



# **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

*Updated September 2016*

October 2016

The City of Maple Valley updated Comprehensive Emergency Management Plan and its supporting Functional Annexes dated October 2016 is adopted in compliance with RCW 38.52 as the official plan for the providing of emergency management services when life-saving and property protection services cannot be accomplished as a normal daily function of county government departments and offices.

Approved by the Maple Valley City Council by Ordinances O-12-505 and O-16-599

Approved:

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Laura Philpot,  
Maple Valley City Manager

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Date

## Approval and Implementation

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September 30, 2016

TO: City of Maple Valley Line of Succession, Department Directors, and recipients of the Maple Valley Comprehensive Emergency Management Plan

FR: Laura Philpot, City Manager

RE: City of Maple Valley Comprehensive Emergency Management Plan

The October 2011 City of Maple Valley Comprehensive Emergency Management Plan (CEMP or Plan) was the initial copy of the Plan and reflects Maple Valley's alignment with state and federal guidelines for emergency plan development and maintenance of supporting functional annexes. This September 2016 update reflects changes to the originally adopted plan incorporating organizational changes and new requirements. It has been written to support disaster mitigation, prevention, preparedness, response, and recovery activities within the City and specifies how such support will allow the City to work cooperatively with our neighboring cities, with county government, and with state and federal government partners. The updated Plan outlines authorities, functions, and responsibilities and supersedes previous emergency management planning documents, specifically, the October 2011 City of Maple Valley Comprehensive Emergency Management Plan (CEMP).

This Plan will be used to enhance City emergency management capabilities and coordination of all phases of emergency management activities in order to minimize the impacts of emergencies and disasters.

The Plan is formatted to support the Washington State Comprehensive Emergency Management Plan (pursuant to Chapter 38.52 RCW), the National Response Framework, and incorporates compliance requirements of the National Incident Management System (NIMS). It details departmental functions and responsibilities in the Basic Plan, selected appendices, and functional annexes.

The City Manager is responsible for coordinating emergency management activities, and to publish, distribute, and revise the Plan as required. Departments and contract agencies must continue to work in cooperation with the City to ensure a workable plan that reflects the capabilities and resources of the City of Maple Valley government.

All department directors are charged with doing their utmost to prepare their departments to function during and after emergencies and disasters in support of residents of the City of Maple Valley. The Plan is located at ([www.maplevalleywa.gov](http://www.maplevalleywa.gov)). All City of Maple Valley Line of Succession personnel, elected officials, Department Directors, and recipients of the Plan should review this document and become familiar with their responsibilities. Thank you for your cooperation.

### Record of Changes



## **Comprehensive Emergency Management Plan (CEMP)**

### **DISTRIBUTION LIST**

**The following are recipients of the City of Maple Valley Comprehensive Emergency Management Plan**

**City of Maple Valley City Manager  
City of Maple Valley elected officials  
City of Maple Valley staff  
City of Black Diamond  
City of Enumclaw  
City of Covington  
Covington Water District  
Soos Creek Water and Sewer District  
Cedar River Water and Sewer District  
Puget Sound Energy  
Comcast  
Recology CleanScapes  
Allied Waste  
Waste Management  
Century Link  
Electric Light/Integra  
King County Office of Emergency Management  
King County Sheriff's Office  
King County Department of Transportation, Roads Division  
Washington State Military Department, Emergency Management Division  
Maple Valley Amateur Radio Club  
Maple Valley CERT  
Maple Valley Fire and Life Safety District No. 43  
Maple Valley Black Diamond Chamber of Commerce  
Tahoma School District  
Greater Maple Valley Community Center**

**City of Maple Valley, Washington  
Comprehensive Emergency Management Plan (CEMP)  
September 2016**

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- Appendix 3: Authorities and References
- Appendix 4: Interlocal Agreements and Contracts
- Appendix 5: Jurisdictional Maps
- Appendix 6: Critical Facilities
- Appendix 7: Form Templates

## **Basic Plan**

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### Introduction, Purpose, Scope, Situation, and Assumptions

#### 2.1 Introduction

The City of Maple Valley (City) was incorporated August 31, 1997. The City is 5.8 square miles in south eastern King County and is one of the fastest growing communities in western Washington State. The City has a population of approximately 25,000 (July 2015 figures) that is served by Maple Valley Fire and Life Safety District No. 43 (MVFLS), Tahoma School District, and multiple utility districts. The City has approximately 58 employees (April 2016) and relies on contracts for law enforcement services, solid waste hauling services, jail services, transportation maintenance, animal services, flood control, fire marshal services, and other services. Maps showing the jurisdictional boundaries of the City and other notable service districts are found in the Jurisdiction Maps Appendix to the Basic Plan.

The City is subject to emergencies from severe weather, flooding, earthquakes, and other hazards. Some or all of these emergencies may impact transportation, communications, power supplies, access to fuel, and the delivery of basic community services. Proximity of the City to State Highway 18, State Route 169, and State Route 516, regional fuel pipelines, and water or sewer treatment facilities presents the possibility of emergency impacts to the City from damage to major transportation facilities and use of hazardous materials.

It is incumbent on the City of Maple Valley to plan for emergencies that may require restoration of community services and to assist those citizens impacted by emergencies in the City.

#### 2.2 Purpose

The Maple Valley Comprehensive Emergency Management Plan (CEMP or the Plan) is for the guidance of elected and appointed officials of the City, its directors and managers, as well as organizations that are parties to various Interlocal Agreements and services contracts with the City in mitigating, preparing for, responding to, and recovering from natural and technological disasters. The Plan covers obligations and authorities within the incorporated limits of the City for the management of emergencies. The Plan covers the request for, direction of, and use of the resources of the City and the request for resources not owned or directly available to Maple Valley.

The CEMP is a product of the coordinated planning efforts between the City, King County, adjacent jurisdictions, agencies and organizations that are parties to various Interlocal Agreements and services contracts, as well as with selected private sector and volunteer non-governmental organizations. The Plan has been written to comply with requirements of Revised Code of Washington (RCW) 38.52, the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 for the National Response Framework (NRF), the Americans with Disabilities Act of 1990, as amended, the National Incident Management System (NIMS), and for consistency with the King County CEMP as amended and the Washington State CEMP as amended.

The CEMP is organized in five parts:

1.0 Introductory Material – Included in this part are the documents that implement the use and distribution of the Maple Valley CEMP, records changes to the Plan and directs the reader to specific parts of the Plan through the Table of Contents.

2.0 The Basic Plan – This part of the CEMP outlines the emergency or disaster responsibilities of City government, its departments, and contract agencies. It broadly outlines who in the City may be responsible for what and under what emergency conditions. It describes limitations to response capabilities in the City and how or where assistance for critical services may be sought. Included in the Basic Plan are: overviews of likely hazards and their impacts to the City; critical facilities in the City; special-needs populations; and resources from outside the City that may be required to assist with emergency response and recovery; and Plan development and maintenance.

The Appendices to the Basic Plan – This part of the CEMP covers housekeeping items such as: Definitions, Acronyms, Legal Authorities and References, Interlocal Agreements and services contracts, Jurisdictional Maps, Critical Facilities, and form templates used in emergencies.

3.0 Functional Annexes – This part of the CEMP expands on the Basic Plan. It describes in greater detail how the City will manage its responsibilities in the areas of communications by warning the public and keeping them informed, protecting the population and public property, providing for shelter to displaced populations, acquiring and prioritizing scarce resources, and restoring City services to pre-emergency conditions. The Plan may include documents that govern the City’s access to levels of service beyond day-to-day requirements.

4.0 Hazard Specific Annexes – This part of the CEMP may be added at a later time as specialized support documents that focus on response and recovery topics specific to the hazards with the highest probability of impacting the City of Maple Valley.

### 2.3 Scope

The scope of the CEMP is restricted to the geographic boundaries of the City of Maple Valley and the emergency legal authorities and obligations covered under the Revised Code of Washington (RCW) 38.52, Ordinances No. O-12-505 and O-16-599, and official agreements or contracts to which the City of Maple Valley has entered into for services to the population of the City. It may also refer to assistance that may be offered to neighboring jurisdictions where a state of emergency has been proclaimed and that assistance is available. See the Legal Authorities and the Jurisdiction Map Appendices to the Basic Plan.

The Plan governs the actions taken by the City’s Departments of Public Works and Community Development, Finance , City Manager, Parks and Recreation, City Attorney, City Clerk, and

their associated support staff, where a state of emergency has been proclaimed. Assignment and direction of other governmental entities, volunteer agencies and non-governmental organizations that are parties to various Interlocal Agreements and contracts for services are also covered by this Plan. Expectations of service to the public by the City and its contract partners as well as efforts toward emergency preparedness by City residents and business owners are also referenced in this Plan.

#### 2.4 Situation Overview

The City of Maple Valley is vulnerable to impacts from natural and technological hazards common to western Washington and King County. These include at minimum: severe weather, flooding, earthquake, dam failure, fire hazards, landslides, hazardous materials releases, and their subsequent effect on transportation, power, communications, and habitability of the community, economic impacts, and delivery of essential community services. Hazard specific annexes will be developed at a future date. These annexes will address unique elements for response to and recovery from those specific hazards.

The City does not have its own 9-1-1 center, hospital, fire, police or EMS services. As a result, the City is reliant on delivery of services under contractual or Interlocal Agreements for such services. Availability of these services, the extent and levels of service are circumscribed by the terms of those agreements. The need for access to emergency services above day to day levels of service makes this Plan a necessity.

Like other jurisdictions, there is a list of facilities that are vulnerable to one or more hazards present in the community. Some of these facilities are associated with critical services and others are related to facilities delivering services to children, the elderly, or the infirm. The complete list of vulnerable public and private sector facilities appears as an Appendix to the Basic Plan. Included in the list are three of the five fire stations for Maple Valley Fire and Life Safety District No. 43 (MVFLS), a Senior Housing and Assisted Living Facility, a high school/Regional Learning Center, three elementary schools and a learning center, eight churches, five daycare or pre-schools, the local post office, and two health care facilities. See Critical Facilities Appendix to the Basic Plan.

This Plan establishes the circumstances, authority, and responsibilities necessary to request additional emergency services for the City under a proclaimed emergency.

#### 2.5 Hazard Analysis Summary

The hazards to which the City of Maple Valley is vulnerable are covered in detail in the King County Hazard Identification and Vulnerability Analysis (HIVA) of the King County Regional Hazard Mitigation Plan (KCRHMP). The City of Maple Valley is a signatory jurisdiction to the KCRHMP.

The following constitutes descriptions of the primary hazards to which the City of Maple Valley may be exposed. High Probability events are those that are likely to occur annually, moderate probability events are those likely to occur at least once every 10 years but not annually, while low probability events are likely to occur less frequently than every ten years. High impact

events are those that are likely to require outside assistance for response and/or recovery of the community, moderate impact events are those that may present response and/or recovery challenges, stress city resources, and may require outside assistance for complete recovery of the community. Low impact events are those that may cause some inconvenience to the community but can be managed without assistance beyond the City.

While the City may implement its emergency plans through its Emergency Operations Center (EOC), there would likely be a heavy reliance on volunteers, the City’s partners through various Interlocal Agreements, contracts for services, and other assistance from regional partners, the private sector, King County Government, the State of Washington and perhaps federal assistance.

<b>High Probability Low Impact</b>	<b>High Probability Moderate Impact</b>	<b>High Probability High Impact</b>
<b>Moderate Probability Low Impact</b>	<b>Moderate Probability Moderate Impact</b>	<b>Moderate Probability High Impact</b>
<b>Low Probability Low Impact</b>	<b>Low Probability Moderate Impact</b>	<b>Low Probability High Impact</b>

Figure 1 Risk Management – Probability vs. Impact

2.5.1 Severe Weather – high probability, moderate to high impact

The primary hazard to which the City is vulnerable is severe weather conditions. Severe weather is usually associated with a seasonal weather pattern common to western Washington from October through March. Rainy and windy conditions are common in this time frame resulting in water over roadways, flooding along the Cedar River, trees in power lines and across roadways, power outages, and debris. Damage to power lines, infrastructure, and buildings is not uncommon and injuries or deaths do occur. These are high probability incidents with a moderate to high probability of substantial impacts to the City. Most Presidential disaster declarations in King County are associated with severe weather incidents (21 since 1972). Suburban communities like Maple Valley are often without power for longer periods of time than the balance of King County because of accessibility and restoration prioritization.

The City is in the Cascade foothills and is subject to snow and ice storms. The impacts from these incidents can be more severe where they are accompanied by freezing temperatures for extended time periods. Clearing life-lines of snow and ice for passage of emergency response vehicles can hamper response time for fire, police, and emergency medical services. The combination of power outages and freezing temperatures always presents the possibility of a need for temporary sheltering – especially for the young, elderly, and poor. These incidents are common though not annual incidents and more than one per season is not uncommon. Snow events are most common in January but may occur at any time November through March. Five snow events have occurred in the 2010-2015 winter weather season.

Windstorms can also produce power outages, debris, and damage to critical infrastructure. Wind speeds in excess of 45 miles per hour are usually associated with road and bridge closures, damage to public and private property, and threats to public safety. These are incidents that happen annually and sometimes multiple times in a season. Winds in excess of 90 miles per hour have been recorded locally. The two most severe wind incidents in recent history were the Inaugural Day Windstorm on January 19, 1993 and the Hanukkah Eve Windstorm on December 15, 2006. Both incidents were declared Presidential disasters.

