, State, and Federal agencies.
2. Public Health—Seattle & King County will ensure that all health and food/water safety aspects of storing and distribution are complied with.

B. PROCEDURES

1. If the incident appears to be an infected animal situation, Washington State Department of Agriculture will be contacted. Generally, this will occur in the following manner:
 - a. Farmer or local veterinarian calls in problem.
 - b. A specially trained veterinarian (a foreign animal disease diagnostician or FADD) will collect samples to confirm a diagnosis.
 - c. Samples are sent to the National Veterinary Services Laboratory and the Washington Animal Disease Diagnostic Laboratory.
 - d. The FADD, in consultation with the State Veterinarian and USDA-AVIC, will determine the next actions to take.
2. The following will need to be coordinated:
 - a. LAW ENFORCEMENT – Enforce Quarantine – Traffic Control.
 - b. FIRE: Decontamination, disinfection.

- c. PUBLIC WORKS: Road barricades, drainage issues, carcass disposal, traffic rerouting.
 - d. PUBLIC HEALTH: Quarantine issues, human disease control, animal disposal, mental health.
 - e. PUBLIC INFORMATION: Work as the local representative in the Joint Information Center.
3. Mutual Aid Agreements

The Washington State veterinarian can be contacted through the Washington EMD and the Washington State Agriculture Department. There is also a local vet per region. King County is located in the Agricultural Region 1.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Parks and Recreation Department shall:

- a. Provide property, facilities and resources to assist with the efficient distribution of food and water resources.
- b. Determine the availability of food within the City that could be used for human consumption, and assess damage to food supplies.
- c. Coordinate with the EOC to ensure incoming nutritional supplies are delivered to the appropriate CPOD, and to ensure the security of the supplies.
- d. Predetermine multiple CPODs throughout the City for the disbursement of nutritional supplies to the residents of the City.
- e. Develop and maintain procedures for procuring food and water from local businesses, whenever possible, to provide for the nutritional needs of first responders and the community.
- f. Coordinate with all City departments regarding preparation, transportation and distribution of food and water to City employees.
- g. Coordinate with the EOC to determine potential sites for holding donated goods, food and water supplies. Provide logistical support in distribution of food, water and donated goods.

B. SUPPORT AGENCIES

1. The Tukwila Emergency Management Division shall:

- a. Develop and manage the EOC's Mass Care Branch, which includes the Food and Water Planning Group, to include providing personnel and resources to lead the planning, coordination and distribution of food and water resources through the same system that provides shelters.
- b. Make resource requests to County and State Emergency Management agencies, when appropriate.

2. The Tukwila Community Development Department shall:

In coordination with the Tukwila Parks and Recreation Department, provide for distribution of food and water to City employees.

3. The Tukwila Finance Department shall:

Assist with the procurement of food and water.

4. Public Health—Seattle & King County may:

- a. Provide food and drinking water safety consultation and disease-prevention information to providers of emergency mass food and water distribution.
- b. Evaluate mass food and water distribution and preparation centers to assure proper sanitation/safe food handling practices.
- c. Formulate and distribute food and drinking water safety communications to the public.
- d. Investigate possible food and water-borne illness and zoonotic disease outbreaks.

5. American Red Cross may provide:

Staff, supplies and food service, as incident conditions dictate and resources allow.

6. Salvation Army may provide:

Staff, supplies and food service, as incident conditions dictate and resources allow.

7. Washington State Department of Agriculture shall:

- a. Coordinate with local jurisdiction for needed local support.
- b. Establish surveillance zones.
- c. Enforce strict biosecurity measures to prevent spread of disease.

IV – RESOURCE REQUIREMENTS

- A. Direct purchasing and contract development with private sector food businesses and volunteer organizations will be utilized, until bulk distribution of food and water supplies can be coordinated with State and Federal agencies.
- B. The EOC will funnel all requests for County, State and Federal food and water support through the King County ECC.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Public Works Department

SUPPORT AGENCIES

Energy and Utility Providers

Tukwila Emergency Management Division

King County Office of Emergency Management

Washington State Emergency Management

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 12, "Energy", provides for maintaining liaison with public utilities providing services in the City of Tukwila, and coordinating support for the continued operations of public utilities necessary to provide essential services to Tukwila residents, businesses and government.

B. SCOPE

1. The City does not own any energy facilities.
2. The types of public and private utilities addressed in this ESF are electric, water, sewer, natural gas, and fuel pipelines.
3. The electric utilities, which include Puget Sound Energy (PSE) and Seattle City Light, are an organized collection of generating and distribution facilities.
4. Water supply and sewer systems within Tukwila are both publicly- and privately-owned, and are organized at either municipal or special purpose district level.
5. Natural gas is provided by Puget Sound Energy (PSE); distribution of natural gas is subject to control by the Federal government in response to such factors as supply and areas of excessive demand.
6. Liquid fuel (diesel, jet fuel, regular gasoline) is provided by Olympic Pipeline, and is subject to control by the Federal government.

C. PLANNING ASSUMPTIONS

1. Private and public utility providers have continuity and restoration plans to facilitate the delivery of services to the City.
2. Mutual Aid agreements/contracts exist among utility providers to increase resource capability during incidents.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. The Tukwila Public Works Department will designate a liaison to work with public utilities not directly under the control of the city.
2. When the EOC is activated for emergencies or disasters, it will be the focal point, in partnership with the Tukwila Public Works Department, for establishing priorities for restoration of utilities across the City.
3. Seattle City Light and PSE are responsible for the continuation of service and available energy resources will be used to meet immediate local needs, whenever possible. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be necessary to limit the use of energy, water or other utilities, until normal levels of service can be restored or supplemented. These resources, when limited, will be used to meet immediate and essential emergency needs (e.g., hospitals, etc.).
4. Depending upon the utility outage, both private and public utility purveyors will be invited to work in the City EOC, to expedite restoration of utility services. The EOC will attempt to coordinate with utilities, and provide them with situation and damage reports to facilitate the return to service of utilities as soon as possible.
5. Public utility resources will be used to meet immediate and essential emergency needs. If adequate resources are not available locally, request for additional resources will be made through the King County Emergency Coordination Center (ECC).
6. Requests for public utility resources that cannot be filled locally will be forwarded through emergency management channels to State government.
7. To the maximum extent practicable, and within the limitations imposed by either the Federal or State government, public utility systems will continue to provide service through their normal means. If curtailment of service is required, the systems will comply with such curtailment.

B. PROCEDURES

Tukwila Public Works Department staff will mobilize on a case-by-case basis. This will normally be done by landlines or cell phones. If phone communication systems fail, Tukwila Public Works Department staff should report to work according to their Department policy.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Public Works Department shall:

- a. Select an individual to coordinate situation information and resource requests with public and private utilities.
- b. Coordinate repair operations with outside agencies and private utility field representatives, as appropriate.
- c. Provide or contract major recovery work and/or services, as appropriate.
- d. Develop coordination mechanisms (i.e., franchise agreements, letters of understanding, contracts, and other formal documents) with private utilities and other private businesses responsible for electricity and natural gas services, to ensure all response and recovery operations are conducted in an orderly manner and in City-wide priority sequence, to the greatest extent possible.
- e. Coordinating the use of those public utility resources available and upon which no restrictions have been placed by higher levels of authority.
- f. When they cannot be filled locally, coordinating public/private utilities requests for assistance with County and/or State government.
- g. Advise public/private utilities operating in the City regarding: Federal and State restrictions or limitations; essential utility services required for emergency operations of City government, and the health and safety of the population; and the restrictions, limitations and operating policies established by City government affecting public utility operations in the City.
- h. Assisting public utilities by coordinating utility operations with government agencies.

B. SUPPORT AGENCIES

1. **Energy and Utility Providers (Puget Sound Energy, Seattle City Light, Sewer and Water Districts, Williams NW Pipeline, Olympic Pipeline) may:**
 - a. Provide for the continuation of service and rapid restoration of infrastructure-related services.
 - b. Provide liaisons and/or 24/7 phone contacts to the EOC, when requested.
 - c. Provide situation updates to the EOC, when requested.
 - d. Provide utility restoration plans and priorities to the EOC, when requested.
 - e. Coordinate resource requests for public sector resources and services through the EOC.
2. **The Tukwila Emergency Management Division shall:**
 - a. Coordinate requests for resources and submit to the King County ECC and/or State EMD.
 - b. Assist in facilitation of communication between the City and utility providers.

3. **King County Office of Emergency Management may:**

Coordinate requests for resources and regional infrastructure information to and from the EOC.

4. **Washington State Emergency Management may:**

Support resource requests from the City and, when appropriate, notify State agencies of situations and the need for support.

IV – RESOURCE REQUIREMENTS

Private and public utility agencies will require specialized equipment and trained crews to rapidly assess, maintain service, and restore impacted infrastructure.

IV – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS AND DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Police Department

SUPPORT AGENCIES

Tukwila Emergency Management Division

Valley Communication Center

King County Government

Washington State Emergency Management & Washington State Patrol

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 13, “Public Safety and Security”, identifies the City of Tukwila public safety and security capabilities and resources, to support the full range of incident management activities associated with potential or actual emergencies or disasters. The primary purpose of ESF 13 is to establish procedures for the coordination of Tukwila Police personnel and equipment, to respond to incidents within the City.

B. SCOPE

1. ESF #13 capabilities support incident management and operational function, including warning and evacuation, damage assessment, crime scene control, search and rescue, disaster site access, looting control, traffic control, security planning, technical assistance, and public safety in both pre- and post-incident situations.
2. Terrorism-related activities are specifically addressed in *Annex 2, Terrorism Incident, Law Enforcement, and Investigation*.

C. PLANNING ASSUMPTIONS

1. The Tukwila Police Department (PD) maintains a 24-hour operational capability.
2. The SCORE and King County Adult and Juvenile Detention shall maintain a 24-hour operational capability of providing jail services for the Tukwila PD and Municipal Court.
3. Assistance between law enforcement agencies is facilitated by mutual aid agreements, in effect for all law enforcement agencies that operate in King County and neighboring jurisdictions.
4. The Washington State Patrol maintains jurisdiction for traffic enforcement and control on all State and interstate roadways within the City.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. The Tukwila PD is the chief law enforcement official within the City, and is responsible for coordinating all law enforcement activities during a City-wide emergency.

2. In addition to maintaining 24-hour operational capabilities, the PD has two-way radio communications on the 800-MHz system and cellular telephones.
3. Each officer has a handheld radio, and Police vehicles have mobile radios.
4. The PD is set up to respond with squads of officers on 12-hour operational periods during incidents. The on-duty supervisor will distribute personnel into the operational squads, depending on who is actually on duty for the transition period. The schedule will change shifts at 6:00AM and 6:00PM after the transition period. The Department will work two shifts of 12 hours, 24 hours a day, seven days a week, until the incident is over.
5. PD units, with the use of their sirens and public address systems, will be used to disseminate warning and emergency information.
6. The Police Chief or his/her designee may designate a communications officer to operate backup communications equipment from the EOC, when requested or anytime it is necessary to supplement regular communications capabilities, to provide for the coordination and/or allocation of City resources.
7. In the event military support is utilized within the City, the Police Chief or his/her designee will coordinate activities with the military commander.

B. PROCEDURES

1. The Tukwila Police Department will follow all Departmental policies and procedures relating to chain of command and on-scene management.
2. Department personnel shall operate according to specific directives and Departmental standard operating procedures (SOPs), and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
3. The alert system utilized to mobilize PD personnel shall be the call-out system established with critical incident standard operating procedures. As communication systems may fail in a major incident, Police staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Police Department

- a. Provide support to the Tukwila Emergency Management Division in the dissemination of emergency warning information to the public.
- b. Provide command and control for field operations through established command posts, as appropriate.
- c. Provide law enforcement activities within the City that includes the enforcement of any special emergency orders issued.
- d. Provide security and perimeter control at incident scenes and the EOC during activation, when appropriate.
- e. Provide emergency traffic control.

- f. Assist the Tukwila Emergency Management Division and the Tukwila Public Works Department in establishment of evacuation routes.
- g. Provide initial damage assessment information to the EOC, as able.

B. SUPPORT AGENCIES

1. Tukwila Emergency Management Division shall:

Submit and coordinate requests for additional resources to local, County, State and Federal agencies, as appropriate.

2. Valley Communications Center may:

Provide for the continuation of day-to-day emergency communication, whenever possible. They have back-up contingencies in place if their 911 lines are not operational.

3. King County Government may:

- a. Support resource requests for local, County, State and Federal agencies, as appropriate and able.
- b. Through the King County Sherriff's Office, assist local municipal police agencies in law enforcement activities, as resources allow.
- c. Provide back-up 911 support when primary agencies are not available, as able.
- d. Maintain and coordinate all jail operations necessary to provide for the security and basic human needs of the population within its facilities.

4. Washington State Emergency Management may:

- a. Support resource requests for State and/or Federal agencies, as appropriate and able.
- b. Through Washington State Patrol, assist local municipal police agencies in law enforcement activities, as resources allow.

IV – RESOURCE REQUIREMENTS

Commissioned law enforcement officers, support staff, and equipment to provide 24 hour-a-day coverage until the demands of the emergency situation or disaster are over.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS AND DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Emergency Management Division

SUPPORT AGENCIES

All City Departments

Tukwila City Council

Tukwila Public Works Department

Tukwila Finance Department

Tukwila Community Development Department

King County Office of Emergency Management

American Red Cross

Salvation Army

Utilities

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 14, "Long-Term Recovery and Mitigation", identifies roles and responsibilities involved in the recovery of the City of Tukwila from an incident.

B. SCOPE

The City of Tukwila supports special purpose districts serving the City, residents and businesses by coordinating recovery efforts and resources.