Usually, incoming weather systems can be predicted 2-3 days in advance with some accuracy. Rainy weather systems can last for several days, snow events of more than two days are uncommon, and wind events usually last only a few hours. This allows commercial radio and television stations to warn the public in advance. Maple Valley does not have a warning system for the public beyond that provided by commercial radio and television broadcasts. The National Weather Service has used the Emergency Alert System (EAS) to warn the public of incoming severe weather systems. The Regional Public Information Network (RPIN) has also been used to provide emergency information to subscribers.

While the City may implement its emergency plans through its Emergency Operations Center (EOC), there would be a heavy reliance on volunteers, Interlocal agreements, contract services, and assistance from regional partners, the private sector, King County Government, the State of Washington and other outside assistance.

#### 2.5.2 Flooding – moderate probability, moderate impact

Flooding is usually associated with river systems and with severe winter weather that can last several days. Since this is usually a weather related incident, warning of expected flooding can occur 2-3 days before the event. While the Cedar River does not flow through the City, high flow rates on the Cedar River and water over roadways can and have caused damage to roadways and utilities that impact access to and egress from the City. Like the severe weather incidents already noted, these tend to be annual incidents of varying severity. The King County Flood Warning Center monitors river levels and provides regular predictive reports on conditions to emergency management agencies throughout King County. To some extent, flows on the Cedar River are regulated by control of outflows from the Chester Morris Dam. The Chester Morris Dam is operated by Seattle Public Utilities.

Flows of 4,200 cubic feet per second (cfs) or greater constitute major flooding on the Cedar River. At times, water released from the Chester Morris Dam can either prevent flows from reaching this level or at least result in keeping flows below catastrophic levels. It is not unusual to have severe flooding from river flows occur in excess of a week. This has often resulted in flooding conditions to still be present days after a severe weather system has passed. Record flow rates (14,200 cfs) occurred in November 1990, with similar incidents in 2006 and 2009. The Landsburg Gage confirmed flows on these occasions at or in excess of 100-year flood levels.

Flooding incidents can require protective actions, evacuation, sheltering, search and rescue, and swift water rescue operations. Road closures are very common and detours become routine during the winter severe weather season. Where warning is needed beyond that provided by

commercial radio and television broadcasts, the use of the Emergency Alert System (EAS) can be used to direct public and private sector protective measures. The King County Sheriff's Office Public Service Answering Point or the King County Office of Emergency Management may initiate an EAS message to the public. RPIN may also augment the communication of emergency news to those that subscribe.

While impacts to the City may indirect, implement city emergency plans through its EOC may be needed. The City would have a heavy reliance on volunteers, Interlocal agreements, contract services, and assistance from regional partners, the private sector, King County Government, the State of Washington and other outside assistance.

### 2.5.3 Earthquake – low to moderate probability, very high potential impact

The City of Maple Valley is situated along the foothills of the Cascade Mountains. Proximity to geologically active forces that create those mountains presents a risk of earthquake incidents at any time. While the greater Puget Sound region experiences earthquakes almost daily – most of which are not felt by the public - there have been a number of earthquakes in excess of 5.0 on the Richter scale over the last twenty years. The largest of these earthquakes was the Nisqually Earthquake in February, 2001 measuring 6.8 on the Richter scale. Similar earthquakes have occurred in 1965 and 1949.

The Nisqually Earthquake did not result in severe damage or widespread casualties. This can be attributed to mitigating building codes and luck. This good fortune does not suggest that the next earthquake will avoid damage or casualties and the possibility of extensive damage to personal property and infrastructure remains.

Severe or damaging earthquakes happen without warning. They can be expected to interrupt transportation, power, communications, and emergency services. Damage might impact public buildings, residential and business structures causing casualties. Such damage may harm the local economy, and local employment. Hazardous materials spills could harm the environment. Other secondary impacts from earthquakes could include landslides, re-channeling of rivers and creeks, or dam failure.

A damaging earthquake would reasonably require the City to implement its emergency plans through its EOC. There would be a heavy reliance on volunteers, Interlocal agreements, contract services, and assistance from regional partners, the private sector, King County Government, the State of Washington and other outside assistance.

### 2.5.4 Dam Failure – low probability, moderate impact

There are hundreds of structures in King County that control river flows and surface water. As noted under Earthquakes, sudden and severe land movement can cause damage to local dams that may result in failure of the engineered dam structure or the inability of the dam to maintain its flood control capabilities. Should the Chester Morris Dam be damaged and/or fail, Seattle Public Utilities would initiate their response plan for the warning and notification of those organizations downstream of the dam.

Impacts from the failure of the Chester Morris Dam would be similar to those from a flash flood. It is reasonable to expect that public roadways serving the City might be damaged. The Chester Morris Dam Plan and call out procedures were tested in May 2011.

Response to the consequences to the failure of the Chester Morris Dam may reasonably require the City to implement its emergency plans through its EOC. There would be a heavy reliance on volunteers, Interlocal agreements, contract services, and assistance from regional partners, the private sector, King County Government, the State of Washington and other outside assistance.

#### 2.5.5 Fire – low probability, moderate to high impact

While structural fires can occur at any time in an urban-suburban community, it is primarily the Wildland-Urban Interface Fire that presents a risk to the City of Maple Valley. Drought conditions have occurred in the Puget Sound region with cyclical weather patterns multiple times in the last fifty years. Most western Washington communities do not maintain the wildland fire-fighting capability common to jurisdictions in eastern Washington.

Residential building construction since the incorporation of the City in 1997 has resulted in the building of homes within timbered areas of the county. In recent years, Wildland Fires in areas of southern California with similar building patterns have shown what damage can occur in dry conditions.

A reduction of the risk to Wildland-Urban interface fires in western Washington has been achieved through burn bans and restriction of firework sales and use. Preparedness for such fires is still a necessity that may include evacuation plans, sheltering capability, public education, code enforcement, and maintenance of fire defense spaces around dwellings.

If a wildland-urban interface fire should occur in Maple Valley with evacuations, response efforts would reasonably require the City to implement its emergency plans through its EOC. There would be a heavy reliance on volunteers, Interlocal agreements, contract services, and assistance from regional partners, the private sector, King County Government, the State of Washington and other outside assistance.

#### 2.5.6 Landslide – moderate probability, moderate impact

Landslides in western Washington can occur on any steep slope of the Cascades or their foothills. Usually, these sudden movements of hillsides occur from geological conditions and saturation of soils during or after the winter weather patterns. They also occur in conjunction with earthquake activity. When they occur, local and state roadways have become blocked for several days or months; the Cedar River has been blocked, and in a few cases access roads to small groups of homes have been cut off and homes have been directly impacted from slides. The impacts of these incidents have included: restrictions to residential home occupancy, detouring of traffic, severe business disruption, and occasional injuries.

While landslides occur without warning, they occur in predictable locations and most often in conjunction with persistent precipitation late in the annual winter storm season. February and March tend to have more land movement than earlier in the season.

### 2.5.7 Hazardous Materials (Hazmat) – low probability, moderate to high impact

Hazardous materials spills usually occur without warning. If a serious chemical spill occurs and evacuation of some or all of the City is required, Emergency Alert System (EAS) or reverse 9-1-1 services may be needed from the King County Sheriff's Office 9-1-1 Center or from the King County Office of Emergency Management.

The City of Maple Valley does not have a business or industrial base that utilizes substantial quantities of hazardous materials nor do local businesses maintain significant inventories of reportable hazardous materials. The risk of impacts from hazardous materials emergencies comes from the City's proximity to two state highways and a heavily utilized rail line, on which commercial trucking and rail car transport regularly occurs with placarded loads of hazardous materials. State Route 169 (Maple Valley Highway) and State Highway 18 have regular traffic consisting of regulated hazardous materials in transit to destinations in other parts of King County and around Washington State. Some small hazards also exist from illegal drug lab activity.

If evacuation of some or all of the City of Maple Valley occurs as a result of a chemical spill, it is likely that the City will implement its emergency plan through activation of its EOC.

## 2.6 Capability Assessment

The City of Maple Valley is a small, rural community that relies on contract services for most of its emergency capability. The City does not have its own 9-1-1 agency, fire or police services, flood control, hazardous materials response, mass care or sheltering, and animal control capability. Some emergency services are provided by other special purpose districts and still others are provided through Interlocal Agreements and contracts for services. The City would rely heavily on active citizens, volunteer organizations, and non-governmental organizations to augment its response capabilities. Use of City employees for emergency services for long periods of time is not sustainable, and would detract from normal government business functions.

This capability assessment was conducted through a survey of City employees, the City Manager, special purpose districts with response capabilities, regional response agency subject matter experts, and non-governmental organizations (NGOs) with response or recovery capabilities. Re-assessment of the capabilities outlined in this plan should be done at least every four years in conjunction with the required update of the Plan.

### 2.6.1 9-1-1 Service

Reports of and requests for emergency services to 9-1-1 go to the King County Sheriff's Emergency Communications Center (KCECC) in Renton. If the call is for fire or emergency

medical service response, the call is transferred to Valley Communications for dispatch of appropriate units from Maple Valley Fire and Life Safety and/or Medic One. Day to day calls for emergency response services and associated resource needs are usually requested through the 9-1-1 center. In larger emergencies and disasters, the City's EOC may augment logistical support of first responders directly or through requests to neighbors or the KCECC. Request for an Emergency Alert System warning may be conducted directly by the King County Sheriff's Office or through the King County Office of Emergency Management. See Concept of Operations.

### 2.6.2 Fire, EMS, and Hazmat

The City of Maple Valley does not have its own fire department. Fire and Basic Life Support (BLS) response to calls for assistance within the City limits are provided by Maple Valley Fire and Life Safety (King County Fire District 43 or KCFD 43 or MVFLS). Maple Valley Fire and Life Safety is its own special purpose district with junior taxing authority and jurisdictional boundaries that overlap but are not the same as the jurisdictional boundaries of the City. Maple Valley Fire and Life Safety has three fire stations in the City limits that are staffed by full time fire professionals. The headquarters station 80 is, located at: 23775 SE 264th Street, Maple Valley, WA. In addition to fire suppression, assisting with search and rescue, and basic life support responses, the fire district provides fire marshal services (fire prevention) through an Interlocal Agreement. See Jurisdiction Map Appendix.

Maple Valley Fire and Life Safety does not have a specialized response capability for hazardous materials spills. While the Washington State Patrol (WSP) has incident command authority for chemical spills within the jurisdictional boundaries of KCFD 43, specialized units and equipment from any one or a combination of the following may respond: Fire Zone 3 Hazmat Response Team, Washington State Department of Ecology, the Washington State Civil Support Team, or the U.S. Environment Protection Agency response contractor. Fire Zone 3 Hazmat Response Team or WSP units would be dispatched from the appropriate 9-1-1 center. The Incident Commander may request support from any of the other listed agencies or units.

Fire service resources may be called on to assist with response to fires, hazardous materials spills, evacuations, search and rescue, damage assessment, or other emergencies outlined in the.

For emergencies where local fire response capabilities are exceeded, the KCFD 43 chief or his/her designee may request mutual aid assistance, a fire zone response, implementation of some or all of the Regional Fire Resource Plan or the South Puget Sound Regional Fire Defense Plan may be activated as outlined in the Concept of Operations.

### 2.6.3 Police

The City has an Interlocal Agreement with the King County Sheriff's Office for police services within the City. The Interlocal Agreement includes provision for a chief of police and a number of deputies all of whom are dedicated to service within the City. The Interlocal Agreement also sets forth some pre-defined expectations during disasters King County Sheriff's Office resources may be called on to assist with additional search and rescue, evacuations, road closures, damage

assessment, or public warning. Where the law enforcement capability in Maple Valley is exceeded, the Chief of Police may request assistance from other agencies as outlined in the Concept of Operations.

#### 2.6.4 Public Works

The City has limited staff in its public works department. Should the capability of the Public Works Department be exceeded in a proclaimed emergency, the City may request assistance as outlined in the Concept of Operations.

#### 2.6.5 Flood Control

The City does not have a capability for monitoring flooding conditions or performing protective measures like sandbagging. Assistance during an emergency may require requests for assistance as outlined in the Concept of Operations.

#### 2.6.6 Roads

The City has an Interlocal Agreement with King County for routine local roads maintenance. The City does not have sufficient staff or an agreement for emergency road repairs or debris clearance as may be necessary in an emergency or disaster that exceeds day to day projects. Maintenance and clearing of Washington State roads and highways such as SR 169 and SR 516 are the responsibility of Washington State Department of Transportation. The process for requesting emergency assistance for emergency repair or clearing of roadways is outlined in the Concept of Operations.

#### 2.6.7 Mass Care

Mass Care, feeding, and sheltering may be required any time an emergency includes power outages or evacuations. The City does not have staff or Interlocal Agreements in place for the delivery of mass care, feeding, or sheltering of any population that may be displaced in the course of an emergency. While there may be assistance from the American Red Cross, local faith based, volunteer, or civic organizations, the City has no formal agreement for delivery of mass care, feeding, and sheltering in an emergency. It is expected that the city capability to conduct these measures will be quickly exhausted. This would require the City to request assistance from neighboring jurisdictions and/or from the King County Office of Emergency Management or the KC ECC when activated as outlined in the Concept of Operations.

#### 2.6.8 Pet and Animal Emergency Sheltering

The City does not have the capability to shelter, feed, or care for animals displaced by the impacts from an emergency. The provision of services to animals would need to be provided by volunteers, animal owners, or by resources made available from City requests to the county, state, or other agencies.

#### 2.6.9 Evacuation

The City does not have the staff or agreements in place to support evacuation efforts that may be needed from hazardous materials spills, fires, or other hazards. While police and fire have some responsibility for conducting small evacuation operations, it is expected that volunteer support and outside assistance would be needed to effectuate the evacuation of residents of the City during an emergency.

#### 2.6.10 Communications

The City has dedicated cell, analog, and facsimile phone numbers for communications to and from the primary Maple Valley EOC location when it is activated. The Maple Valley EOC also has its own 800 MHz radio communications and talk group capability to use KCEOCCOM, KCEOCOPS, and KC EMZ3. The City has also purchased and licensed its own UHF Radio system for utilization during an EOC activation or event. An amateur radio frequency capability exists when and where the Maple Valley Amateur Radio Club is part of the City's EOC. Details of the utilization of available communications for management of emergency operations are covered in the Communications Annex (see).

#### 2.6.11 City of Maple Valley Emergency Operations Center (EOC)

The City's EOC may be directed by the emergency manager for Maple Valley or his/her designee and include some or all of the following liaisons from response agencies including: fire and police, or may include: volunteer organizations, local utilities, the Tahoma School District, local businesses, agencies with Interlocal Agreements, selected City staff members, or other organizations with operational or logistical support contributions. With the small number of City employees, activation of the City's EOC for 24-hour operations or extended periods would be difficult. While the City's EOC may accommodate 12 – 15 people during each operational period or shift, sleeping accommodations are not available. Some Maple Valley city employees may be working outside of their normal assignments.

A budget has been identified for equipping the new Maple Valley EOC. Maple Valley staff and liaisons requested to assist in the City's EOC will be trained to their assignments by City staff. An agreement is pending for the use of the City's EOC by Maple Valley Fire and Life Safety, the Tahoma School District, the Covington Water District, Soos Creek Water and Sewer District, or Cedar River Water and Sewer District as individual organizations or combinations of these organizations when the City is not using the facility in accordance with the details outlined in the Interlocal Agreement.

The Maple Valley EOC is located at the City of Maple Valley Public Works Maintenance Facility is located at 23713 SE 264th Street, Maple Valley, WA 98038. The Maple Valley EOC at the Public Works Maintenance Facility may be expected to survive a moderately damaging earthquake activity but may not be operationally able to conduct business.

The Maple Valley Secondary EOC is located at City Hall. City Hall is located at 22017 SE Wax Road, Maple Valley, WA 98038. The City's EOC may be expected to survive moderately damaging earthquake activity but may not be operationally able to conduct business.

The Tertiary EOC for the City of Maple Valley is located at the Maple Valley Fire and Life Safety headquarters station 81. Station 81 is located at 22225 SE 231<sup>st</sup> Street, Maple Valley, Washington. Communications capability at the back-up EOC may not be the same as those available at the City's EOC. While the Fire District headquarters does have back-up power, the City's EOC does not have back up power at this time.

#### 2.6.12 Public Information

The Public Information Officer (PIO) for emergencies in the City of Maple Valley is the City Clerk or his/her designee. The Public Information Officer for Maple Valley will coordinate any media releases and/or public messaging with local elected officials, agencies represented in the Maple Valley EOC, local partners and special purpose districts, and the King County PIO or Joint Information Center (JIC) at the King County ECC when it is activated.

#### 2.6.13 Public Education

Much of the emergency public education effort in the City of Maple Valley is conducted in cooperation with or direct delivery from the Maple Valley Fire and Life Safety District 43 and in conjunction with King County Office of Emergency Management. An annual emergency preparedness fair and presentations to school and civic organizations in Maple Valley seek to mitigate emergency impacts by providing best practices, information, training, and hazard awareness to the population of Maple Valley.

People are directed to the website for Make it Through at <http://makeitthrough.org> and other sources and locations for additional information.

#### 2.6.14 Volunteers

Volunteers greatly expand the response and recovery capability of the City by leveraging City staff resources. The Maple Valley Amateur Radio Club, Maple Valley CERT Team, and the Maple Valley Management and Operations Committee membership may assist with operational (situation assessment, damage assessment, debris clearance, or shelter operations), logistical (communications support), and administrative support under the direction of the Maple Valley EOC leadership. Those acting on behalf of the City will do so as registered emergency workers under the direction and supervision of an employee of the City. Training for their role/assignment in the Maple Valley EOC or any field assignment will be conducted under a state mission number obtained by the City. Training and deployment records are maintained by the City. Volunteer training standards will be established by the City and be consistent with the Incident Command System and their role or assignment. Volunteers are also an integral part of the Maple Valley Fire and Life Safety response capability just outside the city limits. See Registered Emergency Workers reference WAC 118-04 under the Legal Authorities Appendix to the Basic Plan.

## 2.7 Mitigation Overview

Public Education seeks to mitigate the impact of an emergency by creating a population that can help themselves and each other for at least three days. Fire Marshal services provided under contract with Maple Valley Fire and Life Safety seek to reduce fires through code enforcement and management of hazardous inventories at businesses in the City. Roads maintenance provided through contract with King County Department of Transportation, Roads Division, seeks to keep infrastructure and drainage in good repair to minimize the potential impact from severe weather and flooding. The King County Flood Control District has used federal grant funds to purchase homes with repeat histories of damages in the flood plain along the Cedar River.

The City makes an active effort to protect critical and sensitive electronic and hardcopy public records. It also maintains a backup site where duplicate records for the City are maintained.

The City of Maple Valley has instituted local regulations to prevent or reduce impacts to the community through:

- Title 15 Building and Construction, with the adoption of the International Building Code (15.05.040)
- Title 18 Development Regulations, covering Critical Area Regulations like: Set-backs (18.60.210), Erosion hazard areas (18.60.220), Landslide hazard areas (18.60.230), and Seismic hazard areas (18.60.240)

## 2.8 Planning Assumptions

Having an emergency plan in place makes no assumption of a perfect response or recovery from an emergency. When severe weather, flooding, or earthquake emergencies occur, it can be assumed that the incident has regional impacts. Neighboring jurisdictions will likely be experiencing similar impacts and need for resources. It may be hours or days before outside resources become available to the City. Further, Maple Valley's position as a rural-suburban community may result in inaccessibility or being a lower priority than more highly impacted, high population density areas of the region. Maple Valley may have to operate on its own for an extended time frame. The history of emergency power restoration is an example of this.

Roads may be impassible, potable and fire suppression water may not be available, the sanitary sewer system may fail, power outages may continue for extended periods, garbage pick-up and debris clearance may be delayed, resupply of food and pharmaceuticals shortages may continue for long periods. All of these assumptions may impact response, the health of the general population and care of vulnerable populations.

Response and Recovery personnel and equipment resources available to the City of Maple Valley are extremely limited. It can be assumed that those resources at the direct or contractual direction of the City would quickly be exhausted. Because contractual obligations of service delivery agencies are predefined, assistance beyond what is specified in contracts may not be available. Where available, police and fire mutual aid resources could be requested including activation of fire, police, or roads regional response or resource plans. The City may not be able to fulfill all aspects of the Plan as quickly as it would like due to lack of resources.

Extraordinary expenses may be incurred by decisions to request additional resources or to effectuate emergency repairs in support of critical services. These expenses may limit capabilities by eliminating other resources as a choice. In this regard, state or local fiscal support may be needed to augment local capabilities.

## **Concept of Operations**

### 2.9.1 Introduction

The Maple Valley Comprehensive Emergency Management Plan and this Concept of Operations do not ensure a perfect response. Individuals, agencies, or organizations referenced in this plan may themselves be adversely impacted by the emergency. Resources may not be accessible or available for extended periods. Individuals in the community and in public service are encouraged to be prepared for at least three days without normal levels of service. This Concept of Operations acknowledges that members of the community may have challenges from emergency impacts covered by provisions in the Americans with Disabilities Act as amended. Every effort will be made to accommodate their needs with resources as they are available. This Concept of Operations acknowledges the City's use and compliance with NIMS/ICS in the management of emergency operations.

This document describes the Concept of Operations for the management of emergency operations within the city limits of Maple Valley and the City's interaction with its neighbors, King County, and the State of Washington when emergencies occur. Local emergency authorities are defined under MVMC 2.90.

### 2.9.2 EOC Mission and Goals

Where time, personnel, and resources allow, the Mission of the City's EOC is to:

- 1) Manage recovery of the City of Maple Valley government and City infrastructure
- 2) Conduct alerts and notify the public
- 3) Assist neighboring jurisdictions
- 4) Establish priorities and direct City resources
- 5) Identify needs and request assistance
- 6) Assist responders to protect lives and public safety
- 7) Support and protection of public property
- 8) Coordinate continuity of public services

### 2.9.3 Activation of the Maple Valley EOC

When emergency conditions occur, the City's EOC may be activated to conduct actions toward achieving one or more goals identified under the EOC Mission and Goals above. Emergencies are conditions that impact the community beyond the ability of normal day-to-day operations to mediate.

#### 2.9.3.1 Decision to Activate the EOC

The decision to activate the City's EOC may be made by the City Manager or his/her designee as identified in Ordinance No. O-12-505. Emergency circumstances or conditions that may require activation of the EOC may be but are not restricted to impacts to the people, property, economy, or the environment within the jurisdictional boundaries of the City of Maple Valley. Acting as the Incident Manager, the City Manager may also determine that activation of the EOC is needed to support emergency response actions in neighboring jurisdictions or from emergency impacts to one or more of its contract agencies. The City Manager or his/her designee will determine the staff needed and level of EOC activation. The EOC will activate automatically for an earthquake in King County that equals or exceeds 5.0 magnitudes on the Richter scale. Activation for this level earthquake is consistent with King County ECC operational guidelines.

Regardless of the level of EOC activation, notices will be made to the following:

- Mayor or Deputy Mayor or designee
- King County Office of Emergency Management
- Other impacted jurisdictions
- All Maple Valley Department Directors
- All City personnel with roles in the EOC
- State Emergency Management

#### 2.9.3.2 Levels of EOC Activation

The City's EOC may be activated at one of four levels that reflect the number of personnel and functions needed to address the threat or impacts from an emergency.

Level 4 – Normal daily operations, no event anticipated.

Level 3 – Activation for a potential emergency, usually to assess impacts and prepare for the possibility of an escalation of EOC activity to Level 2 or 3. Resources and personnel needs for activation at Level 3 do not exceed normal day to day operations. Emergency impacts may result in some local inconvenience due to disruption in government service delivery. This level of activation usually extends to only one operational period. Staffing may be restricted to one or two people in the EOC. Only informal action plans and situation reports are generated and distributed. A mission number is obtained directly from State Emergency Management or from the King County ECC where the mission number has already been established. All documents in the City's EOC will include this number.

Level 2 – Activation where impacts from a hazard exceed normal daily operations. Available City resources and personnel are strained by impacts and response obligations. Multiple City agencies are impacted, there may be a threat of casualties, members of the local population may be displaced, extensive damages to public or private property are incurred, and/or a local emergency proclamation is likely. Some local government services are not available. Activation at this level may last more than one operational period. It is possible that EOC operations may be needed on a 24 hour basis. Coordination with the King County ECC is needed. Staffing in the EOC will include coverage of the Information and Planning Section, Operations Section, and Command. Use of volunteers in the EOC is possible. Formal Incident Action Plans and Situation

Reports are generated and distributed. Recovery efforts may be needed to restore critical governmental services.

Level 1 – Activation where impacts from a hazard require assistance from outside the City. All City Departments and services are impacted. Activation at this level will last for multiple operational periods, several days, or longer. EOC operations will be needed around the clock. Staffing in the EOC will include coverage of all ICS functions. Use of volunteers in the EOC is likely. Formal Incident Action Plans and Situation Reports are generated and distributed. Recovery efforts will be needed to restore critical governmental services.

#### 2.9.4 Assessment of Impacts

Upon activation, staff working in the EOC will assess the impact to the City’s ability to direct and continue normal services and operations; and to mitigate threats to public safety; threats to property; threats to the local economy; and threats to the environment. Included in the assessment will be an evaluation of available resources to mitigate the threat(s) as well as the resources needed beyond those immediately available. The decision to escalate activation of the EOC from level 4 to level 3 to level 2 or to level 1 is based on assessment findings. Assessment of emergency impacts continues until the EOC is deactivated. Clear documentation and reporting of impact assessments to elected officials in Maple Valley, the King County ECC, and other jurisdictions may be needed to justify proclamation of a local emergency, to request mutual aid or contract resources, to make emergency expenditures, or to obtain reimbursement for emergency expenses where these are available.

The initial assessment may take several hours and may be hampered by a shortage of available personnel, impassible roads, and communication failures, presence of hazards like fires, hazardous materials, or arcing electrical transmission wires.

#### 2.9.5 Management by Objectives

When the City’s EOC is activated, actions will be directed through work on prioritized objectives assigned to an Operational Period. Operational Periods may be as short as two hours but usually will be 8-12 hours in duration. The Operational Objectives are captured in the Incident Action Plan for the Operational Period. Progress on Objective elements may be hampered by available resources or access to an impacted area. Objectives are tracked by the Information and Planning Section and communicated in Situation Reports at least once daily. The EOC will remain open until all identified mission objectives have been resolved. The Incident Action Plan and its Operational Objectives are approved by the Incident Manager.