C. PLANNING ASSUMPTIONS

1. All Tukwila City departments have duties directly associated with the recovery of the community. Additionally, all City departments have the responsibility to return to normal business capabilities as soon as possible following an incident.
2. To affect the recovery of Tukwila, continuity of government and government functions will be maintained, if possible.
3. The City will perform damage assessment and communicate damage figures to the King County ECC, the assigned Applicant Agent.
4. Trained personnel exist to establish authority and to implement plans and procedures.
5. Circumstances of an emergency may affect a program or agency's ability to participate in local recovery efforts.
6. The private sector is likely to be affected by shortages of food, clothing, shelter/housing, normal employment, access to public transportation and roadways, repairs to their homes, and loss of possessions.

7. To recover, residents may need to remove debris, maintain employment, access funds for repairs, and provide care for children and the elderly or disabled.
8. Permits and licenses may be needed for rebuilding.
9. Utilities such as phones, safe drinking water and sewer services will need to be re-established.
10. Supplies of food and fuels will be required.
11. People will be seeking reunification with their families.
12. The public will need assistance with insurance claims, public programs and consumer fraud topics.
13. Critical workers will be needed to maintain commerce.
14. Long-term housing and historical site preservation will require attention.
15. Emergency repairs will be needed on bridges, roads and public buildings.
16. Long-term business recovery strategies may be needed.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. Initial phases of recovery are coordinated by the staff of the EOC.
2. As short-term recovery transitions to long-term recovery, the EOC may transition to a Recovery Coordination Center (RCC).
3. Initially, the King County ECC will send preliminary damage assessment forms to all public sector entities, and set up a telephone bank "hotline" so King County residents and businesses can report damages not covered by insurance.
4. Preliminary damage assessment information is consolidated, along with supplemental impact documentation, and is forwarded to the WA State EOC in order to:
 - a. Determine the extent of damage to the State, and
 - b. Support a Proclamation of Emergency and request for presidential declaration by the Governor through FEMA Region X, to the President of the United States.
5. Signed Presidential disaster declarations for the State are approved to designated county geographical areas (such as King County), in two separate categories, (public assistance for counties, cities, special purpose districts, nonprofits performing government-like services, and for 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 Presidential Disaster or Emergency Declarations.
6. Affected entities - Incidents affect both public entities and the private sector. Resources available for recovery are established by these categories:
 - a. Private: Individuals, associations, clubs and businesses (including banks and financial institutions, retail, wholesale, transportation, leisure, import/export, services, insurance, construction, power and some utilities).

- b. Public: Cities, towns, and special purpose districts such as schools, fire districts, water and sewer districts, library and drainage districts, and private nonprofit government-like agencies (e.g., American Red Cross).
7. Public Assistance Program - Once a Presidential Declaration is made, local applicant agents are designated for each affected public sector entity (e.g., county agencies, cities, special purpose districts, and non-profit/government-like organizations (e.g., water provider associations). Recovery of City governmental agencies is coordinated by the senior City department level executive appointed to a Recovery Team by Tukwila's Mayor. As the designated Applicant Agent, King County OEM will coordinate recovery efforts between cities in King County and Washington State and Federal officials. Coordination by the King County OEM staff and the Applicant Agent includes scheduling visits by Federal inspectors to damage sites, and establishing accounting and appropriate audit trails for receipt of State/Federal assistance.
8. Individual Assistance Program - After the response phase of the incident has been addressed, King County OEM will establish a webpage, online reporting form, and "hotline" phone bank, for residents and businesses to report initial damages not covered by insurance. Once a presidential declaration has been made, residents will be able to register by telephone with FEMA to receive assistance. A designated King County OEM staff will assist the State and Federal teams in establishing Federal recovery sites, and providing assistance to Federal and State outreach teams reaching into the impacted communities.

B. PROCEDURES

The following steps may occur over days, weeks or months, depending on the incident:

1. General

- a. Rapid Impact Assessment is conducted for all City departments.
- b. Emergency Spending Authority is established.
- c. Recovery or maintenance of Vital Records begin; short-term efforts are made by all City departments to return to essential functioning following their COOP/COG plans.
- d. Preliminary Damage Assessment is conducted. Reports are channeled to Washington State EOC via the King County ECC, on losses to the public and private sectors.
- e. Federal Declaration is requested, opening support of resources beyond the State's capability to deliver, and financial assistance for recovery.

Two types of assistance may be sought: Individual Assistance (for individuals and businesses in the private sector), and Public Assistance (for jurisdictions and public entities).

2. Individual Assistance Process

- a. Shortly after the incident, a King County website and a telephone hotline for residents reporting damages may be established by the King County ECC or other appropriate agency.
- b. If an Individual Assistance declaration is made, private sector assistance is forthcoming.
- c. A toll-free Federal telephone registration number is obtained for residents to report damages and begin the assistance process.
- d. King County OEM compiles reports, along with Supplemental Justifications, and forwards these to Washington State Department of Emergency Management.

- e. One or more assistance centers may be established. These may be staffed by some combination of City, County, State and Federal Agencies, with recovery assistance for the public sector.
- f. As recovery begins, resources and location of any recovery center will be communicated to the public and private sectors through the City PIO or the King County Joint Information Center (JIC).
- g. King County OEM continues to work with the Federal and State outreach teams, to ensure residents are aware of the availability of assistance.

3. Public Assistance Process:

- a. King County OEM will send out notices with forms for reporting disaster losses to the City, special purpose districts, and Private-non-Profit (PNP) organizations performing certain governmental functions.
- b. Jurisdictions, special purpose districts, and PNPs provide King County OEM with reports of losses and damages.
- c. King County OEM compiles and distributes these reports, along with supplemental justifications, to the Washington Department of Emergency Management.
- d. Preliminary Damage Assessment teams - consisting of Federal, State and local representatives - inspect field sites for confirmation of estimated damages and qualifying costs.
- e. When a Public Assistance Declaration is made, financial assistance will be forthcoming for jurisdictions, special purpose districts, and certain PNPs.
- f. A representative of the King County OEM will arrange a location for the briefing of public sector Applicant Agents. This is communicated to all public entities in King County.
- g. Following the Applicant Agents' Meeting, a Notice of Interest and a Disaster Assistance Application must be transmitted by public agencies requesting financial assistance from FEMA.
- h. Record Keeping – In-house records of normal budget, maintenance portions, overtime and expenses associated with the incident must be maintained, from the initial time of incident until close-out of the incident. Later, delineation of small and large projects -based on the nature and the cost of the project - will determine frequency of grant payments and inspections.
- i. After approval of project worksheets, work begins on larger and longer-term recovery projects in public and private sectors.
- j. A-19-1A vouchers and quarterly status reports are submitted, according to schedule.
- k. Provide for coordination of Field Inspectors with the Disaster Field Office and King County Agencies for completion of Disaster Survey Reports (DSRs) to establish final dollar counts for public recovery grants from FEMA.
- l. The Applicant Agent notifies FEMA when all recovery projects are complete.
- m. All records of work and expenditures of funds must be kept for a period of seven (7) years, following the dispersal of the final payments and closure of the final project for a particular incident.
- n. Audits may be forthcoming and may occur at any time along the process, from beginning of repair of damages until after close of the final project.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Emergency Management Division shall:

- a. Acquire rapid incident assessment (RIA) data.
- b. Operate/maintain the EOC and the transition from response to a Recovery Coordination Center (RCC).
- c. Identify an applicant agent to represent the City.
- d. Coordinate and advise City government of recovery requirements and procedures.
- e. Document expenses and collect City damage assessment figures. Serve as liaison to King County OEM and/or to Washington State Disaster Field Office.
- f. Coordinate private non-profit recovery efforts.
- g. Maintain information of City government damages/expenses.
- h. Coordinate with City PIO on messaging.

B. SUPPORT AGENCIES

1. All City Departments shall:

- a. Develop a recovery plan and procedures.
- b. Participate in the development and implementation of regional recovery efforts.
- c. Assess capabilities to conduct normal business.
- d. Assess resource needs to return to normal business.
- e. Conduct short-term repairs needed to support normal operations.
- f. Begin reconstruction and long-term repairs with available funds.
- g. If needed, provide staffing for recovery efforts to the EOC.

3. Tukwila's City Council shall:

Consider motions or ordinances covering one or more of the following topics:

- a. Special provisions for access to damaged buildings.
- b. Appropriation of emergency funds.
- c. Authorization to waive normal procurement requirements for emergency expenditures.
- d. Topics related to the encouragement of business recovery.

4. The Tukwila Public Works Department shall:

Provide emergency construction; repair roads and bridges; supply engineering support to other City departments; erect signs and barricades; and coordinate inspections and assistance from US Army Corp of Engineers and other outside agencies.

5. **The Tukwila Finance Department shall:**
 - a. Assist other City departments with the accounting for their incurred costs related to response and recovery from emergencies.
 - b. Re-establish or maintain payroll for City employees.
6. **The Tukwila Community Development Department shall:**
 - a. Issue building permits and performs inspections of damaged buildings in Tukwila.
 - b. Suggest special provisions regarding fees and paperwork submission for emergency and disaster repairs.
 - c. Be responsible for long-term rebuilding issues.
 - d. Evaluate and make recommendations regarding Historic Sites damaged in the incident.
7. **The King County Office of Emergency Management may:**

Coordinate IA and PA programs between the City and State of Washington.
8. **The American Red Cross may provide:**

As resources allow, relief assistance and basic needs to individuals with urgent and verified incident-related needs. Significant services include Emergency Mass Care, Welfare Inquiries, and Individual Emergency Assistance. Other services include Health Services and Individual Additional Assistance.
9. **The Salvation Army may provide:**

As resources allow, recovery assistance in the form of food vouchers, clean-up kits, some medical assistance, counseling, and mobile feeding.
10. **Utilities may:**

Perform damage assessment, effect short-term repairs and/or re-routing of phone, power, gas and water/sewer services to critical response agencies, businesses and residents. Needs beyond local capability should be communicated to the EOC.

IV – RESOURCE REQUIREMENTS

Resources required for recovery are largely dependent on the emergency, its location, duration and population impacted, however it is expected that more resources than readily available will be required.

V – REFERENCES

See Append 3, Authorities and References.

VI – TERMS AND DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Mayor's Office

SUPPORT AGENCIES

Tukwila Emergency Management Division

All City Departments

King County Joint Information Center

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 15, "External Affairs", establishes guidance for the effective development, coordination and dissemination of information to City employees, the public and the media, related to an emergency situation.

B. SCOPE

1. City employees and public information requirements will be determined by the severity of the incident, as determined by the Tukwila Emergency Management Division or the field Incident Commander. This ESF describes how City departments will work together to deliver a coordinated message.
2. The City will defer to County, State and Federal Agencies for support when addressing Congressional and/or International Affairs.

C. PLANNING ASSUMPTIONS

1. The Emergency Alert System (EAS) is used in time-sensitive, life-threatening situations, when the public must be warned immediately of an impending emergency, or given orders for immediate action.
2. The City will identify a primary Public Information Officer (City PIO) to coordinate all City messaging. This most often is Tukwila's City Administrator or his/her designee.
3. Public information will be facilitated according to the size and scope of the incident.
4. Public information may in fact be a primary objective during an emergency. During a major emergency, timely and accurate public information will help protect people's health and safety, and will help manage expectations about response capabilities.
5. Normal means of communications may not be available. In those situations, non-traditional means of communicating, such as radio, billboards, flyers, newsprint, and community networks with the public must be established and utilized.
6. Rumors or misinformation can cause unnecessary distress among the public, provoke counterproductive public actions, and impede response and recovery efforts. The City PIO or his/her designee must focus on providing accurate and timely information, using all dissemination methods available.

II – CONCEPT OF OPERATIONS

A. GENERAL

Once the initial warning is accomplished, or in an incident without immediate threat, the City PIO or his/her designee has the task of keeping the public informed of what to do to prevent injury or property damage, to stabilize a situation, and to recover from an incident. The position also has the role of informing employees of City government status and actions.

B. PROCEDURES

1. All City departments will identify personnel to provide subject matter-specific information to the City PIO, to be used in a coordinated effort during emergencies.
2. The City PIO will advise media as to how they will be contacted with information during emergencies.
3. During the response phase of the incident, the City PIO will coordinate the dissemination of incident information to the public, employees, local and national media by the use of social media, email, in-person conferences, telephone conferences and, if appropriate, on-site interviews.
4. In the event of a large incident, the need to establish a Joint Information Center (JIC) may occur. This facility will serve as the coordination point for City public information, and will be led by the City PIO or his/her designee.
5. Information will also be provided directly to the public via whatever means available, including posting of public information on the Regional Public Information Network website (RPIN.org), and the use of other telecommunication applications.
6. The City PIO will continue to provide information throughout the recovery period. This may include instructions on how to apply for Federal assistance programs administered by the State.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Mayor's Office shall:

- a. Organize and coordinate the public information efforts for the City of Tukwila.
- b. Establish and coordinate procedures and the coordination of information to the public and City employees during emergencies.

B. SUPPORT AGENCIES

1. The Tukwila Emergency Management Division shall:

Provide incident-specific information to the City PIO, as requested.

2. All City Departments shall:

- a. Provide incident-specific information to the City PIO, as requested.
- b. Provide a subject matter resource, to provide information and/or speak to the media, the public and City employees on their area of expertise, when requested by the City PIO.

3. **The King County Joint Information Center may:**

Support PIO efforts with regional information coordination and staffing from King County Department PIOs, either onsite or via a Joint Information System, when requested and as resources allow.

IV – RESOURCE REQUIREMENTS

City department personnel trained in Public Information development and dissemination.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Emergency Management Division

SUPPORT AGENCIES

Washington State

Washington State, Military Department

Washington National Guard

Washington State Department of Transportation (WSDOT)

Washington State Department of Ecology (WADOE)

Washington State Department of Health (WADOH)

Federal Government

Federal Emergency Management Agency (FEMA)

Federal Recovery Assistance

US Small Business Administration (SBA)

US Department of Agriculture

US Environmental Protection Agency (EPA)

US Social Security Administration

US Department of Veteran Affairs

US General Services Administration

Public Sector Recovery Programs

FEMA Individual Assistance

US Department of Commerce, Economic Development Administration

US Department of Defense / US Army Corps of Engineers

US Department of Transportation, Federal Highway Administration

US Department of Health and Human Services

US Department of Interior

US Internal Revenue Service

US Department of Housing and Urban Development (HUD)

US Department of the Treasury

US Department of Labor

US Bureau of Alcohol, Tobacco and Firearms

I – INTRODUCTION

A. PURPOSE

Emergency Support Function (ESF) 20, "State and Federal Support", identifies roles and responsibilities involved with how Washington State and the Federal Government will provide support to the City during all phases of emergency management.