#### 2.9.6 Alert and Warning of the Public

Warnings for weather emergencies are usually initiated by the National Oceanographic and Aeronautic Administration (NOAA) through public media and/or the Emergency Alert System (EAS). The City of Maple Valley does not have a mechanism for alerting or warning the public of threats to the community. If a need for emergency public warning is identified, the City

Manager should contact one of the following: 1) the King County Sheriff's Office Communications Supervisor, 2) the King County Office of Emergency Management Duty Officer, or 3) the King County ECC (when activated). Contact information for each is located in the Communications Plan (see **Functional Annex 3.2 Communications**). The City Manager should be prepared to provide the following information: nature of the hazard, location of the hazard, potential area of impact, emergency directions for the public to follow. The City Manager will notify the City Council and City Public Information Officer of the EAS request after it has been made. As a note, the City does have an opt-in e-Notification option through the City's website which could be used for notifications.

A fire service or law enforcement incident commander called to the scene of an incident may also call for an EAS message to be issued.

The City does not have a warning system available for individuals that are hearing impaired, blind, or use English as a secondary language.

#### 2.9.7 Proclamations of Emergency

When response to and/or recovery from an emergency exceeds or is expected to exceed the resources or capability of the City, the City Manager in his/her capacity as the Incident Manager will prepare or have the Information and Planning Section prepare a proclamation of emergency in accordance with the established city process. The proclamation template and promulgation documents will be reviewed by the City Attorney's Office and will be approved by the Incident Manager for communication to the City Council, the King County ECC, and the Washington State Emergency Operations Center. Proclamation of Emergency in the City will allow the City Manager in his/her capability as the Incident Manager to implement emergency powers designated in Ordinance No. O-12-505.

#### 2.9.8 Providing for individuals with disabilities

While public places in the City of Maple Valley conform to requirements of the Americans with Disabilities Act (ADA), no assurance of these provisions or resources surviving impacts from an emergency can be made. Assistance with emergency evacuation for people with disabilities will be needed from outside agencies including the King County Department of Transportation (King County DOT) through provisions identified in the Interlocal Agreement with King County DOT. Similarly, available language resources for translation at shelter locations or other public emergency locations will require assistance from language banks from the American Red Cross, Public Health – Seattle and King County, the University of Washington, or other sources.

When emergencies occur, programmatic services normally available to people with disabilities are likely to be disrupted for extended periods. The EOC will coordinate the return of those services through communication with the King County ECC.

While every effort will be made to identify or acquire temporary emergency sheltering accommodations for people displaced by emergencies, the City will be relying on locations

provided by local non-profit organizations, faith based groups, the American Red Cross, and assistance provided through request made to neighboring jurisdictions or the King County ECC.

#### 2.9.9 Providing for children and dependents

Emergencies may impact the community schools and daycare facilities. While the City does not own or operate any daycare facilities and local schools are part of the Tahoma School District, every effort will be made to accommodate the needs of children and dependents impacted by emergencies in the City. Children may need to be reunited with their parents, guardians, or relatives. Sheltering and child care may be needed while parents attend to damages and impacts to their homes and belongings. Parents may be missing, injured, or killed. Where the Resource and Logistics Section of the Maple Valley EOC has been activated, resource requests to address these needs may be directed to some or all of the following: American Red Cross, Salvation Army, faith based groups, the King County ECC or Duty Officer, or local non-profit agencies.

The Tahoma School District has a reunification plan as part of their emergency response. The City will attempt to assist with the implementation of the reunification plan when at all possible.

#### 2.9.10 Providing for pets and domestic animals

The City of Maple Valley does not have the resources to house, feed, or care for pets and domestic animals impacted by emergencies. Where the Resource and Logistics Section of the Maple Valley EOC has been activated, resource requests to provide care for animals may be directed to some or all of the following: Washington State Animal Response Team (WASART), King County Regional Animal Services, the King County ECC, or local animal shelters. When regional (human) sheltering resources are available, some ability to accommodate service animals for people in emergency shelters may be available (see King County Regional Shelter Operations Incident Annex).

#### 2.9.11 Resolution of legal issues

Actions and impacts where legal issues need to be resolved will be directed to the City Attorney.

#### 2.9.12 Liability protection

All volunteers working under the direction of the City of Maple Valley for emergencies will be registered as emergency workers and operate under the direction of an employee of the City. Such emergency workers will only be used under a state provided mission number. Documentation of the emergency worker registration, their mission assignment, supervision, and time log will be kept by the City. Liability for injuries to the person or property of the emergency worker is covered by the State of Washington during their mission assignment.

#### 2.9.13 Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)

MOA/MOUs between the City and multiple public service entities are found at the City's website [www.maplevalley.gov](http://www.maplevalley.gov).

#### 2.9.14 Emergency Plans

Emergency Plans are retained by each of the public agencies and organizations providing service to the City – including: Soos Creek Water and Sewer, Cedar River Water and Sewer, Covington Water District, Tahoma School District, the King County Sheriff’s Office, the King County Department of Transportation – Roads Division, Puget Sound Energy, Comcast, Waste Management, Allied Waste, and Century Link.

### Organization and Assignment of Responsibilities

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#### 2.10.1 Introduction

This section of the Plan describes: the organization of the City’s EOC around an ICS model and Command and General Staff and Section assignments.

#### 2.10.2 EOC Organization

The City’s EOC is organized to be consistent with the Incident Command System. Assignments to the EOC Sections will conform to the Functional Annexes. These are:

- Direction, Control, and Coordination
- Information Collection, Analysis, and Dissemination
- Communications
- Population Warning
- Emergency Public Information
- Public Protection
- Mass Care/Emergency Assistance
- Health and Medical Services
- Resource Management
- Critical Infrastructure and Key Resource Restoration

When filled, the following primary EOC positions will be staffed by City of Maple Valley employees or by designees of support agencies:

Incident Manager, Public Information Officer, Operations Section Chief, Information and Planning Section Chief, Resource and Logistics Section Chief, Finance/Administration Section Chief. All functions required to achieve goals and objectives in the EOC are the responsibility of the Incident Manager unless or until these have been delegated. The Incident Manager may request and/or assign support positions to volunteers, liaisons from agencies or organizations from outside City government, or to City employees acting in a capacity outside their normal assignments.

City of Maple Valley Comprehensive Emergency Management Plan

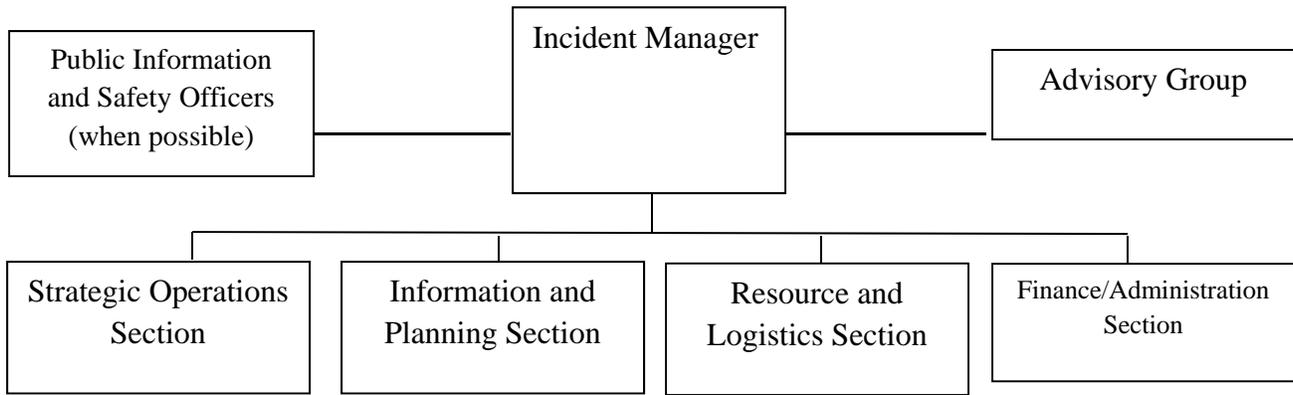


Figure 2 Maple Valley EOC Organization Chart

2.10.3 EOC Position Assignments

The City of Maple Valley does not have sufficient staff to maintain 24-hour operations for any length of time. The City would rely on volunteer staff and mutual aid staffing assistance to augment staff working in the City’s EOC when these are available.

**Incident Manager** – This position may be filled by the City Manager, his or her designee, or the person designated in the Maple Valley Line of Succession for the Incident Manager position in the EOC. The Incident Manager is responsible for all activities in the EOC unless otherwise delegated. Direct responsibilities include: activation and deactivation of the EOC as warranted; identification and assignment of needed EOC staff; preparation of a proclamation of emergency; establishing or approving incident action plans and situation reports; keeping the City Council informed; providing for distribution of information to the public; ensuring legal issues are addressed; implementing the emergency plans and procedures for the EOC; formalizing resource requests from other jurisdictions; representing the City in regional discussions that prioritize resources; overseeing or delegating recovery activities for the City; or other duties identified in this Plan. The Incident Manager reports to the City Council.

**Advisory Group** – The Advisory Group may be part of the EOC emergency activation at the invitation or request of the Incident Manager. The Advisory Group may be made up of representatives from one or more of the following advisory members: City Attorney, regional partners, civic groups and citizen committees. The Advisory Group may meet with the Incident Manager in person or by teleconference or other virtual meeting capability. The Advisory Group reports to the Incident Manager.

**Public Information Officer** – This position is filled by the City Clerk or his/her designee. The Public Information Officer is responsible for verifying information, preparing media releases, and coordinating with other regional public information officers to provide a consistent message. The Public Information Officer reports to the Incident Manager.

**Safety Officer** - This position is filled when necessary by a Planner or his/her designee. The Safety Officer is responsible for advising the Incident Commander on issues regarding incident

safety, working with the Operations Section to ensure safety of field personnel, and ensuring the safety of all incident personnel.

**Strategic Operations Section (Chief)** – This position is filled by the Director of Public Works and Community Development or his/her designee. When the Operations Section Chief has been assigned he/she is responsible for conducting an assessment of impacts to local public services, to local infrastructure, and to the local private sector.

The Operations Section recommends priorities for the next operational period and implements the EOC action plan as approved. The Operations Section identifies resources needed to achieve objectives and keeps the Incident Manager and General Staff informed on progress toward objectives. Operational priorities are: 1) life/safety, 2) property, 3) economic impacts, and 4) environmental impacts. The Operations Section Chief reports to the Incident Manager.

Where necessary, liaisons from the fire service, law enforcement, local public and private utilities, roads and transportation, Washington State Patrol, public health, environmental agencies, schools, private non-profit organizations, faith based organizations, and the local Chamber of Commerce may be present in the Operations Section. The first obligation of each organization present is to identify its own status of leadership, staff, communications, critical facilities, and resources. Critical infrastructure extends to power, communications, fuel, roadways and bridges, public buildings, potential shelter sites, vulnerable facilities, and congregation points. Additional obligations include an assessment of impacts to the private sector. This may extend to the need for warning, evacuations, short-term emergency sheltering, feeding, and emergency services for disabled people or animals.

**Information and Planning Section (Chief)** – This position is filled by the Director of Public Works and Community Development or his/her designee. When the Information and Planning Section Chief has been assigned he/she is responsible for identifying Information and Planning Section staff needs; collecting information from within the active EOC and regional partners; analysis of situational information; documenting actions taken and resource deployments; preparing and distributing situation reports, incident action plans, and status boards; leading the EOC briefings; and other assignments as directed. The Information and Planning Section Chief reports to the Incident Manager.

**Resource and Logistics Section (Chief)** – This position is filled by the Director of Parks and Recreation or his/her designee. When the Resource and Logistics Section Chief has been assigned he/she is responsible for identifying Resource and Logistics Section staff needs, locating human resources, equipment, facilities, or supplies needed for implementation of the EOC Incident Action Plan. Logistics is also responsible for supporting the supply needs of the EOC staff, and for developing and implementing the Communications Plan. The Resource and Logistics Section Chief reports to the Incident Manager.

**Finance-Administrative Section (Chief)** – This position is filled by the Director of Finance or his/her designee. When the Finance-Administrative Section Chief has been assigned he/she is responsible for identifying section staff needs, documenting EOC staff hours, establishing

contracts, paying for bills associated with the emergency, and obtaining spending approvals. The Administrative-Finance Section Chief reports to the Incident Manager.

#### 2.10.4 Emergency Management Program Assignments

The City Manager is the designated Emergency Manager for the City of Maple Valley. In this role, he/she has the responsibility to ensure the development and maintenance of emergency plans and implementing procedures. He/she identifies needed Interlocal and Mutual Aid Agreements, local code, ordinances, policies and standards and sees that they are in place prior to the onset of an emergency. In addition, the City Manager is responsible for acquiring the staff, equipment, and other resources necessary to ensure emergency operations can be implemented. The City Manager is responsible for seeing that the Plans and procedures are regularly tested and updates or revisions to documents are made.

The City Clerk supports the City Manager in the development of the emergency management program and the review and revision of necessary documents, training, and exercises needed to ensure a cost effective emergency management capability exists for the City of Maple Valley.

The City Attorney reviews and makes recommendations on all emergency ordinances, policies, management plans, and procedures and helps address risk management for the City.

The Public Works and Community Development Director is the Emergency Management Director pursuant to RCW 38.52.070(1). He/she has primary responsibility for the organization, administration, and operation of the City's emergency management organization and reports to the City Manager/Emergency Manager. In addition, the Public Works Director also has primary responsibility for Damage Assessment, Transportation, and Evacuation assignments with the City. The Director should be familiar with all aspects of running the City's EOC and is a key player in the Planning process.

The Director of Parks and Recreation is responsible for communications and resource management as the Resource and Logistics Section Chief in the EOC. The Director of Parks and Recreation has an important role in the Planning process and has specific responsibility for development of the emergency communications plan and capability for the City.

The Director of Public Works and Community Development or designee is responsible for planning, identifying and implementing emergency mass care and sheltering response in the City as the Information and Planning Section Chief. The Director of Community Development is also a key planning team member.

Incident Command authority rests with the King County Sheriff's Office for search and rescue and law enforcement operations. Maple Valley Fire and Life Safety is the incident command authority for fire and EMS operations. Washington State Patrol has incident command authority for hazardous materials incidents on State Road 18 and within the City limits.

#### 2.10.5 State and Federal Emergency Resources

While every city in Washington State has the authority to request assistance directly from the governor, substitute House Bill 1585 directs cities to seek assistance through mutual aid agreements or the county before asking for assistance from the State of Washington. When county resources have been exhausted, the state may seek resources from state agencies or from the federal government where appropriate. State agencies with the greatest likelihood to be involved in emergencies with impacts to the City of Maple Valley include: Washington State Patrol, Washington State Department of Ecology, Washington State Department of Health, or the Washington State Department of Transportation. Federal agencies that have the greatest likelihood to be involved in emergencies with impacts to the City of Maple Valley may include: the Federal Emergency Management Agency (FEMA), the Small Business Administration, or the Federal Bureau of Investigation (FBI). In most situations, state and federal agencies will be supporting local response or recovery and will act under the direction of the on-scene incident commander for the incident.

#### 2.10.6 Volunteer Organizations

Maple Valley has a number of volunteer organizations that may be asked to assist with response to and recovery from emergencies. These are not limited to: Washington State Animal Response Team (WASART), Citizen Emergency Response Teams (CERT), the Maple Valley Amateur Radio Club, and the Maple Valley Disaster Preparedness Committee.

#### 2.10.7 Prevention

Fire prevention services are conducted under Interlocal Agreement with Maple Valley Fire and Life Safety.

Linkage with the Washington State Fusion Center is made through the King County Sheriff's Office for counter terrorism intelligence sharing.

#### 2.10.8 Critical Infrastructure and Life Lines

The City of Maple Valley has little direct authority over critical infrastructure and life lines. Water, sewer, power, and communications services belong to the private sector or special purpose districts with which the City maintains franchises or Interlocal Agreements.

#### 2.10.9 Evacuation and Sheltering

Evacuations conducted within the City limits may be conducted by local police and fire personnel. The City does not currently have agreements for use of facilities to use for temporary sheltering. However, efforts are underway to draft ILAs with the Community Center and Tahoma School District in order to facilitate sheltering resulting from power outages or evacuations.

#### 2.10.10 NIMS Typed Resources and Credentials

The City does not have or maintain equipment listed by kind and type by FEMA. Some organizations with which the City has Interlocal Agreements may have inventories of listed equipment. These organizations maintain their own records of such equipment.

The City maintains records of individuals with ICS training credentials and professional credentials. The City will ensure that credentials are maintained according to federal, state, and local standards.

#### 2.10.11 Operating Procedures and Checklists

The City Manager will ensure that procedures and checklists for the activation and operation of the City's EOC are maintained. Procedures for the direction of emergency operations for all agencies listed in the Responsibilities Matrix are maintained by the agency with primary responsibilities and the assistance and contribution of all listed support organizations. Notification rosters are maintained by each organization listed in the matrix. Rosters are provided to the City Manager and the Public Works Director.

#### 2.10.12 Policy Decisions

Policy recommendations affecting emergency operations are made by the City Manager with input from his/her Advisory Committee and with the approval of the City Council.

City of Maple Valley Comprehensive Emergency Management Plan

Responsibilities Matrix

City Manager	P					P			P				P	P	P
City Attorney														S	S
City Clerk		S			S				S					S	S
Public Works	S	S	P			S	P			S		S	S	S	S
Parks and Recreation	S	S	S					P	S			P		S	S
Community Development	S	P	S	S	P							S		S	S
Finance	S											S		S	
Water and Sewer	S	S	S											S	
Maple Valley Police Department	P	S	S		S	P	S			S	S		P	S	S
King County Sheriff's Office	S	S	S		S	S	S			S	P		P	S	S
Maple Valley Fire and Life Safety	S	S	S		S	S	S			S	S		P	S	S
Maple Valley Amateur Radio Club		S	S		S	S		S	S						
Maple Valley Disaster Preparedness Committee		S	S		S	S	S	S				S			
Public Health – Seattle and King County		S	S	P	S				S	S					
NGO's, Faith Based & Community Orgs					S							S			
CERT		S	S		S	S									
WASART					S	S									
Washington State Patrol							S			P					
Washington State Transportation	S	S					S			S					
Washington State of Ecology										S					
Washington State Public Health				S					S	S			S		
FEMA														S	
	Direction & Control	Information Collection	Damage Assessment	Health & Medical	Mass Care	Evacuation	Transportation	Communications	Warning	Hazardous Materials	Search and Rescue	Resource Management	Public Protection	Recovery	Plans and SOPs

Figure 3 – Primary and Secondary Responsibilities

P = Primary responsibility

S = Support responsibility

## Direction, Control, and Coordination

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### 2.11.1 Introduction

This section of the CEMP describes the direction, control, and coordination of tactical emergency operations. Many of the emergency services on which the City would rely during an emergency are managed and obtained through Interlocal Agreements and contracts for service. All of these entities maintain their own independent agency operations centers during emergencies and may dispatch a liaison to the City's EOC for coordination purposes where appropriate.

### 2.11.2 Direction and Control

The City of Maple Valley directs members of its staff and emergency workers registered with the City during proclaimed emergencies through the City Manager. This may include but is not limited to staff in the Maple Valley EOC as well as Public Works staff, Parks and Recreation staff, and Community Services staff with emergency assignments in locations throughout the City. If the City Manager is not within the jurisdictional boundaries of the City, his/her next in line of succession shall direct City emergency actions and resources.

Direction and control of agencies and of organizations that are not city employees are governed by terms identified in Interlocal Agreements, other agreements, Mutual Aid Agreements, the Washington Administrative Code governing volunteers, and contracts for services. Where additional resources are needed from agencies outside established agreements, the City Manager or his/her designee shall contact the agency with those resources through pre-identified channels to establish availability and terms of acquiring those additional resources. Where a proclamation of emergency exists in the City, this is largely a coordination role between the City's EOC and the agency providing service or assistance.

### 2.11.3 Coordination Activities

#### 2.11.3.1 King County Department of Transportation – Roads Division

King County Roads provides road maintenance service to city streets on a day-to-day basis under terms identified in an Interlocal Agreement. "Emergency work to protect public safety and/or property will be handled as the County or City liaison deem necessary. Emergency work may include, but is not limited to, snow and ice control, slide-debris removal, repair of flood damage to roads and road rights of way, repair of traffic signal malfunctions, or replacement of downed stop signs." To effectuate this provision, the City's EOC may: (1) either have a King County Roads liaison in the EOC, or (2) communicate with the King County Department of Transportation Operations Center in Seattle directly or through the King County ECC when activated, or through the King County Office of Emergency Management Duty Officer during non-business hours.

The King County Roads Division will retain tactical and operational control of its resources during proclaimed emergencies.

2.11.3.2 Law Enforcement

The King County Sheriff's Office provides day-to-day law enforcement services in the City limits under an Interlocal Agreement. Terms of that Agreement acknowledge the intention to provide additional services under specific terms. If the City identifies the need for additional law enforcement resources from the King County Sheriff's Office during a proclaimed emergency, the City Manager or his/her designee will make that request to the Chief of Police. The Chief of Police retains the authority to make a request to the King County Sheriff's Office or to other law enforcement agencies for mutual aid support. The Sheriff's Office is the designated incident commander for search and rescue missions.

The Chief of Police or his/her designee will retain tactical and operational control of the contract law enforcement employees working in the City and over those mutual aid resources as may become available under mutual aid requests. Where Washington State Patrol or the Federal Bureau of Investigation may be the designated incident command authority, the Chief of Police or his/her designee will be the liaison with that organization for unified command.

Where an incident occurs outside the City limits and the City's EOC is available, KCSO may request the use of the City's EOC for coordination of that incident in accordance with terms identified in the facility use Interlocal Agreement.

2.11.3.3 Solid Waste Management

Solid Waste is managed through the combined efforts of the King County Department of Natural Resource and Parks - Solid Waste Division, Recology Cleanscapes, and Allied Waste under Interlocal Agreements and Franchise Agreements. Where debris management or solid waste problems are identified during a proclaimed emergency, King County Solid Waste may be contacted directly, through the Department of Natural Resources and Parks representative in the King County ECC when activated, or through the King County Office of Emergency Management Duty Office during non-business hours.

Request for emergency service within the City from Allied Waste or Recology Cleanscapes will be through normal business contacts under Franchise Agreement terms or contract terms.

Direction of tactical operations of solid waste staff will remain with the organization providing the resources or under the direction of a uniformed police or fire incident commander as may be appropriate.

2.11.3.4 Public Health

Public Health – Seattle and King County are responsible for managing and directing public health emergencies for King County. Where health impacts resulting from an emergency are known or expected, the Health Department may be contacted directly, or may have a liaison in the City's EOC or in the King County ECC when activated for emergency conditions. The Director of Public Health has the authority to proclaim a health emergency. Public Health may choose to operate its own Area Command during an emergency.

Direction of tactical operations of the Health Department staff or their contractors will be through Health Department lines of authority. Coordination of emergency health messaging or activities will be through the Health Department liaison in the City's EOC, their liaison in the King County ECC, or at the Public Health Area Command when it has been activated.

#### 2.11.3.5 Water and Sewer Services

Water and sewer service in the City of Maple Valley is provided under Franchise Agreements with Covington Water District, Soos Creek Water and Sewer District, and Cedar River Water and Sewer District. Where an emergency impacts water or sewer services in the City, these agencies may have a liaison in the City's EOC or may communicate and coordinate with the EOC from their independent operating control centers.

Direction of tactical operations undertaken by any of these franchise holders during a proclaimed emergency will remain with the individual utility districts.

Where an incident occurs outside the City limits and the City's EOC is available, Cedar River Water and Sewer District, Covington Water District, or Soos Creek Water and Sewer District may request the use of the EOC for coordination of that incident in accordance with terms identified in the facility use Interlocal Agreement.

#### 2.11.3.6 Fire Service

Maple Valley Fire and Life Safety District 43 provides fire suppression and basic life support services. As a special purpose district serving a jurisdictional area that includes the City limits of Maple Valley, no agreement is needed for delivery of those services. Where an emergency exists, a fire liaison to the City's EOC may be requested for coordination of actions. Maple Valley Fire and Life Safety may retain its own operational center for directing fire response during an emergency. A fire representative is usually present in the King County ECC for coordination of fire activities throughout the county. The fire district may be asked to assist the City with damage assessments, evacuations, or other activities in the City beyond day-to-day fire service activity.

If additional fire resources are needed beyond those available through the fire district, the fire chief or fire incident commander or his/her designee will request mutual aid support, activation of state fire mobilization or regional fire resource plans as may be appropriate. This may be communicated to the Fire Zone representative in the King County ECC or directly to the State Fire Marshal's Office within Washington State Patrol.

Direction of tactical fire operations undertaken in the City will remain with the fire district or designated incident commander as outlined in their operational plans and procedures.

Where an incident occurs outside the City limits and the City's EOC is available, the fire district may request the use of the EOC for coordination of that incident in accordance with terms identified in the facility use Interlocal Agreement.

2.11.3.7 Washington State Patrol

The Washington State Patrol is the designated incident commander for hazardous materials spills in the fire district, on Highway 18, or within the City of Maple Valley. While they do not have a response capability, they may direct and coordinate first responders from all services to mitigate such incidents. See RCW 70.136.030.

Washington State Patrol may be called upon to provide mutual aid assistance to augment law enforcement resources available from the King County Sheriff's Office through their working agreements.

Where an incident occurs outside the City limits and the City's EOC is available, the Washington State Patrol may request the use of the EOC for coordination of that incident in accordance with terms identified in the facility use Interlocal Agreement.

2.11.3.8 Zone 3 Emergency Management Coordinator

Where an emergency has been proclaimed, the Zone 3 Emergency Management Coordinator may act as a liaison on behalf of the City of Maple Valley in the King County ECC. In this role, he/she may communicate incident action plans, situation awareness, and resource requests between the King County ECC and the City's EOC when they have been activated. The Zone 3 Emergency Management Coordinator may act as an advisor to both King County and the City during an emergency.

The Zone Coordinator has no direction and control authority related to the City of Maple Valley or for Zone 3.

2.11.3.9 King County Duty Officer and KCECC

Where an emergency has been proclaimed, the King County Office of Emergency Management Duty Officer or the King County ECC may become involved in coordination of action plans, situational awareness, and resource management. A liaison from police, fire, public health, solid waste, the zones, and others may be in the King County ECC for coordination purposes.

The King County ECC has no direction or control authority for tactical operations in the City of Maple Valley.

2.11.3.10 Civic and Non-governmental Organizations (NGOs) Volunteers

Civic and Non-governmental organizations may be part of a tactical response to an emergency in the City of Maple Valley. These organizations and individual volunteers may contribute to debris clearance, damage assessment, shelter management, communications, or other assignments. For liability purposes, all individuals operating with these organizations under assignments directed by the City's EOC must be registered emergency workers and operate with supervision and direction of a representative of the City Maple Valley under a state mission number.