B. SCOPE

This ESF provides a general overview of select State and Federal agencies that could provide support to Tukwila. For specific information on how support will be provided by State and Federal agencies, refer to the respective plans and procedures of the agencies.

C. PLANNING ASSUMPTIONS

1. State and Federal governments will support City incident response efforts, when requested.
2. When there is a widespread incident that impacts a significant portion of the State or country, it could take three days (or possibly longer) before significant State or Federal resources arrive to assist the City of Tukwila.
3. All City departments are expected to plan for continuity of operations and continuity of government services. If adequate continuity of government planning is accomplished and procedures are followed, it is assumed that there will be less need for State or Federal officials to assume City government roles and responsibilities.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. Each county, city or town is required by State law (RCW 38.52) to have - or contract for - an active and ongoing emergency management program. It is the responsibility of cities to provide for the safety and welfare of their residents and their collective economic well-being.
2. During all phases of emergency management, governments will work in partnership with one another, and members of the private and nonprofit sectors to prepare constituencies for emergencies.

B. PROCEDURES

1. During response and recovery operations, cities are expected to exhaust all their locally available governmental and private resources within their jurisdiction and their fire/emergency zone, before requesting assistance from King County government and the King County Emergency Coordination Center (ECC).
2. King County government will exhaust known governmental and private resources before requesting support from the State.
3. When an emergency occurs, the King County ECC will request a mission number from the Washington EMD.
4. Any requests for resources beyond City capabilities will be coordinated by the City EOC through the King County ECC to the WA EMD, or the Washington Emergency Operations Center (EOC), if activated.

5. Depending on the severity of the incident and whether the Governor has forwarded a request for a Presidential Declaration, a mission assignment for State or Federal aid and assistance may be requested.
6. Liaison positions for State and Federal liaisons will be established in the King County ECC.

III – RESPONSIBILITIES

The listing below is not comprehensive in nature. Additional information can be found by contacting the Federal department listed or referring to their specific publications.

A. PRIMARY AGENCY

The Tukwila Emergency Management Division shall:

- a. Exhaust known governmental and private resources before requesting support from the County, State or Federal agencies.
- b. When an incident occurs, request a mission number from the Washington EMD, if not already assigned for the incident.
- c. Any resource requests will be requested through the King County ECC, to WA EMD, or the Washington Emergency Operations Center (EOC), if activated.
- d. Collect Individual and Public Damage Assessment information for reporting to the WA EMD.

B. SUPPORT AGENCIES

1. Washington State

Emergency management in Washington State is assigned to the Washington State Military Department, Emergency Management Division. This is a separate and distinct civilian division that is not under the Washington State National Guard.

A. WASHINGTON NATIONAL GUARD

- National Guard Resources are available after local resources have been committed. Prior to making National Guard resources available, the State will explore use of other available resources at its disposal.
- Resources available through the National Guard include limited mass feeding, mobile/fixed communications, delivery of supplies, security and quarantine of shelter sites, emergency shelter, limited electrical power, limited medical supplies, aerial reconnaissance, and limited potable water.
- The National Guard is called to active duty by the Governor acting as Commander in Chief. The State pays for non-appropriated costs. National Guard resources are coordinated through the Washington State EOC.

B. WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Supports repair of State and interstate roads, and the ferry system in Washington State.

C. WASHINGTON STATE DEPARTMENT OF ECOLOGY

May provide clean-up funds for hazardous materials spills, where the responsible party cannot be identified or is fiscally unable to effect clean-up of a release.

D. WASHINGTON STATE DEPARTMENT OF HEALTH

- Lead agency in Washington State for evaluating and certifying re-entry of a population to a radiologically contaminated area.
- Can acquire Federal health resources without a State proclamation.

2. **Federal Emergency Management Agency**

The Federal Emergency Management Agency (FEMA) is the Federal agency charged with coordinating the emergency management function in the Federal government. The Department of Homeland Security is also involved in preparedness and prevention activities and grant allocation. Additional services in recovery may be provided by the agencies detailed below.

A. FEDERAL RECOVERY ASSISTANCE

- See FEMA 229(4), Disaster Assistance.
- Federal agencies are prohibited by law from rendering assistance in duplication of assistance provided under insurance or by another Federal agency.
- Assistance is available through toll-free registration or facilitated at Disaster Recovery Centers (DRC).
- Location of a DRC is coordinated with the King County ECC.

B. US SMALL BUSINESS ADMINISTRATION (SBA)

- Economic Injury Loans for working capital to small businesses and agricultural cooperatives.
- Physical Disaster Loans for business losses of machinery, equipment or real estate. Physical Disaster Loans for individuals are available for real estate replacement or repair, and for personal property.

C. US DEPARTMENT OF AGRICULTURE

- Loans and technical assistance for family farmers' and ranchers' losses.
- Water Assistance Grants are available for obtaining potable water that meets the Safe Drinking Water Act standards.
- Emergency Watershed Protection funds and assistance are available to individuals, to install or repair soil conservation structures.
- Animals: Emergency Hay and Grazing and Livestock Feed Program assist farmers.
- Business and Industrial Loans are also guaranteed under USDA provisions.
- Farm Operating Loans are available for well drilling, farm supplies and livestock, and needed improvements.
- Food Distribution donates USDA-purchased foodstuffs for school children, certain charitable agencies, and the elderly and elderly tribal nutrition programs on tribal reservations.
- Food Stamps are provided to low-income households on a temporary or extended-term based on income level.
- Catastrophic Risk Protection for crop damages.

- Water and Wastewater Disposal Loans and Grants are available for communities of 10,000 or less.
- D. US ENVIRONMENTAL PROTECTION AGENCY (EPA)
- Water Pollution Control grants are available for prevention and control of surface water and groundwater pollution.
 - CERCLA funds are available for clean-up of hazardous materials sites.
 - LGR (local Government Response) funds are available to local governments for recovery of hazardous materials response expenses.
 - The US EPA is also the lead agency for contaminated debris management.
- E. US SOCIAL SECURITY ADMINISTRATION
- Provides survivor benefits and assists with lost checks and pending claims.
- F. US DEPARTMENT OF VETERAN AFFAIRS
- Provides direct loans to veterans for housing of disabled vets with incident needs.
- G. US GENERAL SERVICES ADMINISTRATION
- Sale, exchange or donation of property and goods benefiting State and local governments, public health organizations and services for the homeless.
- H. PUBLIC SECTOR RECOVERY PROGRAMS
- Community Disaster Loan Program for local governments with severe losses in tax base and other revenue from incidents.
 - Hazard Mitigation Grants and Public Assistance Program for local governments and certain private non-profit organizations to repair or replace damaged structures, utilities, roads and bridges, water control facilities and recreational facilities. Funds are often available for debris clearance from public areas and for emergency measures. Grants are split 75% Federal, 25% State and local funding.
- I. FEMA INDIVIDUAL ASSISTANCE
- Cora C. Brown Fund broad relief for individuals, Historic Site Repair and restoration.
 - Disaster Housing Program provides transient accommodation reimbursement for short-term housing, home repairs, and mortgage and rental assistance.
 - Individual and Family Grants up to \$12,900, where other sources of assistance are exhausted.
 - Legal Services for disaster victims, including referrals and insurance claims assistance.
- J. US DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION
- Several programs are available for technical assistance and grants, to help communities recover economically from the impact of emergencies.
 - The Fisheries Act of 1986 provides formula grants through NOAA for restoration of resources damaged by an incident.
- K. US DEPARTMENT OF DEFENSE / US ARMY CORPS OF ENGINEERS
- Beach Erosion Control includes 50/50 grants to control beach and shore erosion.

- Flood Control Works rehabilitation from wind, flood, wave or water action.
 - Watercourse Navigation: Protection and Clearing grants are available to remove obstructions from waterways for navigation or flood control.
 - When requested by the governor, the Chief of Engineers is authorized to provide emergency potable water.
 - Following major disasters, USACE may perform emergency work on public and private land, clear debris, and provide temporary housing for individuals impacted by an incident.
- L. US DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY ADMINISTRATION
- Emergency Relief Program: Federal-aid road damages are 100% covered, if repairs are done within 180 days of the incident.
 - Airport Improvement Program for runways, aprons and taxiways.
- M. US DEPARTMENT OF HEALTH AND HUMAN SERVICES
- Community Services Block Grants: Provides meal services, legal assistance for seniors, formula grants to assist low-income persons find employment, make living arrangements, and provide nutritious foods.
- N. US DEPARTMENT OF INTERIOR
- Conservation Grants are available for habitat restoration and enhancement, purchase and development of recreation areas, and to assist farmers to perform control of wind erosion, floods and other incidents.
- O. US INTERNAL REVENUE SERVICE
- The Federal tax code provides for the limited deductibility of losses from current income.
 - Qualifying expenses and losses in excess of 10% of the AGI (adjusted gross income) may be applied. Losses in excess of \$3,000 may be carried over to following years until exhausted.
 - Taxpayers may prepare an amended return for the prior year and receive a refund rather than wait to claim the incident loss on the current year's tax return.
 - Information is usually provided via 1-800 number (phone) or representative in the local DAC.
 - Taxpayers may receive copies of previous returns and documentation.
- P. US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
- Community Development Block Grants provides long-term reconstruction, rehabilitation or acquisition of damaged properties including debris clearance and demolition. May be used along with FEMA and SBA assistance.
 - The Home Investment Partnerships Program provides permanent housing for low-income homeowners or renters in large cities and urban counties.
 - HUD may provide temporary, rental housing from listed sales inventory.
- Q. US DEPARTMENT OF THE TREASURY
- Savings Bond Replacement is available for documents lost due to major emergencies under the Stafford Act.

R. US DEPARTMENT OF LABOR

- Finances the creation of temporary jobs for displaced workers as well as re-training when permanently displaced.
- Disaster Unemployment Assistance: Individuals are eligible for unemployment benefits when left jobless by an incident, and may also be available to self-employed individuals.

S. US BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

- Will provide forms to retailers and food establishments for tax refunds on damaged inventories.
- Will provide procedures for safe disposal of damaged inventories.

IV – RESOURCE REQUIREMENTS

State and Federal resource needs are identified in City department plans.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS AND DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Police Department

SUPPORT AGENCIES

Tukwila Fire Department
Regional Law Enforcement Agencies
Regional Explosive Ordinance Disposal (EOD) Team(s)
Washington State Patrol
Federal Bureau of Investigation (FBI)
King County Office of Emergency Management
Washington State EMD

I – INTRODUCTION

A. PURPOSE

Terrorism, as defined by the FBI, is “the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.”

This annex establishes a method to enable a coordinated law enforcement and investigative response to all threats or acts of terrorism within the City of Tukwila (“City”), and between the City and supporting agencies. To this end, this annex establishes a structure for a systematic, coordinated, unified, timely and effective law enforcement and investigative response to these events.

B. SCOPE

This annex is a strategic document that provides planning guidance and operational responsibilities for the response to and the investigation of threats or actual terrorist incidents within the City. Experts generally agree there are five categories of terrorism incidents; these are **Biological, Nuclear, Incendiary, Chemical and Explosive**. These incidents can range from small, seemingly insignificant events to an incident of national significance.

C. PLANNING ASSUMPTIONS

1. Terrorists have the knowledge and the capability to strike anywhere and anytime.
2. There is no “Type Code” in the Valley Communications Center system titled “Terrorism”. Terrorism is a term that will be applied by Federal Law Enforcement as a result of an investigation.
3. Initially, neither dispatchers nor first responders know the exact cause or motivation behind a threat or an act of violence; therefore they dispatch and respond to the incident specific situation, i.e., bomb, suspicious package, suspicious subject, etc.

4. The FBI has authority for the criminal investigation of all potential or actual terrorist incidents within the United States.
5. As soon as possible after a formal request, Federal resources will be made available in the response to a terrorist incident.
6. This annex does not address training and protective clothing to be used during a terrorism incident. In all instances, all responders need to give thought to proper training and personal protective equipment (PPE) to deal with the given situation.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. Upon arrival at the scene, the “On-Duty Supervisor” is the Incident Commander, until properly relieved.
2. For the initial Incident Commander, priorities will be to:
 - a. Assess the scene’s safety, proper training and adequacy of personal protective clothing.
 - b. Stop, neutralize or contain the attack.
 - c. Rescue victims.
 - d. Control the scene for Fire and medical aid personnel.
 - e. Conduct a criminal investigation.
 - f. Preserve evidence.
 - g. Protect critical infrastructure.
 - h. Limit property damage.
3. Resources should be staged and managed, in anticipation of secondary attacks on first responders or diversionary attacks employed to draw focus from the primary goal of the attack.
4. It is important to remember that there are four routes of entry for harmful substances: inhalation, absorption, ingestion and injection.

B. PROCEDURES

Local, State and Federal policies, guidelines and regulations that pertain to a terrorist incident will be utilized for terrorism response.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Police Department will:

- a. Do the initial response and investigation to determine if this is, or may be, a true terrorism event.
- b. Establish, name and locate the Incident Command or Unified Command Post.

- c. Notify the FBI when local investigators suspect the possibility that a threatened or an actual terrorist incident exists.
- d. If needed, request the EOC be activated to support and coordinate City-wide activities related to the incident.
- e. Develop plans for area access, security and evacuation procedures.
- f. Request and coordinate outside terrorism response resources as needed and appropriate, including other City departments.
- g. Provide support to Tukwila's Emergency Management Director in developing emergency warning information to the public, and in the operation of the EOC.
- h. Coordinate with and assist Tukwila's Emergency Management Director to conduct a terrorism threat assessment.
- i. Develop and conduct security and crime prevention training programs regarding terrorism.
- j. Coordinate with State and Federal Agencies, including the FBI, to assist with criminal investigation.