Organizations working without an assignment or directive from the City of Maple Valley must retain their own insurance coverage for damages or injuries incurred. Expenses incurred without a mission or directive from the City of Maple Valley are the responsibility of the organization or individual.

## Information Collection, Analysis, and Dissemination

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### 2.12.1 Introduction

This section describes the collection, analysis, reporting and dissemination of information to the public, internal decision makers and first responders, and neighboring jurisdictions before, during and after an emergency. This section of the Plan considers what information is needed, where the information can be obtained, who needs the information, how it is shared and when it is shared.

### 2.12.2 Information Needs

Decision makers need up-to-date information on which to base critical and time-sensitive actions during emergencies. Decision makers may be in local or regional government, first responders on the scene of an incident, or people and businesses in the community. Handling of information includes several sequential steps: Obtaining information, verifying the information, analyzing the information, distributing or communicating the information, and acting on the information.

### 2.12.3 Sources of Information

Information will be obtained passively when received without a customer request or actively when someone seeks specific information from a credible source.

Primary sources of emergency information originate from eyewitnesses, the media, and first responders on the scene of an incident. All other sources of information are secondary sources that have received information from these primary sources, interpreted or analyzed the information, repackaged it, and distributed it to general or specific audiences. People collecting information have some influence on the process by seeking specific information.

Secondary sources of information may include: the King County ECC or the King County Duty Officer, 9-1-1, State Emergency Management, various Operating Centers, citizens listening to the radio or television broadcasts, community groups, employees, news services, or anyone that has received information from one of the primary sources.

*(Continued next page)*

The first person in the City of Maple Valley to receive information from any source should seek the following minimum information from the source:

- Who is the source of the information?
- How can they be contacted later?
- What happened?
- When did it happen?
- Is it still underway?
- Where did it happen?
- Are there injuries?
- Is there property or environmental damage?
- Are responders on scene?
- Who is directing the response?
- Who else has been contacted?

In some cases, knowledge of local weather conditions may be important.

The person receiving the information may be acting in their normal, non-emergency job function as a City employee or they may be acting in their assigned role in the City's EOC. Generally, anyone that receives information makes an evaluation of the information and what to do with it. While anyone in the City's EOC may obtain or request information, the formal analysis or interpretation of the information occurs in the Information and Planning Section of the EOC, when activated. This may be done by the Information and Planning Section Chief or may be delegated to the Situation Unit or Intelligence Unit if these positions are available.

#### 2.12.4 Situation Analysis and Impact Assessment

It may be assumed that information available may be incomplete, inaccurate, or not arrive in sufficient time to make appropriate decisions or affect actions already underway. Obtaining information and the analysis of information is one of the primary functions of the EOC Information and Planning Section.

The analysis of any incident involves at minimum the following considerations: credibility, time sensitivity, actions needed, and who needs to know.

Primary sources of information are more reliable than secondary sources of information. Where the primary source of information is a subject matter expert, the information has credibility. Secondary sources of information or information from someone other than a subject matter expert may need verification by a subject matter expert before taking action. Subject matter experts are people such as engineers, chemists, weather professionals, bomb technicians, fire fighters, trained medical personnel, the medical examiner, and other specifically trained disciplines.

Some information may require timely actions to save lives or property.

#### 2.12.4.1 Warning

Threats or impacts to public safety may require rapid decisions to affect timely public warning. During emergencies, timely information availability and communications infrastructure survival may make timely warnings difficult. When information is received regarding a threat or potential impact to public safety, the following analysis will be made:

- Who or what area might be impacted?
- How long might the impact last?
- When does the public need to know?
- What is the best way to warn the potentially impacted public?
- What do we want the warned public to do in response to the warning provided?
- If evacuation is needed where is the nearest safe haven located?

Warnings will address each of these issues in the most expedient method available. Wherever possible, warning will be conducted in alternate language(s) and in a manner designed to reach the hearing impaired. Where the use of the King County Alert or Emergency Alert System (EAS) is appropriate, the City of Maple Valley will contact the King County Office of Emergency Management or King County Sheriff's Office Communications Center.

#### 2.12.4.2 Continuity of Government Operations

Information collected may be important to continuity of government operations and services, to communications capabilities, to infrastructure stability, and the availability of resources. Analysis of information on available leadership and staffing levels will impact the City's ability to respond to an emergency. The availability of redundant communication supports the ability of the City to lead a response. Infrastructure and available resources also contribute to the decisions and actions that may be implemented in response to an emergency.

The following questions will be asked by the City and organizations with Interlocal Agreements or contracts for critical services to assess the City's capability to respond:

- What do we have?
- What do we need?
- Where/when can we get what we need?
- What will we do next? For example, is an emergency proclamation necessary?

Information obtained will be reported to the City Manager or to the Information and Planning Section of the City's EOC when it has been activated.

#### 2.12.4.3 Damage Assessment

Capturing information on public and private property damage will begin as soon as possible once the City is on notice that an incident has occurred. Information will be collected by each of the departments of Maple Valley city government and by the organizations with Interlocal Agreements. Damage assessment will be directed first to the condition of communications and

transportation lifelines and critical infrastructure, then to supporting infrastructure, government buildings, and private property.

Information obtained will be reported to the City Manager or his/her designee or to the Information and Planning Section of the Maple Valley EOC when it has been activated.

#### 2.12.4.4 Resource Requests

Resource requests may be made by first responders, the various departments of the City of Maple Valley, neighboring jurisdictions, King County, or members of the private sector. All resource requests will be recorded and processed by the Resource and Logistics Section of the City's EOC when the EOC has been activated either under a city proclamation of emergency or by direction. Decisions regarding priority for processing of requests will be established by City policy, will include an assessment as to whether the resource will be utilized within the City limits, and will include the following additional criteria:

- Availability of resources
- Providing life safety protection
- Doing the most good for the most people
- Protecting public property and infrastructure
- Protecting the local or regional economy
- Protecting the local or regional environment
- Or other situation specific criteria

#### 2.12.5 Users of Information

Decision makers can only make decisions with the information available at the time of the decision. For this reason, documentation and communication of information and decisions made by the City of Maple Valley to an emergency are critical to response and to recovery. Users of packaged information may make decisions directing protective measures, evacuation, and resource prioritization/management from the available information.

#### 2.12.6 Communication and Record-keeping

All public information is subject to disclosure through Public Records Act requests. This necessitates a good record keeping system during an emergency. Information received or requested during an emergency will be recorded.

Recorded information may include:

- a. Policy Decisions and Proclamations
  - a. Target Audience: City Government, organizations with Interlocal Agreements, Washington State EMD, and King County
  - b. Contents: Emergency directives outside normal business
  - c. Prepared by: EOC Incident Manager or the Information and Planning Section
  - d. Frequency: As needed
  - e. Communication media: signed paper copy, scanned or stored electronically for communication to other jurisdictions as needed

- b. Activity logs
  - a. Target Audience: Internal use
  - b. Contents: Information requested or received, actions taken, resource requests made, when the information was received or action was taken, name and contact information of the source and the recorder
  - c. Prepared by: Everyone that receives information, makes decisions, or provides information to anyone during an emergency
  - d. Frequency: As often as information is handled, usually once per EOC shift
  - e. Communications media: Most often done on paper, sometimes electronically where time date stamps can be provided and edit/alteration can be identified
  
- c. Briefings
  - a. Target Audience: Staff in the EOC, Advisory Group, or City Council
  - b. Contents: Summary of information available since the last briefing and decisions needed
  - c. Prepared by: Incident Manager or the Information and Planning Section
  - d. Frequency: At least once daily or more frequently as needed
  - e. Communications media: Delivered verbally and recorded electronically – may include email & web posting or SharePoint site
  
- d. Press releases
  - a. Target Audience: general public via media such as radio, television, news print
  - b. Contents: Summarizes what has happened and what actions are being taken
  - c. Prepared by: Public Information Officer with Incident Manager approval
  - d. Frequency: as needed, usually about 4 AM and 4 PM for the daily commute
  - e. Communications media: Usually electronic
  
- e. Snap shots
  - a. Target Audience: City Manager, City Department Directors and regional partners and decision makers
  - b. Contents: Summary of developments since the last Snapshot and actions to be taken
  - c. Prepared by: Information and Planning Section
  - d. Frequency: As often as the incident allows
  - e. Communications media: Usually electronic by email, web posting, or SharePoint posting
  
- f. Situation Reports (SitRep)
  - a. Target Audience: City Manager, City Department Directors and regional partners and decision makers
  - b. Contents: Summary of actions taken during the last operational period
  - c. Prepared by: Information and Planning Section
  - d. Frequency: Once a day
  - e. Communications media: Electronically distributed via email, web posting or Share Point posting

- g. After Action Report (AAR)
  - a. Target Audience: City Manager, City Department Directors, and City Council
  - b. Contents: What happened, what went well, what improvements are needed, schedule for improvements
  - c. Prepared by: Information and Planning Section
  - d. Frequency: Once
  - e. Communications media: Electronic and paper copies
  
- h. Community Forums
  - a. Target Audience: the impacted general public
  - b. Contents: question and answer, summary or AAR provided, visuals
  - c. Prepared by: Incident Manager
  - d. Frequency: as needed
  - e. Communications media: public forum

### 2.12.7 Long-term Information Management Strategy

The City of Maple Valley will leverage its information management capability by using community groups in the City. Training City employees and regional partners on basic elements of information collection and documentation will maximize the ability of the City to provide a clear situation assessment and to make more timely decisions. Expanding the number of people available to analyze information and make recommendations will improve efficient and effective continuation of public services.

## Communications

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### 2.13.1 Introduction

The purpose of emergency communications is to provide warning to the public, notification of staff for the City's EOC, and situation awareness to decision makers by documenting actions, managing resources, collecting damage assessments, and demonstrating progress on action plan objectives over time. The management of emergency communications is always part of the activated EOC in its goal to support the response organization, aid in prioritization of objectives, and to coordinate with other regional partners impacted or responding to the emergency. Emergency communications are governed by the need for interoperability, redundancy, preparation-planning between regional partners, and adherence to Federal Communications Commission standards and guidelines. The Communications Unit includes the ability to transmit and receive voice and data communications during emergencies.

### 2.13.2 Organization and Staffing

Communications are part of the Resource and Logistics Section of the EOC when it has been activated for an emergency. This is consistent with NIMS and the Incident Command System. The City's EOC will rely heavily on using volunteers from the Maple Valley Amateur Radio Club to staff the Communications Unit in the EOC. The Maple Valley Parks Department

Director is the Resource and Logistics Section Chief. He/she will determine the number of staff needed for the Communications Unit, the shift duration, and their assignments when staff for the unit has reported.

### 2.13.3 Equipment

Most equipment used in the Maple Valley EOC Communications Unit is the property of the City of Maple Valley. These include but are not limited to: landline telephones, cell phones, computers with email capability, 800 MHz radios, UHF radio system, and facsimile units. Where possible, communications with regional partners will primarily be conducted by telephone (voice) and email (data) systems. This is consistent with communications plans for Zone 3 and other regional partners.

The City's EOC communications capability is reliant on a stable power grid and commercial infrastructure survival.

Where primary communications capability is unavailable, Maple Valley will use 800 MHz radio and amateur radio communications capabilities for voice communications and facsimile transmissions for the transfer of data between regional coordination facilities. Amateur radio equipment and licensing is retained by members of the volunteer Maple Valley Amateur Radio Club. Voice over Internet Protocols (VOIP) is another option available.

### 2.13.4 Maintaining Communications Contact Information

Operability and interoperability rely on the maintenance of equipment and contact information for private and public sector regional partners. This includes phone numbers, email addresses, fax numbers, website addresses, radio frequencies, and talk groups in use by regional partners and those available to the EOC by authorization agreement or license maintenance. The City of Maple Valley must obtain permission to use 800 MHz talk groups 'owned' by particular agencies before radio equipment can be programmed with those groups. The City owns and is licensed on its own UHF radio frequency.

FCC regulations govern the use of some frequencies during emergencies and actual emergencies. Amateur radio use is in this category.

### 2.13.5 Audience and Choosing the Right System

Not all agencies or locations with emergency operating or coordination centers have the same equipment and access to frequencies. Not all EOCs and ECCs may have staff available to answer or transmit on all equipment when needed. For this reason, redundancy of communications capabilities is critical to maintain situation awareness and decision making capabilities.

Some information is best shared by voice communications; some are better shared by data systems. Primary criteria for choosing voice or data are: time sensitively, length of the message, use of standardized forms, and the need for verification of receipt.

Some information is best delivered by voice communications. This includes: warnings, life safety issues, and operational directives.

Some information is best delivered by data systems. This includes lengthy situation reports, damage assessments, weather reports, resource requests, and status reports.

#### 2.13.6 Forms

The Incident Command System calls for using standardized forms for many communications. This ensures specific information is documented for all similar communications in a searchable format. The Incident Command System has a standard form for resource management (ICS 213), while the state form for resource requests is the M47 form. Either form is acceptable for local documentation of resource requests and tracking.

There is no ICS counterpart to the Snapshot report concept. Snapshot forms and format have been developed by several organizations with EOC/ECCs. Their purpose is to communicate information with very little analysis. The Snapshot should include: the state mission number, the City's EOC header, the date and time, a brief description of the situation (cause) of the report, an analysis of the situation and expected impacts, actions taken, and the time/date of the next Snapshot with contact information for the EOC if there are questions. Snapshots should be sent to the Maple Valley City Manager, regional partners including the King County ECC, and the State EOC. Snapshots should be produced at least every 2-4 hours while the EOC is staffed.

There is no ICS counterpart to the EOC Situation Report concept. Situation Reports are more complex than Snapshots. They take longer to produce, and they contain more information and analysis. Situation Reports include a situation summary, a planning clock identifying upcoming activity in the EOC (especially noting briefings and conference calls), operational objectives, weather conditions, significant events, communications issues, major infrastructure impacts, shelter locations and status, major resource assignments and needs, and the location of staging areas or command posts. Situation Reports should be issued at least once a day and should be distributed to the Maple Valley City Manager, regional partners including the King County ECC, and the State EOC.

Incident Action Plans should be recorded on the ICS 202 form and distributed internally to the staff of the EOC and City decision makers.

Samples of the forms noted in the CEMP can be found in the Appendix to the Basic Plan.

#### 2.13.7 Approvals

The Incident Action Plan, Snapshots, Situation Reports, press releases, and resource requests requiring either payment or a request to the King County ECC or other public/private sector organizations require approval of the Incident Manager.

## Administration, Finance, and Logistics

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### 2.14.1 Introduction

This section of the Plan covers general administrative, fiscal support requirements, and the availability of logistical services and support for all types of emergencies. Where emergencies within the City exist and require activation of the Emergency Operations Center (EOC), criteria, adopted policies and procedures are necessary. These adopted policies and procedures are meant to be utilized during the emergency and after the emergency has passed in order to allow improvements to be made and to maximize recovery of costs. Application of incident command system forms and automated systems in support of documentation are covered here. This section also covers general policies for managing resources, including personnel. Policies, agreements, and contracts for acquiring resources and tracking resource use, and for accounting for payment of emergency resources used are a necessary part of administrative and fiscal support for emergency response.

#### 2.14.1.1 Purpose

Emergencies often require expenditures for resources that do not fall within the annual operating budget of the City. For this reason, processes, Mutual Aid Agreements, Interlocal Agreements, policies, and documentation are necessary for reimbursement of allowable expenses. Documentation of response efforts conducted during and after emergencies allow reimbursement for expenses where available, development of best practices, and for improvements to be made in procedures and to adopted policies and regulations.

#### 2.14.1.2 Scope

This section of the CEMP covers Administrative, Finance, and Logistic support for emergencies within the City limits of Maple Valley and involving activation of the City of Maple Valley Emergency Operations Center (EOC).

#### 2.14.1.3 Limitations

No guarantee of a perfect response system is expressed or implied by this Plan or procedures described in the Plan. City personnel and assets are themselves vulnerable to natural and technological disaster impacts and may be overwhelmed. The City can only make every reasonable effort to respond to emergencies based on the situation, information, and resources available at the time of the emergency.

#### 2.14.1.4 Policies and Authorities

It is the policy of the City to conduct emergency operations in alignment with Incident Command System precepts, the Stafford Act, all Washington State codes related to emergency management including but not limited to RCW 38.52 and WAC 118-30, and local ordinances as may be amended from time to time. The City will adhere to labor agreements and use of state and federally approved contractors where these apply. The City will use paid employees

wherever possible before calling for volunteer assistance. City employees may be re-assigned to emergency roles per the directive in the City Employee Handbook. Descriptions of legal authorities are found elsewhere in this Plan and are listed in the Appendix –

Authorities and References.

#### 2.14.1.5 Situation and Assumptions

##### 2.14.1.5.1 Concurrence with Other Plans

This section of the CEMP is consistent with the King County CEMP Basic Plan, King County Recovery Plan, and the Washington State CEMP.

##### 2.14.1.5.2 Planning Assumptions

Use and implementation of this section of the CEMP assumes that an emergency has occurred with one or more of the following: there are impacts or the threat of impacts to public or private property in the City limits or lives and public safety may be threatened. The emergency may be impacting other regional partners making resource requests to the City that delay response or recovery efforts within Maple Valley.

Generally, it is assumed that emergency conditions covered in this Plan cannot be mitigated with day-to-day resources and procedures. The Mayor, allowing emergency spending authority and specifying emergency powers pursuant to City ordinance O-12-505, may issue a Proclamation of Emergency.

Impacts from the emergency may restrict access and availability of some or all City employees. Operations may need to be conducted during non-traditional working hours including but not limited to evenings, weekends, during scheduled vacation or medical leave, and/or holidays. This may require recall of City employees on leave or the use of trained and registered volunteers to conduct specific emergency operations described in this section of the Plan.

For planning purposes, the Plan assumes that a response and recovery can be organized, information is available and can be recorded, and resources beyond those immediately available to the City may need to be requested, tracked, and paid for.

#### 2.14.2 Concept of Operations

##### 2.14.2.1 General

When the City's EOC has been activated, activities by all personnel must be recorded in a standardized fashion. Toward this end, the EOC will utilize the Incident Command System and related forms. When the EOC has been demobilized, After Action Reports (AARs) consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) will be constructed. Copies of the AARs will be made available to the public and to regional partners as applicable. The Public Information Officer (PIO), Operations Section, Finance-Administrative Section,

Information and Planning Section, and the Resource and Logistics Section all have documentation requirements during and after emergencies. All documented actions will include the assigned state mission number.

2.14.2.2 Organization and Structure

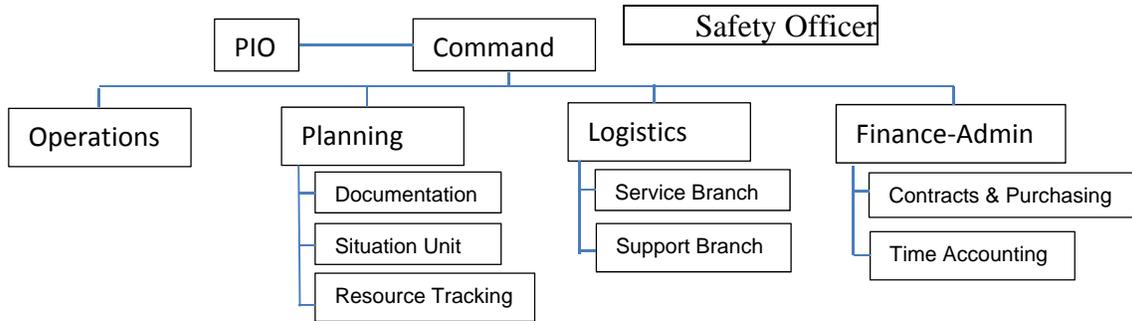


Figure 4 Maple Valley Organizational Structure

All City departments are required to keep record of actions taken during emergencies. This will always include an activity log, time accounting, damage assessment of public property, resource requests, and emergency expenditures made.

During emergency response and recovery, documents generated are collected by the Information and Planning Section. The Documentation Unit will manage archiving and organizing documents generated during the emergency, when it is staffed. All City departments should retain copies of all documents generated during emergencies in their files including records of state mission numbers.

The Information and Planning Section is also responsible for collecting damage assessment information for the private sector, generating Situation Reports, Snapshots, and the After Action Report. Where staff is available and assigned, this is done by the Situation Unit of the Information and Planning Section. Templates for these forms can be found in the Appendix: Form Templates.

Once resources have been located through efforts in the Resource and Logistics Section, the Information and Planning Section tracks those resources until they have been demobilized or released. Where staff is available and assigned, this is done by the Resource Unit in the Information and Planning Section. Assignments that are not delegated are retained by the Information and Planning Section Chief. The Operations Section, Information and Planning Section, and the Resource and Logistics Section will retain copies of all processed Resource Requests.

The Public Information Officer (PIO) generates press and media releases. Copies of all press or media releases are retained by the PIO and by the Information and Planning Section, Documentation Unit.

The Safety Officer (SO) identifies hazardous situations associated with the incident. Ensures adequate levels of protective equipment are available and being used. Identifies potentially unsafe acts. Identifies corrective actions and ensures implementation. Coordinates corrective action with Command and Operations. Prepares Incident Action Plan Safety and Risk Analysis and participates in the Planning and Tactics meetings.

### 2.14.3 Administrative Processes

Administrative processes include documentation of activities, approvals required for actions in the EOC, generation of reports and retention of those reports. This section of the Plan generally covers the documents used for emergency information management in the EOC and in detail covers the After Action Review and Reports generated from emergencies. Details on information management in the activated EOC are covered in Functional Annex B – Information Collection, Analysis, and Dissemination.

#### 2.14.3.1 Documents

Documents that may be used to capture or communicate information and to consolidate reports of progress include but are not limited to:

- Individual Activity Log
- Time Sheets
- Message Forms (ICS 211)
- Resource Request Forms (ICS 213)
- Communications Plan (ICS 205)
- Procurement Forms
- Contracts
- Preliminary Damage Assessment Forms
- Proclamation of Emergency
- Action Plans (ICS 202)
- Snapshots
- Situation Reports
- Briefing Reports (ICS 201)
- After Action Reports
- Media Briefing
- Communications Plan (ICS 205)

### 2.14.3.2 Document Approvals

Many documents require an approval process before they can be released or distributed. These include but are not limited to:

- Resource Requests – Incident Manager approval
- Contracts – Finance and Admin Section Chief and Incident Manager approval
- Proclamation of Emergency – Incident Manager
- Action Plans – Incident Manager, Strategic Operations Section Chief, Information and Information and Planning Section Chief approval
- Media Briefings or Press Releases – Incident Manager and Public Information Officer approval
- Situation Reports – Incident Manager, Strategic Operations Section Chief, Information and Information and Planning Section Chief, and Public Information Officer approval

### 2.14.3.3 Document Retention

Files containing all documentation and correspondence related to the designated mission number for the emergency will be retained by the City for 10 years or until the recovery process has been closed whichever is longer. All public documents are subject to disclosure under the Public Records Act unless covered by an exemption. Document handling and archiving will be conducted in accordance with City of Maple Valley Municipal Code Chapter 2.50.

### 2.14.3.4 After-Action Review and Reports

All incidents that require the activation of the City’s EOC require completion of an After Action Review and Report. The complexity of the process and report are linked to the complexity of the emergency. Where the emergency is less than an operational period (8-12 hours) no more than an Executive Summary is needed. Where the emergency is longer than an operational period or where a proclamation of emergency has been issued and resources beyond normal day to day operations are required, a formal After Action Review and After-Action Report are required. For samples of the Executive Summary and the formal Homeland Security Exercise and Evaluation Program (HSEEP) After-Action Report see Appendix: Form Templates.

Following exercises, incidents, and emergencies, the City Manager will produce After-Action-Reports for the continuing improvement of response and recovery measures. The After-Action-Report process provides a platform for recovery from emergencies. The City will conduct a review of all activations of the EOC within 15 days of the close of operations. An After Action Report will be issued within 45 days of the completion of the review process. After Action Reports will include all City departments, contract and service organizations involved in the response, and may include liaisons from adjacent jurisdictions, King County, mutual aid partners, volunteers and volunteer organizations, residents and businesses within the City of Maple Valley.

#### 2.14.3.5 After-Action Review (AAR) Process

All activations of the City's EOC benefit from the conduct of a standardized review of the emergency actions taken by the City. Whether short or long, complex or simple, the review process will consist of four steps: Collection of information, analysis of the information, reporting of the findings, and distribution of the reports.

Collection of information includes gathering feedback from the people in the EOC when the EOC activation is first demobilized. This is called the "hot wash". The hot wash gathers thoughts and impressions while the event is still fresh in the minds of the participants. It is informally structured and conducted by the Incident Manager. The Information and Planning Section Chief or his/her designee captures notes from the hot wash.

A formal debriefing is often conducted for emergencies of longer duration or where the emergency was more complex. Invitations are sent to all people that served in the EOC during the emergency and to agencies that may have interacted with the EOC during the emergency. This may include elected officials and volunteers. This debriefing allows the participants to think about the emergency and options that may be recommended for improvements. A formal agenda is usually distributed before the formal debriefing with specific topics or areas that may need to be addressed.

Community forums are related to the formal debriefing but to a different target audience. The Community forums are conducted to solicit feedback from the private sector. Where these forums are conducted, they usually are led by the Incident Manager or the Public Information Officer. Public notice must be provided in a manner similar to any other public meeting conducted by the City. Usually, Community forums are conducted where municipal services have been interrupted or damage to public or private property still exist at the time of the forum. The Community forum may be structured or informal. Not all emergencies require a Community forum.

Once information has been collected, a panel appropriate to the topics identified in the collection process may be formed to analyze the information and generate a report. If formed, the panel will be appointed by the City Manager. At minimum the report will include: what the emergency was, what human and critical infrastructure impacts occurred, what the City response was, what worked well and what needs improvement. The minimum report is the Executive Summary. The more formal report is the HSEEP format which contains considerable detail related to the emergency. Samples of the Executive Summary Report and the HSEEP Report can be found in Appendix: Form Templates.

When the AAR report has been generated and approved by the City Manager, the report should be made available to a group identified by the City Manager. While the Executive Summary may be posted for public access, the more detailed HSEEP report is usually not posted. The HSEEP report usually identifies specific measures being undertaken, vulnerabilities, costs, due dates and deadlines. These issues may constitute a security risk for first responders and the public. Legal review of the After Action Report contents should be considered against Homeland Security criteria when considering the release of specific information contained in the report.