B. SUPPORT AGENCIES

1. The Tukwila Fire Department will:

- a. Provide emergency medical technicians for Basic Life Support needs
- b. Provide fire suppression personnel and equipment in the event of fire.
- c. Participate in a Unified Command Structure, when requested
- d. Be the liaison and will-call for Advanced Life Support (paramedics), if needed.
- e. Provide, if available, Hazardous Material Technicians to support the response and investigation needs of law enforcement.

2. Regional law enforcement agencies will:

- a. Send available officers for mutual aid to assist, as appropriate.
- b. Provide law enforcement investigators for officer-involved shootings.
- c. Provide law enforcement protection in the City of Tukwila, if/when our resources are unavailable

3. Regional Explosive Ordinance Disposal (EOD) team(s) will:

Respond with appropriate resources and personnel to properly and safely deal with explosive devices.

4. Washington State Patrol will:

- a. When requested and as available, respond with appropriate resources.
- b. Act as a Liaison between local and Federal agencies.
- c. Assign personnel to be part of a Unified Command (if established).
- d. Provide resources to transport items to the State Lab.

5. **The FBI will assist local investigators to determine if this is a real or potential terrorist event. Once it is determined there is a terrorist element to the incident, the FBI will:**
 - a. Respond with appropriate resources.
 - b. Upon arrival, tie in with the on-scene Incident Commander and, if appropriate, transfer command from local authorities to the FBI.
 - c. Assume the role of the primary investigative agency.
6. **The King County Office of Emergency Management will**
 - a. Be available to receive requests and provide support as requested by Tukwila officials
 - b. Be a liaison between Tukwila and Washington State resources.
 - c. Activate the county ECC, if needed.
7. **Washington State EMD will:**
 - a. Serve as the Liaison between the State and Federal communications
 - b. Support regional efforts when local and county resources are depleted.

IV – RESOURCE REQUIREMENTS

Resource requirements will be determined at the time of the emergency.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Emergency Management Division

SUPPORT AGENCIES

Tukwila Fire Department

Tukwila Police Department

Public Works Department

I – INTRODUCTION

A. PURPOSE

Incident Annex 2, "Rapid Impact Assessment", establishes uniform policies for the City of Tukwila to conduct rapid impact assessment of damages resulting from natural or human-caused emergencies.

B. SCOPE

1. Emergencies cause injury or death to individuals and damage to property, the environment, businesses, nonprofit entities, and to government-owned assets. Damage information is collected for a number of reasons, including to:
 - a. Drive the response decision.
 - b. Determine eligibility to Federal aid.
 - c. Verify the damage at individual sites.
 - d. Gather information needed to build a long-term recovery strategy.
2. To determine a priority of response efforts, Rapid Impact Assessment (RIA) must be promptly carried out, to provide the King County ECC information on life safety threats, major problems, the status of lifelines, essential facilities, imminent hazards and access routes, and to determine the extent of damage City departments and agencies have incurred and ability to return to operational functioning.
3. A more quantified damage assessment process - called a Preliminary Damage Assessment (PDA) - is then conducted, to determine eligibility for various forms of disaster aid and assist in recovery planning.
4. Combined Verification includes a detailed inspection of individual sites by specialized personnel, and is a procedure established by FEMA to qualify for various recovery programs.
5. Rapid Impact Assessment (RIA) can be activated following any incident where impact intelligence is needed. RIA involves teamwork among personnel from law enforcement, fire, public works, utilities, transit, and other agencies within and outside of the City. Secondarily, the media, volunteer organizations, businesses and industry, and residents can contribute to this process.
6. FEMA policies mandate that damage from incidents and Federal aid and assistance are organized within County boundaries and must be approved. Even when the effect of an incident is as profound as to be

readily apparent that the County will qualify for Federal disaster relief, a Preliminary Damage Assessment (PDA) must be completed.

7. King County OEM will distribute PDA forms to public jurisdictions within the County, as well as providing residents and businesses with "hotline telephone numbers" and online forms (if available), to report damage and register with FEMA. Once jurisdictions have completed their PDAs, they will forward them to King County OEM, who will subtotal and transmit to the Washington State EMD, to assist the State in determining whether a Presidential Declaration is warranted.
8. If the PDAs ultimately lead to a Presidential Declaration of Disaster authorizing "Public Assistance," then detailed Project Worksheets [previously titled Damage Survey Reports (DSRs)] of public sector damages will be completed by public and other qualifying agencies. Other inspectors survey damages suffered by individuals and businesses, if "Individual Assistance" is authorized. These activities are coordinated through the King County Office of Emergency Management.

C. PLANNING ASSUMPTIONS

1. An emergency has occurred, causing damage that requires an initial rapid impact assessment that will be followed by a thorough damage assessment.
2. The City of Tukwila and special purpose districts will support both assessment activities.
3. Damage assessment information for businesses and residents will initially be reported to the King County ECC through email, or by using the online form, or using the phone bank "hotline," or other formats as needed, and later through the FEMA registration process.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. Rapid Impact Assessment (RIA) is a process that is used to quickly capture the degree that the incident has challenged the community. The goals of an RIA are to assess:
 - a. Boundaries of the impact area.
 - b. Social, economic and environmental impacts.
 - c. Assessment of jurisdictions impacted.
 - d. Status of transportation routes.
 - e. Status of communication systems.
 - f. Access points to the impact area.
 - g. Status of operating facilities and critical facilities.
 - h. Hazard specific information.
 - i. Weather data.
 - j. Status of key personnel.
 - k. Resource shortfalls.
 - l. Priorities for response.

- m. Status of upcoming activities.
 - n. Historical information.
 - o. Endangered Species Act impact.
 - p. Status of lifeline networks.
2. The RIA will steer initial response activities. As the incident unfolds, the goal of damage assessment may shift toward making the case for a Presidential Disaster Declaration. Finally, the damage assessment guides the development of a recovery strategy. To facilitate the receipt of more comprehensive damage information, a damage information hot line (phone bank) and/or online reporting tool may be set up and staffed by the King County ECC. If it appears that the County may meet the threshold for Federal assistance, the King County Office of Emergency Management will complete a formal Preliminary Damage Assessment (PDA).
 3. The Preliminary Damage Assessments (PDAs) are tools used, in part, to determine the City's eligibility for assistance. At this stage, City personnel accompany State and Federal inspectors through damaged areas. Based largely on these assessments, the King County Executive may ask that the Governor seek Federal assistance.

B. PROCEDURES

Following an incident, each City department will need to do the following in line with their COOP/COG plan:

1. Inventory and tally key personnel necessary to complete the essential functions of the organization.
2. Survey buildings and worksites to determine capability of returning to essential functioning.
3. Assess capability of returning to complete essential functioning.
4. Determine necessary resources needed to return to essential capacities addressed in COOP/COG plans.
5. Report essential capacities and resource requirements to management staff and to the City EOC.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Emergency Management Division shall:

- a. Coordinate the Public Damage Assessment information collection, evaluation and dissemination of damage assessment information from City departments and special purpose districts.
- b. Forward PDA information to the King County ECC.
- c. Coordinate the collection, evaluation and dissemination of damage assessment information from residents and the business community.

B. SUPPORT AGENCIES

Fire, Police, DCD and Public Works will potentially have personnel assigned to do a RIA following a major event. Departments with personnel performing an RIA will work with Emergency Management to gather and report information from the field, to assist with the documentation of our preliminary damage assessment figures.

IV – RESOURCE REQUIREMENTS

Resource needs include, transportation, communication equipment, personnel, information tracking systems, and other resources as identified in an incident.

V – REFERENCES

See Appendix 3, Authorities and References.

Rapid Assessment Resource Guide, RG 250.7 (B)

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



PRIMARY AGENCY

Tukwila Parks and Recreation Department

SUPPORT AGENCIES

Tukwila Emergency Management Division

Tukwila Fire Department

Tukwila Police Department

American Red Cross

I – INTRODUCTION

A. PURPOSE

The purpose of this annex is to establish uniform practices for the effective management of Emergency Worker Volunteers - including training, use, and deployment - to assist in emergency management activities within the City of Tukwila.

B. SCOPE

1. This annex addresses activities of Emergency Worker Volunteers. Activities include those before, during and after an emergency or disaster.
2. This annex does not apply to the day-to-day use of volunteers in the City for activities unrelated to emergency management.

C. PLANNING ASSUMPTIONS

1. Volunteer Management is necessary for large scale emergencies and disasters.
2. Spontaneous volunteers will show up and will need to be managed.
3. The request to establish a Volunteer Reception Center (VRC) and to use volunteers will come from the EOC Manager.
4. Potential Staging Areas, as described in Appendix 6 of this CEMP, may be considered for alternate locations for a VRC.
5. If a decision is made to utilize emergency volunteers, coordination for this effort will generally be assigned to the Logistics Section
6. The coordination of volunteers will be accomplished by the VRC Manager (if established).
7. Tukwila Parks and Recreation "Volunteer and Events Superintendent" will be the point of contact, and will manage all Volunteer Applications, including background checks.
8. Credentialed Volunteers are protected under the RCW 38.52 and WAC 118.04. After Affiliated and Spontaneous Volunteers sign in and go through the registration process at the VRC, they will also be covered by the same RCW & WAC.

9. Tukwila's resources to manage volunteers during major events may quickly become overwhelmed. Outside resources to manage volunteers, like the American Red Cross, may be needed to assist the City.

II – CONCEPT OF OPERATIONS

A. GENERAL

1. Experiences with major disasters and emergencies around the country have shown that volunteers will come and want to help. These Emergency Worker Volunteers often self-dispatch to fire stations, city halls, community centers, or directly to the scene of the emergency. When this happens, coordination of these volunteers is difficult, which can unintentionally add to the chaos of the event or even interfere with the efforts of the first responders. If volunteers are properly received and coordinated into the Emergency Management Organization, they can provide significant assistance in the efforts of all involved.
2. The need and the use of volunteers will be greatly determined by the severity of the event. Every emergency situation is different, and it is at the discretion of the EOC Manager and/or the VRC Manager to make decisions that best fit the situation while performing the central ideas outlined here. The following provides guidance on how we expect to manage and use our volunteers.
3. Emergency Worker Volunteers are categorized as detailed below.

a. **Credentialed Volunteer**

Volunteers meeting these requirements will be listed on the City of Tukwila Volunteer Emergency Workers roster.

Requirements:

- Has completed and returned the Tukwila "Application to Volunteer" form.
- Has completed and returned the Tukwila "Notification and Authorization for Background Investigation Disclosure Statement" form.
- Has completed and returned the "Volunteer Participant Release, Waiver of Liability and Assumption of Risk" form.
- Has provided Certificates of Completion for FEMA Independent Study Courses IS-700 and ICS-100.

Responsibilities: Since credentialed volunteers have completed a Washington State Patrol background check prior to the emergency they may be given tasks that involve people or privy information. Credentialed Volunteers can do any tasks that Affiliated or Spontaneous volunteers are assigned.

b. **Affiliated Volunteer**

Requirements:

- Is affiliated with the City through its departments or divisions.
- Has received some form of emergency training prior to the emergency. Examples might be HAM radio operators, CERT training, BSA Explorer program, American Red Cross volunteer training, etc.
- Has provided Certificates of Completion for FEMA Independent Study Courses IS-700 and ICS-100 to the City's Volunteer & Events Superintendent.
- May or may not be credentialed.
- Must go through the entire VRC process.

Responsibilities: Because Affiliated and Spontaneous Volunteers have not undergone a Washington State Patrol background check, they cannot have any jobs that are directly involved with people or sensitive information. Affiliated Volunteers tasks may include, but are not limited to debris clearing, set up, clean up, sand bagging, traffic control, meal preparation, and security.

c. **Spontaneous Volunteer**

Requirements:

- May or may not have specific emergency training.
- Is not a Credentialed or Affiliated Tukwila volunteer emergency worker.
- May or may not have an affiliation with other response agencies.
- Is motivated to come volunteer out of desire to serve the community.
- May also be referred to as a non-affiliated volunteer. For the purpose of this document, they will be referred to as Spontaneous Volunteers.
- Must go through the entire VRC process.

Responsibilities:

It is unlikely that the City will be able to conduct Washington State Patrol background checks on spontaneous volunteers. For this reason, Spontaneous Volunteers will not be allowed to be assigned to any tasks that could involve information collecting or sharing; unsupervised activities with people or sensitive information, such as Shelter Operations; computer access; or confidential documents or information.

4. It may be necessary to activate a VRC in cases where large numbers of Spontaneous Volunteers arrive.
5. On-scene professional first responders, including Fire, Law Enforcement, and Public Works, may find citizens engaged in emergency activities upon arrival on-scene. These volunteers will be considered spontaneous volunteers. This includes people who are wearing CERT clothing but are not identified as Affiliated Volunteer Emergency Workers.
6. Some spontaneous volunteers may be affiliated with another recognized emergency response organization and provide proof of such affiliation. In these cases a verification of affiliation, skills, and current status may need to be made.

B. PROCEDURES

1. Activation of the Volunteer Reception Center

The decision to activate the VRC is at the discretion of the EOC Manager. The VRC may be activated due to any major natural, manmade, or technological disaster, ie: major fires or large hazardous material incidents that run multiple operational periods, earthquakes, Terrorist Attacks, Nuclear Attack or any event that causes the need for an evacuation and/or large scale shelter.

The City Volunteer and Events Coordinator may contact the EOC Manager to request to activate the VRC. Following the decision to activate the VRC, its location must be determined, the activation must be communicated to the volunteers and general public and pre-trained people for the VRC positions must be contacted.

2. Location

The Tukwila Community Center is the designated default for the VRC. If the Tukwila Community Center has been affected by the emergency, an alternate location will be determined. *See Appendix 6 in this CEMP to see possible alternate locations.*

3. Communication

Every effort will be made to inform credentialed, affiliated, and spontaneous volunteers of the VRC's location, the needs of the City, and the state of the emergency. For "planned events", or expected incidents, such as severe weather, it may be prudent to place credentialed and/or affiliated volunteers on stand-by status. Communication to the public and/or Emergency Worker Volunteers can be accomplished by any of the following notification systems and media outlets:

- CodeRED
- AM radio 1610
- Facebook
- Local News Stations
- Volunteer Matters Message
- Text Message
- TV21
- Local Radio Stations
- Twitter
- Regional Public Information Network (RPIN)
- Email

The EOC Manager is responsible to see that the public and credentialed or affiliated volunteers are notified. The message should include specific instructions for all emergency worker volunteers to go to the VRC to be dispatched to help in emergency relief.

4. VRC Functions

- a. Entrance: Volunteers enter in a neat and orderly fashion under the supervision of the Entry Control position.
- b. Reception: All entrants go straight to the Reception Leader to sign in and have their ID checked. Affiliated Volunteers should show their ID and proof of affiliation. Once verified by the Reception Leader they will send them to a safety and mission briefing so they can obtain their assignment and be dispatched as soon as possible. Spontaneous Volunteers are directed to fill out the registration forms as they wait for an interview.

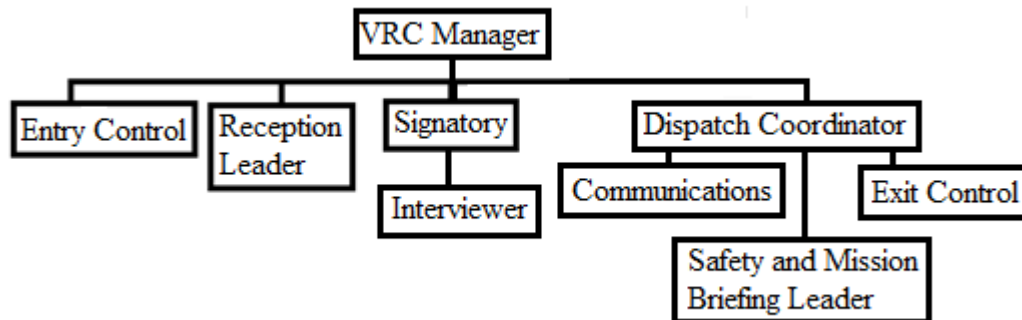
- c. Interview: Spontaneous Volunteer applicants are interviewed to learn if they have any special skills that can be utilized during emergency relief. The registration forms are reviewed for completeness. They are then directed to wait for the signatory for final verification.
- d. Final Verification: The signatory reviews the applicant's paperwork to make sure it's filled out correctly and that they are informed of the liabilities and laws. Once verified the applicant is issued an emergency volunteer ID card which is valid for one year. The volunteer is then directed to wait for a Safety and Mission Briefing.
- e. Safety and Mission Briefing: Applicants are briefed on the type of service they will be doing and the environment they will be working in. The Mission Briefing Leader will review the Safety Message of the IAP, and "Unity of Command" will be explained and emphasized so they understand who they report to, and how to report emergencies. Volunteers will have an opportunity to ask questions they may have about their task. Every effort will be made to answer the questions adequately. Volunteers are briefed on the dangers of emergency work and are advised on how to avoid additional injury to themselves and others. Expectations of behavior are explained and how they should respond to the leader at their assigned site.
- f. Dispatch: The dispatch coordinator will divide the volunteers into teams. Two is the minimum for a team; no volunteer will be dispatched alone. Each team is then dispatched to their site of volunteering.
 - Transportation issues include:
 - Vehicle identification
 - Vehicle insurance coverage/liability
 - Badging
 - Can credentialed volunteers drive city vehicles?
 - Re-entry
 - Certain credentialed volunteers can drive city vehicles
 - Depends on situation if transportation is provided by the City or if volunteers drive themselves
- g. Exit: The volunteers leave the VRC in an orderly fashion under the supervision of the exit control.
- h. Return: At the end of each day all volunteers must return to the VRC to sign out and turn in their ID cards. If the VRC is open for multiple days volunteers must return to the VRC each day to pick up their ID card and be re-dispatched if they want to continue to be an emergency volunteer.
- i. Deactivation of VRC
 - The decision to deactivate or reduce the size of the VRC is at the discretion of the EOC Manager in collaboration with the VRC Manager.
 - VRC stops admitting new volunteers and any lingering volunteers will be formally checked out.
 - VRC staff cleans up all stations of the VRC.
 - VRC staff remains until all volunteers from on-site have returned so they can sign out and be told that the VRC is no longer needed.
 - EOC Manager is notified that the VRC has been deactivated.
 - All VRC positions are dismissed.

5. VRC Staffing and Responsibilities

a. Generally

Incident specifics will dictate what staffing will be needed in the VRC, with final determination made by the VRC Manager in consultation with the EOC Manager.

Ideally there will be a fully staffed VRC. The VRC Manager has responsibility of all positions until staffing arrives. Prior to an incident, effort should be made to identify three individuals to be trained and able to fill each position. The first person named in each position should be a city employee, or it can be a credentialed or affiliated trained volunteer. If it is found that more people are needed in the VRC, the VRC Manager should request the EOC Manager provide more staff or s/he can supplement each position with volunteers. (NIMS)



b. VRC Manager

- Is supervised by the EOC Manager, or if established, the Operations Section Chief.
- Is a full time city employee that has taken FEMA's IS 244.b "Developing and Managing Volunteers" online course, or has equivalent training and experience.
- Activates the VRC after consultation with the EOC Manager
- The VCR Manager will coordinate with the EOC to acquire a State Mission number as soon as possible.
- Determines what positions are needed to run VRC, and who will fill those positions.
- Oversees the set up and deactivation of the VRC
- Supervises all positions of VRC
- Ensures proper documentation is completed and sent to the EOC Manager each operational period.

c. Entry Control

- Maintains orderly conduct at the VRC entrance.
- Secures entrance
- Greets volunteers and determines a basic suitability of all volunteers (physical and mental abilities)
- Assists reception leader when needed
- Any other jobs assigned by the VRC Manager

- d. **Reception Leader**
- Conducts an initial screening of volunteers, verifies ID, checks for English proficiency, and provides paperwork to be filled out.
 - Checks for basic skills needed to volunteer such as speaking English and being physically capable
 - Verifies ID
 - Has all volunteers sign in
 - Assists the applicant with filling out the appropriate paperwork
- e. **Interviewer**
- Identifies skills volunteers have that may be of use and helps applicant with any questions they have on the paperwork.
 - Identifies skills
 - Reviews paperwork to make sure its complete
 - Enters applicants information into the "volunteermatters" database if possible
- f. **Signatory** (*must be a City of Tukwila employee trained in these duties*)
- Reviews all applicants' paperwork to ensure it has been filled out correctly and directs volunteer to the safety briefing area.
 - Verifies applicants ID
 - Checks paperwork for proper completion
 - Supervises interviewers
 - Provides volunteers with an volunteer emergency worker ID card
- g. **Dispatch Coordinator**
- Responsible for sending volunteers to places EOC MANAGER has requested and oversees the entire process of sending out approved volunteers after their safety briefing.
 - Supervises Communications, Mission Briefing, and Exit Control
 - Forms volunteer teams
 - Fills out tracking form
- h. **Communications**
- Maintains communication with EOC Manager and dispatch sites where volunteers are being used or are needed.
 - Coordinates transportation for volunteers in joint with EOC Manager
 - Reports important information to the VRC Manager and finds the VRC Manager when the EOC Manager needs to speak directly to the VRC Manager
 - Always has a form of communication available to the EOC Manager
 - Receives volunteer requests from emergency sites in Tukwila and responds accordingly by filling out paperwork and notifying the Dispatch leader

- i. **Safety and Mission Briefing Leader**
 - Informs volunteers of the risks associated with emergency volunteering and instructs them on how to avoid injury and how to act while volunteering. Notifies volunteers of where they will be helping and what they will be doing and answers any questions volunteers have.
 - Presents volunteers with their placement
 - Makes sure volunteers are comfortable with performing the assigned task
 - Provides safety briefing to all volunteers
 - j. **Exit Control**
 - Maintains orderly conduct at the VRC entrance.
 - Secures entrance
 - Assists Dispatch Leader when needed
 - Any other jobs assigned by the VRC Manager
6. **VRC Kits** *(currently does not exist)*

The Tukwila Community Center will have a VRC kit containing the items that are critical to running the VRC. The EOC will also have a kit in case another location is chosen for the VRC. Each kit will include the following items:

- Preprinted cardstock ID's
- Pens
- Camera
- Tracking forms
- Clipboard holders
- Scissors
- Sign in/out sheets
- Volunteer emergency worker registration forms

III – RESPONSIBILITIES

A. PRIMARY AGENCY

Tukwila Parks and Recreation Department

B. SUPPORT AGENCIES

Tukwila Emergency Management Division

Tukwila Fire Department

Tukwila Police Department

American Red Cross

IV – RESOURCE REQUIREMENTS

Resource needs include trained personnel, transportation, communication equipment, office equipment, information tracking systems and other resources as may be identified during or after an incident and as requested by the VRC manager or his/her designee.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions, and Appendix 2 Acronyms.



- ACCESSIBLE** – Having the legally required features and/or qualities that ensure easy entrance, participation and usability of places, programs, services and activities by individuals with a wide variety of disabilities.
- ACQUISITION PROCEDURES** – A process used to obtain resources to support operational requirements.
- AGENCY** – A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management), or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.
- AGENCY ADMINISTRATOR/EXECUTIVE** – The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.
- AGENCY DISPATCH** – The agency or jurisdictional facility from which resources are sent to incidents.
- AGENCY REPRESENTATIVE** – A person assigned by a primary, assisting, or cooperating Federal, State, tribal or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities, following appropriate consultation with the leadership of that agency.
- ALL-HAZARDS** – Describing an incident - natural or manmade - that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social or economic activities.
- ALLOCATED RESOURCE** – Resource dispatched to an incident.
- AREA COMMAND** – An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization, or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.
- ASSESSMENT** – The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring and interpreting the data, information, evidence, objects, measurements, images, sound, etc. - whether tangible or intangible - to provide a basis for decision-making.
- ASSIGNED RESOURCE** – Resource checked in and assigned work tasks on an incident.
- ASSIGNMENT** – Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.
- ASSISTANT** – Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.
- ASSISTING AGENCY** – An agency or organization providing personnel, services or other resources to the agency with direct responsibility for incident management. *See Supporting Agency.*
- AVAILABLE RESOURCE** – Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a staging area.

- BADGING** – The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.
- BRANCH** – The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
- CACHE** – A predetermined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.
- CAMP** – A geographical site within the general incident area (separate from the Incident Base), that is equipped and staffed to provide sleeping, food, water and sanitary services to incident personnel.
- CATEGORIZING RESOURCES** – The process of organizing resources by category, kind and type, including size, capacity, capability, skill and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies - and between governmental and nongovernmental entities - more efficient, and ensures that the resources received are appropriate to their needs.
- CERTIFYING PERSONNEL** – The process of authoritatively attesting that individuals meet professional standards for the training, experience and performance required for key incident management functions.
- CHAIN OF COMMAND** – The orderly line of authority within the ranks of the incident management organization.
- CHECK-IN** – The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in, to receive an assignment in accordance with the procedures established by the Incident Commander.
- CHIEF** – The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).
- COMMAND** – The act of directing, ordering or controlling by virtue of explicit statutory, regulatory or delegated authority.
- COMMAND STAFF** – The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.
- COMMON OPERATING PICTURE** – An overview of an incident by all relevant parties that provides incident information, enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent and timely decisions.
- COMMON TERMINOLOGY** – Normally-used words and phrases, avoiding the use of different words/phrases for same concepts, to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.
- COMMUNICATIONS** – The process of transmission of information through verbal, written or symbolic means.
- COMMUNICATIONS/DISPATCH CENTER** – Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The Center can serve as a primary coordination and support element of the Multi-agency Coordination System(s) (MACS) for an incident, until other elements of the MACS are formally established.
- COMPLEX** – Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

- COMPREHENSIVE PREPAREDNESS GUIDE 101** – A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making, to help emergency planners examine a hazard and produce integrated, coordinated and synchronized plans.
- CONTINUITY OF GOVERNMENT (COG)** – A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).
- CONTINUITY OF OPERATIONS (COOP)** – An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.
- COOPERATING AGENCY** – An agency supplying assistance, other than direct operational or support functions or resources, to the incident management effort.
- COORDINATE** – To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.
- CORRECTIVE ACTIONS** – The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.
- CREDENTIALING** – The authentication and verification of the certification and identity of designated incident managers and emergency responders.
- CRITICAL INFRASTRUCTURE** – Assets, systems and networks - whether physical or virtual - so vital to the United States that the incapacitation or destruction of such assets, systems or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.
- DELEGATION OF AUTHORITY** – A statement provided to the Incident Commander by the Agency Executive, delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation)
- DEMOBILIZATION** – The orderly, safe and efficient return of an incident resource to its original location and status.
- DEPARTMENT OPERATIONS CENTER (DOC)** – An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.
- DEPUTY** – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff and Branch Directors.
- DIRECTOR** – The Incident Command System title for individuals responsible for supervision of a Branch.
- DISPATCH** – The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.
- DIVISION** – The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief.
See Group.

- EMERGENCY** – Any incident, whether natural or man-made, that requires responsive action to protect life or property. An emergency can also mean any occasion or instance for which it has been determined that State or Federal assistance is needed, to supplement our local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in the City.
- EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)** – A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues up front: liability and reimbursement.
- EMERGENCY MANAGEMENT ORGANIZATION** – All officers and employees of the City, together with those citizens enrolled to aid them during an emergency, and all groups, organizations and persons who may, by agreement or operation of law, including persons pressed into service under the provisions of TMC 2.57.070, who shall be charged with duties incident to the protection of life, environment and property in the City during such emergency, shall constitute the Emergency Management Organization of the City (*TMC 2.57.090*).
- EMERGENCY MANAGEMENT/RESPONSE PERSONNEL** – Includes Federal, State, territorial, tribal, sub-State regional, and local governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)
- EMERGENCY OPERATIONS CENTER (EOC)** – The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, County), or by some combination thereof.
- EMERGENCY OPERATIONS PLAN** – An ongoing plan for responding to a wide variety of potential hazards.
- EMERGENCY PUBLIC INFORMATION** – Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.
- EMERGENCY SUPPORT FUNCTION (ESF)** – The National Response Framework (NRF) employs a functional approach that groups the types of direct Federal assistance that a local jurisdiction or State are most likely to need (e.g., mass care, health and medical services), as well as the kinds of Federal operations support necessary to sustain Federal response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.
- EMERGENCY WORKER** – Any person registered with the City's Emergency Management Organization under the provision of Tukwila Municipal Code Section 2.57.090, or any member of the military, and who holds an identification issued by said organizations, for the purpose of engaging in authorized emergency management activities, or any employee of the City or any subdivision of the City who is called upon to perform emergency management activities.
- EMERGENCY WORKER VOLUNTEER** – a person who responds to the needs of the community associated with an emergency or disaster, who is not compensated. An emergency worker volunteer commonly falls into one of three categories: credentialed, affiliated or spontaneous.
- EVACUATION** – The organized, phased and supervised withdrawal, dispersal or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
- EVENT** – *See Planned Event.*

FEDERAL – Of or pertaining to the Federal Government of the United States of America.

FIELD OPERATIONS GUIDE – Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

FINANCE/ADMINISTRATION SECTION – The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

FUNCTION – The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function - Intelligence/Investigations - may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

GENERAL STAFF – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

GROUP – An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. *See Division.*

HAZARD – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

HAZARDOUS MATERIALS – Materials which, because of their chemical, physical or biological nature, pose a potential risk to life, health, environment or property when released.

INCIDENT – An occurrence, natural or manmade, that requires a response to protect life or property. For example, Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

INCIDENT ACTION PLAN – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

INCIDENT BASE – The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

INCIDENT COMMAND – The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

INCIDENT COMMANDER (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations, and is responsible for the management of all incident operations at the incident site.

INCIDENT COMMAND POST (ICP) – The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

INCIDENT COMMAND SYSTEM (ICS) – A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies, and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

INCIDENT MANAGEMENT – The broad spectrum of activities and organizations providing effective and efficient operations, coordination and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

INCIDENT MANAGEMENT TEAM (IMT) – An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type" or level of IMT.

INCIDENT OBJECTIVES – Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

INFORMATION MANAGEMENT – The collection, organization and control over the structure, processing and delivery of information from one or more sources, and distribution to one or more audiences who have a stake in that information.

INTEGRATED PLANNING SYSTEM – A system designed to provide common processes for developing and integrating plans for the Federal Government, to establish a comprehensive approach to national planning, in accordance with the Homeland Security Management System, as outlined in the National Strategy for Homeland Security.

INTELLIGENCE/INVESTIGATIONS – An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension and prosecution of criminal activities - or the individual(s) involved - including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source), such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

INTEROPERABILITY – Ability of systems, personnel and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel and equipment, between both public and private agencies, departments and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data or video-on-demand, in real time, when needed, and when authorized.

JOB AID – Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

- JOINT FIELD OFFICE (JFO)** – The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.
- JOINT INFORMATION CENTER (JIC)** – A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.
- JOINT INFORMATION SYSTEM (JIS)** – A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
- JURISDICTION** – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).
- JURISDICTIONAL AGENCY** – The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.
- KEY RESOURCE** – Any publicly- or privately-controlled resource essential to the minimal operations of the economy and government.
- LETTER OF EXPECTATION** – *See Delegation of Authority.*
- LIAISON** – A form of communication for establishing and maintaining mutual understanding and cooperation.
- LIAISON OFFICER** – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
- LOCAL GOVERNMENT** – Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
- LOGISTICS** – The process and procedure for providing resources and other services to support incident management.
- LOGISTICS SECTION** – The Incident Command System Section responsible for providing facilities, services and material support for the incident.

- MANAGEMENT BY OBJECTIVES** – A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.
- MANAGER** – Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).
- MITIGATION** – Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters, by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
- MOBILIZATION** – The process and procedures used by all organizations - Federal, State, tribal, and local - for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
- MOBILIZATION GUIDE** – Reference document used by organizations outlining agreements, processes and procedures used by all participating agencies/organizations for activating, assembling and transporting resources.
- MULTI-AGENCY COORDINATION (MAC) GROUP** – A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined by the Multi-agency Coordination System.
- MULTI-AGENCY COORDINATION SYSTEM (MACS)** – A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.
- MULTIJURISDICTIONAL INCIDENT** – An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.
- MUTUAL AID AGREEMENT OR ASSISTANCE AGREEMENT** – Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during and/or after an incident.
- NATIONAL** – Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.
- NATIONAL ESSENTIAL FUNCTIONS** – A subset of government functions that are necessary to lead and sustain the nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

NATIONAL INCIDENT MANAGEMENT SYSTEM – A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations and the private sector, to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment.

NATIONAL RESPONSE FRAMEWORK (NRF) – A guide to how the nation conducts all-hazards response.

NONGOVERNMENTAL ORGANIZATION (NGO) – An entity with an association that is based on interests of its members, individuals or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs - including voluntary and faith-based groups - provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during and after an emergency.

OFFICER – The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison and Public Information.

OPERATIONAL PERIOD – The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

OPERATIONS SECTION – The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions and/or Groups.

ORGANIZATION – Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

PERSONAL RESPONSIBILITY – The obligation to be accountable for one's actions.

PERSONNEL ACCOUNTABILITY – The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

PLAIN LANGUAGE – Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

PLANNED EVENT – A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

PLANNING MEETING – A meeting held as needed before and throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

PLANNING SECTION – The Incident Command System Section responsible for the collection, evaluation and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

- PORTABILITY** – An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport and deployment of communications systems, when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.
- PRE-POSITIONED RESOURCE** – A resource moved to an area near the expected incident site in response to anticipated resource needs.
- PREPAREDNESS** – A continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.
- PREPAREDNESS ORGANIZATION** – An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).
- PREVENTION** – Actions to avoid an incident, or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation or quarantine; as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
- PRIMARY MISSION ESSENTIAL FUNCTIONS** – Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during and in the aftermath of an emergency.
- PRIVATE SECTOR** – Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry.
- PROTOCOL** – A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.
- PUBLIC INFORMATION** – Processes, procedures and systems for communicating timely, accurate and accessible information on an incident's cause, size and current situation; resources committed; and other matters of general interest to the public, responders and additional stakeholders (both directly affected and indirectly affected).
- PUBLIC INFORMATION OFFICER** – A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.
- PUBLICATIONS MANAGEMENT** – Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.
- RECOVERY** – The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

RECOVERY PLAN – A plan developed to restore an affected area or community.

REIMBURSEMENT – A mechanism to recoup funds expended for incident-specific activities.

RESOURCE MANAGEMENT – A system for identifying available resources at all jurisdictional levels, to enable timely, efficient and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

RESOURCE TRACKING – A standardized, integrated process conducted prior to, during and after an incident by all emergency management/response personnel and their associated organizations.

RESOURCES – Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations, and for which status is maintained. Resources are described by kind and type, and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

RESPONSE – Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation or quarantine; specific law enforcement operations aimed at preempting, interdicting or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

RETROGRADE – To return resources back to their original location.

SAFETY OFFICER – A member of the Command Staff responsible for monitoring incident operations, and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

SECTION – The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations, if established). The Section is organizationally situated between the Branch and the Incident Command.

SINGLE RESOURCE – An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

SITUATION REPORT – Confirmed or verified information regarding the specific details relating to an incident.

SPAN OF CONTROL – The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

SPECIAL NEEDS POPULATION – A population whose members may have additional needs before, during and after an incident in functional areas, including but not limited to, maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who: have disabilities; live in institutionalized settings; are elderly; are children; are from diverse cultures, have limited English proficiency, are non-English-speaking; or are transportation-disadvantaged.

- STAFFORD ACT** – The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-707), signed into law on November 23, 1988; amended the Disaster Relief Act of 1974 (Public Law 93-288). The Stafford Act constitutes the statutory authority for most Federal disaster response activities, especially as they pertain to the Federal Emergency Management Agency (FEMA) and FEMA programs.
- STAGING AREA** – Temporary location for available resources. A staging area can be any location in which personnel, supplies and equipment can be temporarily housed or parked while awaiting operational assignment.
- STANDARD OPERATING GUIDELINES** – A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.
- STANDARD OPERATING PROCEDURE** – A complete reference document or an operations manual that provides the purpose, authorities, duration and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.
- STATE** – When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
- STATUS REPORT** – Information specifically related to the status of resources (e.g., the availability or assignment of resources).
- STRATEGY** – The general plan or direction selected to accomplish incident objectives.
- STRIKE TEAM** – A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.
- SUBSTATE REGION** – A grouping of jurisdictions, counties and/or localities within a state brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.
- SUPERVISOR** – The Incident Command System title for an individual responsible for a Division or Group.
- SUPPORTING AGENCY** – An agency that provides support and/or resource assistance to another agency. See *Assisting Agency*.
- SUPPORTING TECHNOLOGY** – Any technology that may be used to support the National Incident Management System, such as orthophoto mapping, remote automatic weather stations, infrared technology or communications.
- SYSTEM** – Any combination of facilities, equipment, personnel, processes, procedures and communications integrated for a specific purpose.
- TACTICS** – The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.
- TASK FORCE** – Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
- TECHNICAL SPECIALIST** – Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.
- TECHNOLOGY STANDARDS** – Conditions, guidelines or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic and functional lines.

- TECHNOLOGY SUPPORT** – Assistance that facilitates incident operations, and sustains the research and development programs that underpin the long-term investment in the nation's future incident management capabilities.
- TERRORISM** – As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination or kidnapping.
- THREAT** – Natural or manmade occurrence, individual, entity or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
- TOOLS** – Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities and legislative authorities.
- TRIBAL** – Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
- TYPE** – An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3 or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.
- UNIFIED APPROACH** – The integration of resource management, communications and information management, and command and management in order to form an effective system.
- UNIFIED AREA COMMAND** – Version of command established when incidents under an Area Command are multijurisdictional. *See Area Command.*
- UNIFIED COMMAND (UC)** – An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single-Incident Action Plan.
- UNIT** – The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- UNIT LEADER** – The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.
- UNITY OF COMMAND** – An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.
- VITAL RECORDS** – The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).
- VOLUNTEER** – For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services), when the individual performs services without promise, expectation or receipt of compensation for services performed. *See 16 U.S.C. 742f(c) and 29 CFR 553.10.*

VOLUNTEER, AFFILIATED – Volunteers who are somehow affiliated with the City of Tukwila, and who have some degree of emergency training prior to the emergency. They may or may not be credentialed volunteers.

VOLUNTEER, CREDENTIALLED – A volunteer recognized by the City, who has completed the City's volunteer registration form, and who has passed the Washington State Patrol background check. Once the form and background check is complete, the volunteers' name will be added to the City's volunteer roster. Credentialed volunteers may or may not be affiliated volunteers.

VOLUNTEER, SPONTANEOUS – Volunteers who are not credentialed or affiliated with Tukwila. These volunteers may or may not have an affiliation with other response agencies, or any emergency response training. Most volunteers in this category come to volunteer out of compassion and a genuine desire to help. Spontaneous volunteers can also be referred to as non-affiliated volunteers, but will be referred to as spontaneous volunteers in this annex.



A	AMC	Army Material Command (U.S. Army)
	AMS	Aerial Measuring System (DOE)
	ARAC	Atmospheric Release Advisory Capability (DOE)
	ARC	American Red Cross
	ARES	Amateur Radio Emergency Services
	ARG	Accident Response Group (DOE)
	ARRF	Aircraft Rescue Fire Fighting
	ARRL	Amateur Radio Relay League
	ATC	Applied Technology Council
	ATSDR	Agency for Toxic Substance and Disease Registry (HHS)
	AWC	Association of Washington Cities
B	BCRT	Regional Drug Task Force Biological/Chemical Response Team
	BDRP	Biological Defense Research Program (U.S. Navy)
	BERT	Public Health Bioterrorism Emergency Response Team
	BLEVE	Boiling Liquid Expanding Vapor Explosion
	BLS	Basic Life Support
	BMP	Best Management Practices
C	CAO	County Administrative Officer
	C/B-RRT	Chemical Biological Rapid Response Team (U.S. Army)
	CBDCOM	Chemical Biological Defense Command (U.S. Army)
	CBIRF	Chemical Biological Incident Response Force (U.S. Marine Corps)
	CBRED	Chemical, Biological, Radiological, Environmental Defense Response Teams (<i>U.S. Navy</i>)
	CBO	Community Based Organization
	CBRNE	Chemical Biological Radiological Nuclear Explosive
	CCA	Comprehensive Cooperative Agreement
	CD	Civil Defense
	CDC	Center for Disease Control and Prevention (HHS)
	CDRG	Catastrophic Disaster Response Group
	CEM	Certified Emergency Manager
	CEMP	Comprehensive Emergency Management Plan
	CERCLA	Comprehensive Emergency Response, Compensation and Liability Act of 1980
	CG	Phosgene (a choking agent)
	CGIC	Coast Guard Incident Commander
	CHEMTREC	Chemical Transportation Emergency Center
	CIA	Central Intelligence Agency
	CIP	Critical Infrastructure Protection
	CIRG	Critical Incident Response Group (FBI)
	CISD	Critical Incident Stress Debriefing
	CISM	Critical Incident Stress Management
	CK	Cyanogen Chloride (a blood agent)

	COAD	Community Organizations Active in Disasters
	COG	Continuity of Government
	COMMO	Communications
	CPODs	Community Points of Distribution
	CSD	Civil Support Detachment
	CSEPP	Chemical Stockpile Emergency Preparedness Program
	CST	Civilian Support Team
	CX	Phosgene Oxime (a blister agent)
D	DAC	Disaster Application Center
	DAP	Disaster Assistance Program
	DASC	Disaster Assistance Service Center
	DCHS	Department of Community and Human Services
	DDES	Department of Development and Environmental Services
	DECON	Decontamination
	DEM	Department of Emergency Management (local)
	DES	Department of Emergency Services (local)
	DEST	Domestic Emergency Support Team
	DFO	Disaster Field Office
	DFW	Department of Fish and Wildlife
	DHS	Department of Homeland Security
	DMAT	Disaster Medical Assistance Team
	DMORT	Disaster Mortuary Team
	DNRP	Department of Natural Resources and Parks
	DOC	Department Operations Center
	DOD	Department of Defense
	DOE	Federal Department of Energy
	DOH	Department of Health
	DOT	Department of Transportation
DRC	Disaster Recovery Center	
DRT	Disaster Recovery Team	
DSRs	Damage Survey Reports	
DWI	Disaster Welfare Information	
E	EAS	Emergency Alert System
	ECC	King County Emergency Coordination Center
	EHS	Extremely Hazardous Substances
	EMD	Emergency Management Division
	EMI	Emergency Management Institute
	EMP	Emergency Management Plan
	EMPG	Emergency Management Performance Grant
	EMS	Emergency Medical Service
	EMWIN	Emergency Management Weather Information Network
	EOC	Emergency Operation Center

	EOD	Explosive Ordnance Disposal
	EPA	Federal Environmental Protection Agency
	ERAMS	Environmental Radiation Ambient Monitoring System (EPA)
	ERG	North American Emergency Guidebook
	ERP	Emergency Response Plan
	ERT	Evidence Response Team (FBI)
	ERT	Environmental Response Team (EPA)
	ERT	Evidence Response Team
	ESA	Endangered Species Act
	ESF	Emergency Support Function
	EST	Emergency Support Team
F	FADD	Foreign Animal Disease Diagnostician
	FBI	Federal Bureau of Investigation
	FBOD	Finance & Business Operations Division
	FCO	Federal Coordinating Officer
	FDA	Federal Drug Administration (HHS)
	FEMA	Federal Emergency Management Agency
	FREP	Federal Radiological Emergency Response Plan
	FRMAC	Federal Radiological Monitoring and Assessment Center (DOE)
	FTE	Full-Time Employee
	FWC	Flood Warning Center
G	GA	Tabun (a nerve agent)
	GB	Sarin (a nerve agent)
	GD	Soman (a nerve agent)
	GIS	Geographic Information System
H	H	Impure Sulfur Mustard (a blister agent)
	HAZMAT	Hazardous Materials
	HAZWOPER	Hazardous Waste Operations and Emergency Response
	HD	Distilled Sulfur Mustard (a blister agent)
	HHS	Department of Health and Human Services
	HIVA	Hazard Identification and Vulnerability Assessment
	HMC	Harborview Medical Center
	HMRU	Hazardous Materials Response Unit (FBI)
	HN	Nitrogen Mustard (a blister agent)
	HR	Human Resources
	HSEEP	Homeland Security Exercise Evaluation Program
	HSPD	Homeland Security Presidential Directive
	HVA	Hazard Vulnerability Analysis
I	IC	Incident Commander
	ICS	Incident Command System
	IDLH	Immediately Dangerous to Life and Health
	IIT	Incident Investigation Team (Nuclear Regulatory Commission)

	IMS	Incident Management System
	IRT	Immediate Response Technicians
	ITS	Information and Telecommunications Services
J	JFO	Joint Field Office
	JIC	Joint Information Center
	JIS	Joint Information System
	JOC	Joint Operations Center (FBI Regional Command Post)
K	KC	King County
	KCC	King County Code
	KCDOT	King County Department of Transportation
	KCECC	King County Emergency Coordination Center
	KCEMP	King County Emergency Management Plan
	KCEMS	King County Emergency Medical Services
	KCIA	King County International Airport
	KCLEPC	King County Local Emergency Planning Committee
	KCMEO	King County Medical Examiner
	KCOEM	King County Office of Emergency Management
	KCSAR	King County Search and Rescue
	KCSO	King County Sheriff's Office
	KCTV	Civic Television
	L	L
L&I		Washington State Department of Labor & Industries
LEPC		Local Emergency Planning Committee
LETPP		Law Enforcement Terrorism Prevention Program
LFA		Lead Federal Agency
LGR		Local Government Response
LHO		Local Health Officer
LSA		Logistics Staging Areas
M	MAC	Multi Agency Coordination Group
	MACS	Multi Agency Coordination System
	MARSEC	Maritime Security Levels
	MCBAT	Medical Chemical and Biological Advisory Teams (U.S. Army)
	MCI	Mass Casualty Incident
	MEDCOM	Army Medical Command (U.S. Army)
	MEPG	Multi-Disciplinary Equipment Planning Group
	MIPT	Memorial Institute for the Prevention of Terrorism
	MMRS	Metropolitan Medical Response Team
	MMST	Metropolitan Medical Strike Team
	MOA	Memorandums of Agreement
	MOU	Memorandum Of Understanding
	MSDS	Material Safety Data Sheet
	MSO	Marine Safety Office of the US Coast Guard

N	NBC	Nuclear, Biological, Chemical
	NCP	National Oil and Hazardous Substances Pollution Contingency Plan
	NDMS	National Disaster Medical System
	NEPMU	Navy Environmental and Preventive Medicine Units (U.S. Navy)
	NEST	Nuclear Emergency Search Team (DOE)
	NFPA	National Fire Protection Association
	NGO	Non-Governmental Organizations
	NIIMS	National Interagency Incident Management System
	NIMS	National Incident Management System
	NMRI	Naval Medical Research Institute (U.S. Navy)
	NMRT	National NBC Medical Response Team (HHS)
	NOI	Notice of Interest
	NPED	National Pollution Discharge Elimination System
	NRC	Nuclear Regulatory Commission
	NRP	National Response Plan
	NRF	National Response Framework
	NRT	National Response Team
	NSC	National Security Council
	O	OEM
OIRM		Office of Information Resource Management
OSC		On-Scene Coordinator
OSHA		Occupational Safety and Health Administration
P	P&A	Planning and Administration
	PAR	Protective Action Recommendations
	PDA	Preliminary Damage Assessment
	PDD	Presidential Decision Directive
	PES	Public Education Subcommittee
	PFA	Primary Federal Agency
	PHEOC	Public Health Emergency Operation Center
	PHSKC	Public Health—Seattle & King County
	PIO	Public Information Officer
	PNP	Private Non-Profit
	POS	Port of Seattle
	PPE	Personal Protective Equipment
	PSAP	Public Safety Answering Points
	PSCAA	Puget Sound Clean Air Agency
	PWS	Project Work Sheet
	R	RAP
RCC		Recovery Coordination Center
RCECC		Regional Communications and Emergency Coordination Center
RCRA		Resource Conservation and Recovery Act
RCW		Revised Code of Washington

	RDCF	Regional Disaster Coordination Framework
	REAC/TS	Radiation Emergency Assistance Center/Training Site (DOE)
	RERT	Radiological Emergency Response Team (EPA)
	RHMTF	Regional Hazard Mitigation Plan Task Force
	RHSS	Regional Homeland Security Subcommittee
	RIA	Rapid Impact Assessment
	ROC	Regional Operations Center
	RP	Responsible Party
	RPIN	Regional Public Information Network
	RPTF	Regional Disaster Planning Task Force
	RRIS	Rapid Response Information System (FEMA)
	RRT	Regional Response Team
	RTF	Response Task Force (DOD)
S	SA	Salvation Army
	SAR	Supplied Air Respirator
	SAR	Search and Rescue
	SARA	Superfund Amendments and Reauthorization Act
	SBA	Small Business Administration
	SCBA	Self-Contained Breathing Apparatus
	SDO	Staff Duty Officer
	SEB	Staphylococcus Enterotoxin B (a toxin)
	SEOO	State Emergency Operations Officer
	SERC	State Emergency Response Commission
	SIOC	Strategic Information Operations Center
	SLA	Service Level Agreement
	SMHSA	Substance Abuse & Mental Health Services Administration (HHS)
	SOP	Standard Operating Procedure
	SR	State Route
	STATE DOE	Washington State Department of Ecology
	SWD	Solid Waste Division
SWMC	Southwest Washington Medical Center	
SWWHD	Southwest Washington Health District	
T	T&E	Training and Exercise
	TDSRS	Temporary Debris Staging and Reduction Sites
	TEU	Technical Escort Unit (U.S. Army)
	TIA	Terrorism Incident Annex
	TSA	Transportation Security Agency
U	UC	Unified Command
	USACE	United States Army Corps of Engineer
	USCG	U.S. Coast Guard
	USRT	Urban Search and Rescue Team (FEMA)

V	VEE	Venezuelan Equine Encephalitis (a viral agent)
	VRC	Volunteer Reception Center
	VX	A nerve agent
W	WAC	Washington Administrative Code
	WAEMD	Washington State Emergency Management Division
	WARM	Washington Animal Response Management
	WASART	Washington State Animal Response Team
	WAVOAD	Washington Voluntary Organizations Active in Disasters
	WCST	Washington State Civil Support Team
	WDFW	Washington State Department of Fisheries & Wildlife
	WDOE	Washington State Department of Ecology
	WDOH	Washington State Department of Health
	WEMD	Washington State Emergency Management Division
	WLRD	Water and Land Resources Division
	WMD	Weapons of Mass Destruction
	WSDA	Washington State Department of Agriculture
	WSDOT	Washington State Department of Transportation
	WSP	Washington State Patrol



This appendix is a compilation of references used in the completion of this version of the City of Tukwila Comprehensive Emergency Management Plan. References include Federal, State, and local codes and regulations, as well as texts, plans, and City department operating standards.

UNITED STATES GOVERNING STATUTES AND REFERENCES

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

Public Law 96-342, Improved Civil Defense Act of 1980

Public Law 99-499, the Community Right to Know Act, SARA Title III (Superfund Amendments and Reauthorization Act of 1986)

Public Law 920, Federal Civil Defense Act of 1950, as amended

29 CFR, 33 CFR, 40 CFR, 49 CFR as relate to Hazardous Materials

Title III, Superfund Amendments and Re-authorization Act of 1986 (changed to Emergency Planning, Community Right to Know Act)

Title 47 USC 151, 154, 303,524,606 as related to FCC Rules and Regulations, Emergency Alert System

42 USC 264 Public Health and Welfare

11 CFR Part 11 as related to FCC Rules and Regulations, Emergency Alert System

29 CFR Part 1910.120

40 CFR Part 300; 355; 370

44 CFR Part 302.2(p)

Presidential Decision Directive 39 (PDD-39), U.S. Policy on Counterterrorism

National Response Framework

National Response Plan

National Recovery Framework

The Federal Response Plan, For Public Law 93-288, April 1992

National Emergency Management Assistance Compact

Department of Homeland Security Act of 2002 by President George W. Bush, June 2002

US Government Interagency Domestic Terrorism Concept of Operations Plan

U.S. Coast Guard Maritime Strategy for Homeland Security, Coast Guard Publication 3-01, December 2002

Thirteenth Coast Guard District Contingency Operation Plan 9830-00 (OPLAN 9830-00)

Homeland Security Presidential Directives (HSPD) #5- Management of Domestic Incidents (NIMS)

Homeland Security Act of 2002

US Government Interagency Domestic Terrorism Concept of Operations Plan

US Code: Title 42, Chapter 116 Section 11003 a-g

Pets Evacuation and Transportation Standards (PETS) Act of 2006 (HR 3858)

FEMA Disaster Assistance Policy 9523.19-Eligible Costs Related to Pet Evacuation And Sheltering, October 24, 2007.

FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101)

Emergency Planning & Community Right-To-Know Act Sections 301-303

Code of Federal Regulations Title 44, Part 205 and 205.16.

Public Law 920, Federal Civil Defense Act of 1950, as amended.

Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Public Law 93-288, Disaster Relief Act of 1974, as amended.

Public Law 96-342, Improved Civil Defense 1980.

Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).

Public Law 105-19, Volunteer Protection Act of 1997.

Homeland Security Act of 2002.

Homeland Security Presidential Directive/HSPD-5.

Homeland Security Presidential Directive/HSPD-8.

National Response Plan of 2004, with Notice of Change amendments from 2006.

Pets Evacuation and Transportation Standards Act of 2006.

Americans with Disabilities Act (ADA).

Pets Evacuation and Transportation Standards Act of 2006

Title 47 U.S.C. 151, 154 (i) & (o), 303 @, 524 (g) & 606; and 47 C.F.R. Part 11, FCC Rules & Regulations, Emergency Alert System

FEMA Emergency Management Institute

Homeland Security Exercise & Evaluation Program (HSEEP)

Department of Homeland Security (DHS) Course List

WASHINGTON STATE GOVERNING STATUTES AND REFERENCES

Intrastate Mutual Aid System Substitute House Bill 1585

Revised Code of Washington (RCW) 4.24.480

Revised Code of Washington (RCW) 90.48

Revised Code of Washington (RCW) 90.56

Revised Code of Washington (RCW) 24.310

Revised Code of Washington (RCW) 49.70

Revised Code of Washington (RCW) 69.50.511

Revised Code of Washington (RCW) 18.39

Revised Code of Washington (RCW) 18.71

Revised Code of Washington (RCW) 18.73

Revised Code of Washington (RCW) 36.39

Revised Code of Washington (RCW) 36.40

Revised Code of Washington (RCW) 38.52, Emergency Management
Revised Code of Washington (RCW) 39.34
Revised Code of Washington (RCW) 43.20
Revised Code of Washington (RCW) 68.08
Revised Code of Washington (RCW) 47.68
Revised Code of Washington (RCW) 68.50
Revised Code of Washington (RCW) 68.52
Revised Code of Washington (RCW) 70.02
Revised Code of Washington (RCW) 70.05
Revised Code of Washington (RCW) 70.102, Hazardous Substances Incidents
Revised Code of Washington (RCW) 70.136, Hazardous Materials Incidents
Revised Code of Washington (RCW) 70.168
Revised Code of Washington (RCW) 70.58
Revised Code of Washington (RCW) 4.24.314, Hazardous Materials - Responsible Party
Washington State Administrative Code 118.30 Emergency Management
Washington State Administrative Code 118.40 Community Right to Know Act
Washington State Administrative Code 118.04 Emergency Worker Program
Washington State Administrative Code 246-100 Communicable Diseases
Washington State Administrative Code 246-500 Handling of Human Remains
Washington State Administrative Code 296-62-3112
Washington State Administrative Code 296-824
Washington State Administrative Code 173.180D
Washington State Administrative Code 173.181
Washington State Administrative Code 173.303
Washington State Administrative Code 308-48 Funeral Directors and Embalmers
Washington State Administrative Code 468.200.
Not Subject to Public Disclosure Act RCW 42.17.310(1)(ww), RCW 42.17.250 et seq.
Washington State Emergency Management Division revised Sandbag Bulk Distribution/ Storage & Emergency Usage Policy
Washington Hazard Identification and Vulnerability Assessment (HIVA), April, 2001, (exempt from disclosure under RCW 42.17.310(1)(ww) of the Public Disclosure Act, RCW 42.56.420 et seq.)
Omnibus Intercounty Mutual Aid agreement
Chapter 38.08, RCW, Powers and Duties of Governor.
Chapter 38.12, RCW, Militia Officers.
Chapter 38.54, RCW, Fire Mobilization.
Chapter 35.33.081 and 35.33.101, RCW, as amended.
Chapter 34.05, RCW, Administrative Procedures Act.
Chapter 43.06, RCW, Governor's Emergency Powers.

Chapter 43.105, RCW, Washington State Information Services Board (ISB).

Title 118, WAC, Military Department, Emergency Management.

KING COUNTY GOVERNING STATUTES AND REFERENCES

Basic Responsibilities of King County Departments

Chapter Disaster Response Plan for American Red Cross Serving King & Kitsap Counties

King County Code 1.28

King County Code 2.26

King County Code 2.56, Emergency Management

King County Code 12.52, Emergency Powers

The King County Charter, and County Code 1.28

The King County Charter, and County Code, 2.16

King County Code 4.16

King County Ordinance 12163, Emergency Management Procedures including
Emergency Purchases Authorization, Contract Waivers, Emergency Powers, Continuity of Government

King County Code 10.80, Seattle/King County Health Department

King County Board of Health Title 10, Solid Waste Regulation, Chapter 10.80

King County Comprehensive Emergency Management Plan.

King County Fire Resource Plan

K.C.C. Title 17.04

K.C. Department of Public Safety, Air Support and Marine Unit Standard Operating Procedures (SOP)

South Puget Sound Regional Fire Defense Plan

Regional Hazard Mitigation Plan and Hazard Identification Vulnerability Analysis (HIVA) for King County,
March, 2006 (exempt from disclosure under RCW 42.17.310(1)(ww) of the Public Disclosure Act,
RCW 42.17.250 et seq.)

Region 6 (King County) Regional Hospital Plan-Preparedness & Response for Bio-Terrorism Plan

Regional Disaster Coordination Framework - Omnibus Legal and Financial Agreement

King County Motion 12645 - Protocol for Responding to Reports of Naturally-Occurring Large Wood in
Navigable Rivers and Streams, Appendix D

PLAN REFERENCES

Central Region EMS and Trauma Council Communication Plan

King County Multiple Casualty Incident Response Plan

Washington State Comprehensive Emergency Management Plan

Washington State Comprehensive Emergency Management Plan, Annex A, Terrorism
(Not subject to public disclosure)

Washington State Fire Mobilization Plan

Integrated Fixed Facility Radiological And Chemical Protection Plan

King County Local Emergency Planning Committee (LEPC) Hazardous Materials Emergency Resource Plan,
King County LEPC, 2008

Americans with Disabilities Act

American Red Cross Regulations 3000, 3030

American Red Cross of King-Kitsap County Weapons Mass Destruction/Terrorism Annex to Chapter Disaster Response Plan

Seattle-King County Mass Casualty Incident Plan (MCI)

Regional Hazard Mitigation Plan for King County

Homeland Security Act of 2002, Public Act 107-296

Homeland Security Presidential Directives (HSPD)

Presidential Decision Directive (PDD)- 39 U.S. Policy on Counterterrorism

PDD-62 Protection Against Unconventional Threats to Homeland and Americans Overseas

Public Law 920, Federal Civil Defense Act of 1950, as amended

Public Law 96-342, Improved Civil Defense 1980 Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986)

Title 18, USC, Section 2332a, Weapons of Mass Destruction <http://uscode.house.gov/>

Title 18, USC, Sections 175-178, Biological Weapons Anti-Terrorism Act (BWAT) <http://uscode.house.gov/>

H.R. 5005, The Homeland Security Act of 2002

US Government Interagency Domestic Terrorism Concept of Operations Plan

Integrated Fixed Facility Radiological And Chemical Protection Plan

American Red Cross of King-Kitsap County Weapons Mass Destruction/Terrorism Annex to Chapter Disaster Response Plan

National Incident Management System

Public Health Emergency Operations Plan

Alternative Care Facilities Plan (medical sheltering)

King County Medical Examiner Mass Fatality Management Plan

Strategic National Stockpile Activation Plan

Pandemic Influenza Response Plan

Bioterrorism Surveillance and Epidemiology Response Plan

Isolation and Quarantine Response Plan

King County Regional Medical Evacuation and Patient Tracking Mutual Aid Plan

Environmental Health Emergency Response Plan

CITY OF TUKWILA

Tukwila Municipal Code, Chapter 2.57

Tukwila Emergency Management Ordinance No. 2337

City Department Operating Plans and Procedures

City Hazard Mitigation Plan

City Department COOP/COG Plans

City Recovery Plan

City of Tukwila Flood Recovery Plan

City of Tukwila Volunteer Manual

City of Tukwila Volunteer Policy



PRIMARY AGENCY

Tukwila Emergency Management Division

SUPPORT AGENCIES

All City Departments

I – INTRODUCTION

A. PURPOSE

The purpose of this appendix is to outline the emergency management training and exercise responsibilities of all City departments. Through training and exercise the City of Tukwila Emergency Operation Center (Tukwila EOC) improves operational readiness by increasing knowledge, skills, and coordination of response efforts.

B. SCOPE

1. All Emergency Support Functions (ESFs) identified in the CEMP will be subject to tests, trainings, and exercises established under this annex. In addition, municipal, State, Federal, volunteers, and private sector organizations will be included periodically inasmuch as they are available to augment local capabilities in actual emergency situations.
2. Exercising is the principle methods of validating the City's capability to implement its emergency management plan and perform to the functional standards set by the Federal Emergency Management Agency (FEMA).

C. PLANNING ASSUMPTIONS

1. Training and exercise functions are ongoing and independent of the threat or onset of an emergency.
2. Any full-time City employee is understood to be an "Emergency Worker", as defined in TMC 2.57.020.
3. As outlined in the City Administrative Manual "Emergency Management and Disaster Planning" policy, City employees will be given the opportunity to receive training pursuant to the responsibilities given them through the City's CEMP.
4. To be consistent with the training standards identified in the NIMS Training Program, all full-time City employees shall complete NIMS ICS 100 (or equivalent, as offered for their discipline) and Independent Study (IS) 700.
5. Training and exercising are preparedness activities and should be designed to validate and enhance the City's response and recovery abilities. Training and exercises are necessary to maintain the ability to operate efficiently and effectively.

II – CONCEPT OF OPERATIONS

1. The exercises and training course offerings sponsored by the City will be based on current needs and part of a systemic effort to further the emergency readiness of the City, the public, and organizations based in Tukwila and King County.
2. Exercises and trainings will be evaluated and reviewed annually for effectiveness.
3. Exercises will be conducted utilizing the Homeland Security Exercise Evaluation Program (HSEEP).
4. Training courses will be evaluated to identify areas of improvement and future training needs. The Department of Homeland Security (DHS) catalog of training courses will be the primary source of courses.
5. During non-activation times, a person or organization seeking training may call the Tukwila Emergency Management Division to seek information about available trainings or training resources. The Tukwila Emergency Management Division will provide training programs when expertise and resources are available, or refer the request to appropriate resource.
6. External sources of training include but are not limited to:
 - a. King County Office of Emergency Management.
 - b. FEMA's Emergency Management Institute.
 - c. Washington State Emergency Management Division.
 - d. The American Red Cross.
 - e. Private Consultants.

III – RESPONSIBILITIES

A. PRIMARY AGENCY

The Tukwila Emergency Management Division shall:

1. Serve as the focal point for exercises that test the CEMP.
2. Develop and coordinate an exercise program that involves direction of at least one functional or full-scale exercise involving all City departments at least annually.
3. Facilitate the training necessary to orient all City departments to the CEMP and EOC.
4. Provide training to all City departments, public and/or private organizations, and individuals as resources are available.
5. Coordinate the acquisition and distribution of emergency training course materials.
6. Assist all City departments in preparing and conducting training and exercises.
7. Provide an after action report with recommendations for improvements for all exercises the City participates in.

B. SUPPORT AGENCIES

Each City department shall:

1. Ensure that EOC representatives attend EOC training as requested.
2. Participate in facilitated exercises with policy and operational response and recovery issues.
3. Evaluate all exercises and revise Department plans and procedures based on the areas for improvement discovered through the exercise.

IV – RESOURCE REQUIREMENTS

Requirements will be course and exercise specific, however staff support applies to all efforts. Additional resources may include, funding, logistics, planning and documentation.

V – REFERENCES

See Appendix 3, Authorities and References.

VI – TERMS & DEFINITIONS

See Appendix 1, Definitions and Appendix 2, Acronyms.



RECIPIENTS OF THE CITY OF TUKWILA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
MAY 2011 VERSION:

City of Tukwila Mayor's Office

City of Tukwila Department and Division Directors

City of Tukwila City Council

King County Office of Emergency Management

Public Health—Seattle & King County

Regional Animal Services of King County

Washington Emergency Management Division

American Red Cross

This plan is also posted at the City of Tukwila website:
<http://www.TukwilaWA.gov>



SITE / ADDRESS	LOCATION / SIZE	FACILITIES
Bicentennial Park 6000 Christensen Road	SE side of City 1 acre	parking, electricity access, picnic tables, log cabin, walking path, BBQ
Cascade View Community Park 37th Ave S / S 142nd St	West side of City 2 acres	parking, electricity access, picnic tables, play equipment, walking path, BBQ
Codiga Farm Park 12535 - 50th Place S	3.0 acres	Undeveloped
Crestview Park 16200 - 42nd Ave S	West side of City 4.5 acres	parking lot, temporary restrooms, electricity access, picnic tables, picnic shelter, play equipment, BBQ
Crystal Springs Park 15832 - 51st Ave S	West side of City 11 Acres	parking, restrooms, electricity access, picnic tables, picnic shelter, play equipment, basketball, tennis court, BBQ grills
Duwamish Park 11646 - 42nd Ave S	Central area of City 3 acres	Small parking lot, temporary bathrooms, picnic tables, picnic shelter, play equipment, baseball field, basketball court
Duwamish Riverbend Hill 3800 S 115th St.	9.7 acres	Undeveloped
Fort Dent Park 6800 Fort Dent Way	East side of City 54 acres	parking, restrooms, picnic tables, play equipment, baseball field, soccer field, basketball court. (Private partner Starfire Sports owns/operates large indoor soccer field facility).
Foster Golf Course / Club House 13500 Interurban Ave	NE side of City 60 acres	1 parking lot, restrooms, banquet facilities, restaurant, lounge, 18 hole golf course
Hazelnut Park 14475 - 59th Ave S	NE side of City 0.7 acres	Parking, picnic tables, play equipment, BBQ grills
Joseph Foster Memorial Park 13919 - 53rd Ave S	NE side of City 7 acres	parking, restrooms, electricity access, picnic tables, picnic shelter, play equipment, baseball field, soccer field, tennis courts, BBQ grills
Macadam Winter Garden Park S 144th / Macadam Road	10 acres	Benches
Riverton Park 4101 South 131st Street	NW area of City 4.8 acres	Parking lot, temporary bathrooms, picnic tables, picnic shelter, play equipment, BBQ grills, community gardens
Tukwila Park 15460 - 65th Ave S	West side of City 6.5 acres	Parking, restrooms, electricity access, picnic tables, play equipment, tennis courts, basketball court, greenbelt access, BBQ grills
Tukwila Pond Park 299 Strander Boulevard	SE side of City 24.7 acres	Parking, restrooms, picnic tables, BBQ grills,



Office of the Mayor

Tukwila, Washington

PROCLAMATION

WHEREAS, Tukwila’s Municipal Code Chapter 2.57.030(1) empowers the Mayor to proclaim the existence or threatened existence of a local emergency when the City of Tukwila is affected or likely to be affected by a public calamity; and

WHEREAS, the Mayor has been requested by Tukwila’s Director of Emergency Management to proclaim the existence of a local emergency therein; and

WHEREAS, the Mayor does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the City, caused by _____ (fire, flood, storm, epidemic, riot, earthquake, terrorism, drought, energy shortage, or other impacts), commencing at or about _____ (time). on _____ (date); and that these conditions of extreme peril warrant and necessitate a proclamation of the existence of a local emergency;

NOW, THEREFORE, I, Jim Haggerton, Mayor of the City of Tukwila, do hereby proclaim that the imminent threat of a local emergency now exists within the City; and that during the existence of said local emergency the powers, functions and duties of the Director of Emergency Management and the emergency organization of this City shall be those prescribed by State law, by ordinances and by resolutions of this City, and approved by the Mayor on _____, 20____. Said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Mayor of the City of Tukwila, State of Washington.

Signed this _____ day of _____.

Jim Haggerton, Mayor of Tukwila