The formal After Action Report includes an improvement plan and improvement tracking. At minimum, the improvement plan should identify: the problem/need/issue, the identified solution, a person assigned to complete the improvement, the status of the improvement, and the completion deadline. The City Manager will be apprised of progress on improvements.

Often, improvements will include the need for the update or improvement of plans or procedures. Where this is necessary, the improvement should include: revision of the necessary document, approval of the revisions, training for those with assignment changes, and testing of the revised document assumptions or directives. At least once annually, an exercise or actual emergency incident which includes a formal After Action Report in the format of the HSEEP will be conducted. The City Manager will ensure improvements are completed in a timely fashion.

#### 2.14.4 Finance

The Finance/Risk Management Director for the City of Maple Valley is responsible for implementing the policies and procedures related to emergency issues of a fiscal nature in the City.

Many of the public services provided to Maple Valley citizens come from contracts with other public entities. This includes Interlocal Agreements, Franchise Agreements, and contracts for police services, solid waste, water and waste water management, and some public health functions. A list of these agreements and contracts can be found on line at <http://www.maplevalleywa.gov> under the City Government tab.

The City has a policy governing procurement during emergencies. This is found in the Maple Valley Municipal Code Chapter 2.75 City Contracting. Emergency spending authority available to the City Manager is identified in MVMC 2.75.080 when a proclamation of emergency has been issued. The City Finance/Risk Management Director is responsible for managing risk for the City in consultation with the City Attorney.

Documents related to contracts and procurement generated while under a proclamation of emergency is in effect will be retained for at least 10 years or until the emergency recovery process has been closed – whichever is longer.

Provisions of the Stafford Act allow for the recovery of a portion of emergency expenditures by local government where specific conditions allow. These include a county and state per capita threshold for those costs. For this reason it is important for the staff working in the City's EOC to collect and clearly document time accounting, volunteer hours, emergency contracts, and cost of supplies in excess of the City's normal operating budget and insurance coverage deductibles. Collection and reporting of public damage and expenses to the King County ECC is usually required within 48-72 hours of the onset of the emergency. Reaching the required per capita minimum for the county and the state requires diligence from all regional municipalities as the aggregate figures impact all regional partners. Where a presidential disaster has been declared for the state and the county(s) impacted, the City may receive up to 75% of eligible costs from the federal government. The State of Washington has historically provided an additional 12.5%

toward these same emergency costs. More details are available under the Functional Annex Critical Infrastructure and Key Resource Restoration.

The City will endeavor to recover emergency expenditures for damages and costs incurred where federal and/or state assistance may be available. Preliminary damage figures are collected and reported by the Information and Planning Section of the EOC to the King County ECC when requested. The City Manager will appoint an applicant agent to oversee the recovery process and projects during the recovery process. The applicant agent will represent the City for recovery documentation and cost recovery of approved projects.

Assistance to the private sector (residents and businesses or private non-profit organizations) may be available through the National Flood Insurance Program, Small Business Administration, Individual Assistance Program of FEMA, homeowner's insurance policies, emergency unemployment insurance, worker's compensation, volunteer organizations, and donations. Usually, these efforts and resources are managed at the local level or county level with the assistance of a City representative. The City does not have the capability to assist with pets and livestock where these are impacted. Where animal issues are identified in the City of Maple Valley, the City will request assistance from King County and from the Washington State Animal Rescue Team (WASART).

#### 2.14.5 Logistics

The City's Director of Parks and Recreation is the lead for emergency logistics. The City has very little in the way of resources to address emergencies. The City does not have facilities able to support overnight sheltering or feeding of a displaced population, people with disabilities or children. The City will rely on requests for assistance through its existing service contract agencies, fire resource agreements, the Regional Coordination Framework for Disasters and Planned Events (RCF), and state or federal assistance when and where it may be available under a proclaimed emergency. Requests for assistance will be made by the Incident Manager to the King County Office of Emergency Management Duty Officer or the King County ECC when it has been activated for the emergency. The Maple Valley Incident Manager may request the activation of the King County ECC whenever the circumstances of the emergency dictate the need for assistance.

Documentation of resource requests in the Maple Valley EOC will use the ICS 213 form.

## Plan Development and Maintenance-

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### 2.15.1 Introduction

This section of the Plan covers the description of the Planning process used to develop the initial Plan and for the maintenance of the Plan according to state and City code and policy. It covers the review and approval process and the assignment of portions of the Plan for coordination with disciplines and jurisdictions with interests or assignments in the Plan. This section also addresses the Planning review time cycle, training, and exercise or testing of the Plan.

#### 2.15.1.1 Purpose

The CEMP is the basis for response to and recovery from emergencies. The Plan covers decision making, resource management, information management, and public safety issues. For this reason, the Plan must be periodically reviewed and tested to ensure its legal authorities and operational currency when an actual emergency requires its implementation.

#### 2.15.1.2 Scope

This section of the CEMP covers the review and revision of the Plan for the City of Maple Valley. It may require the coordination of planning efforts, procedures, and assumptions contained in the emergency operations plans of neighboring jurisdictions as well as overlapping jurisdictions, and agencies sharing Interlocal Agreements or services contracts, King County, Washington State, and a wide range of private sector service providers.

#### 2.15.1.3 Limitations

The City of Maple Valley has limited personnel available to devote to Plan maintenance and may use contract personnel to review and revise the Plan. The City Manager and/or designee shall be responsible for the coordination of the review and revision of the Plan.

#### 2.15.1.4 Policies and Authorities

RCW 38.52.070 directs emergency management plans to be submitted to the state director of emergency management for review and verification for consistency with the state comprehensive emergency management plan. It is the policy of the City of Maple Valley to comply with Washington State requirements as directed by the Washington State Emergency Management Division of the Military Department as set forth in Chapter 38.52 RCW. WAC 118-30-060(7) requires such plans to be reviewed and updated every two calendar years.

#### 2.15.1.5 Planning Assumptions

##### 2.15.1.5.1 Concurrence with Other Plans

The CEMP is consistent with the King County CEMP Basic Plan, King County Recovery Plan, the Washington State CEMP, and has been developed in coordination with the emergency plans of Maple Valley Fire and Life Safety District No. 43, the Tahoma school district, and the various utility districts serving the City of Maple Valley.

The CEMP addresses the implementation of emergency authorities available to City departments and to contract agencies with express assignments described in the Plan

#### 2.15.2 Concept of Operations

##### 2.15.2.1 General

When the City's EOC has been activated, activities by all City personnel must be recorded in a standardized fashion. Toward this end, the EOC will utilize the Incident Command System and related forms. When the EOC has been demobilized, an After Action Report (AAR) consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) will be constructed. The Public Information Officer (PIO), Operations Section, Finance-Administrative Section, Information and Planning Section, and the Resource and Logistics Section all have documentation requirements during and after emergencies. All documented actions will include the assigned state mission number.

##### 2.15.2.2 Organization

Regular review and maintenance of the CEMP is organized to cover internal processes and external processes of regional partners.

##### 2.15.2.3 Administrative Processes

Administrative processes include internal review and coordination, revision of the CEMP, distribution for review of draft revisions, submission to the State Emergency Management Director for review and comment, finalizing the Plan, and distribution of the finalized Plan.

##### 2.15.2.4 Document Review, Revision and Coordination

The Plan will be reviewed against changes to authorities and codes, federal, state, or county standards, City or regional capabilities, legal agreements, and other considerations. A copy of the draft Plan will be provided to all agencies listed in the distribution list of the Plan for review prior to the Approval Process listed below. Each agency or organization may choose to receive either electronic and/or hard copies of the Plan for review. Comments must be received by the Maple Valley City Manager within 14 days or 10 business days, whichever is longer of the distribution for review. The City Manager may grant longer periods if the situation warrants a longer reporting period.

#### 2.15.2.5 Document Approvals

Approval of the draft CEMP will occur in steps:

1. Review and approval of all City of Maple Valley departments with listed assignments referenced in the Plan
2. Review and approval of all agencies not part of City government with listed assignments referenced in the Plan
3. Approval of the City Manager
4. Approval by the Maple Valley City Council

#### 2.15.2.6 Document Submission

Upon final approval of the draft CEMP or its revisions, three hard copies of the Plan will be submitted to the State of Washington Military Department, Emergency Management Division for review and comment. If review from State Emergency Management results in recommended changes, amendments will be made and the Plan will be resubmitted directly to the State Emergency Management Division without a repeat of the draft approval process. The City Manager will provide a notice of changes to the Plan, to the City Council.

#### 2.15.2.7 Training to the Plan

Within 60 days of the approval of changes to the Plan by the State Emergency Management Division, training will be completed for all City personnel with assignments identified in the Plan or its implementing procedures. Refresher training will be conducted at least once annually prior to the fall rainy season for City personnel with assignments in the Plan or its implementing procedures.

#### 2.15.2.8 Exercise of the Plan

The City of Maple Valley may test this Plan once annually as a tabletop exercise and will test the Plan at least once every other year as a functional exercise. Drills of the implementing procedures of this Plan may be tested at the direction of the City Manager or the Emergency Manager.

#### 2.15.2.9 Public Access to the Plan

An electronic copy of the CEMP will be posted on the City of Maple Valley website and a copy of the Plan will be made available for viewing at the Maple Valley Library on Witte Road and SE 248<sup>th</sup> Street and at Maple Valley City Hall at 22017 SE Wax Road. Copies of the Plan will be made available to the public on receipt of a written request and are subject to any reproduction costs associated with other public document requests.

2.15.2.10 Plan Distribution

The approved CEMP is distributed to the agencies found on the Distribution List in the Introduction Section to the CEMP Basic Plan. This list covers the management of the City of Maple Valley government, its elected officials, neighboring jurisdictions, service providers, volunteer organizations, county government, state government, and the public.

2.15.2.11 Record of Changes to the Plan

The record of changes to the Plan is recorded in the Plan under the Introduction Section of the Plan “Record of Changes”. The Record of Changes is a permanent part of the Plan.

## **Functional Annex: Direction and Control**

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### 3.0.1 Introduction

Direction and control is a critical emergency management function. During the phases of the emergency response, it allows the jurisdiction to:

- Assess the emergency situation and determine how to respond quickly, appropriately, and effectively.
- Direct and coordinate the efforts of the jurisdiction's various field operations.
- Coordinate with the response efforts of other jurisdictions.
- Use available resources efficiently and effectively.

All of the activities associated with managing the response and incorporating the organizational tasking for emergency services into a single functional annex will be found in this section.

Direction and control functions may well be long-term in nature, changing significantly as the situation moves from response to recovery. This function may be activated immediately upon the onset of a proclaimed emergency. City staff assigned to the direction and control function may change significantly depending on the nature of the emergency or as the situation progresses through the various stages of an emergency, into the recovery phase.

### 3.0.2 Purpose

This annex provides guidance and information about the resources the City of Maple Valley will use to direct and control those activities of government that are critical to saving lives, protecting property, and restoring government services during and following emergency situations.

### 3.0.3 Scope

The direction and control of resources is restricted to the geographic boundaries of the City of Maple Valley within its emergency legal authorities and obligations to include official agreements or contracts. The annex is intended for City personnel, organizations with Interlocal Agreements with the City and contracts for services that are made available when emergency response and recovery activities occur.

### 3.0.4 Situation Overview

The City of Maple Valley is exposed to numerous and varying hazards, both natural and man-made. These incidents can occur simultaneously or consecutively and each of those hazards has the potential to cause casualties, damage, disruption of services, and civil unrest. A buildup or warning period will precede some of these incidents, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage and effects on the environment. Other incidents occur with little or no advance warning, thus requiring immediate activation of the Incident Command System or sections of this annex including efficient mobilization and deployment of resources. A list of hazards most likely to affect City of Maple Valley is included in the Basic Plan.

### 3.0.5 Planning Assumptions

- The annex is based on the premise that any incident may occur at any time of the day with little or no warning, may involve single or multiple geographic areas, and result in mass casualties.
- The City of Maple Valley's location as a rural-suburban community may result in inaccessibility or being lower in priority than more highly impacted and highly populated communities.
- Direction and control of any emergency operation within the City of Maple Valley will be established at the field level.
- Command and control will remain with the local incident commander for the duration of the response, unless by mutual consent of both parties control is passed to another agency.
- All outside agencies responding to the City of Maple Valley will recognize the direction and control structure that has been established.
- Many of the emergency services on which the City would rely during an emergency are managed and obtained through Interlocal Agreements and contracts for services (e.g., fire and law enforcement services).
- The Maple Valley Police Department maintains jurisdiction for traffic enforcement on all City roads and on all state highways within the City.

### 3.0.6 Concept of Operations

This section describes the direction and control relationship of the tasked organizations.

#### 3.0.6.1 Incident Management

Incident Management for the City of Maple Valley will be conducted in accordance with the Incident Command System and the Maple Valley Comprehensive Emergency Management Plan (CEMP or Plan). Emergencies may have an on-scene component and where additional resources or coordination is needed, an off-scene component which may include the City's EOC.

#### 3.0.6.2 On-Scene Incident Management

**Incident Command System** – The Incident Command System (ICS) will be established for command, control, and coordination. An Incident Commander will be designated at the scene of the incident and will be responsible for all operational activities at the scene. If multiple incidents occur, there may be multiple Incident Commanders in the field.

**Unified Command** – Unified Command will be utilized in the field when City departments, multiple agencies, and/or jurisdictions are present and have jurisdictional responsibility based on Federal, State or local law. When Unified Command is utilized, the group of Incident Commanders at the scene representing each agency will appoint a spokesperson. During responses in which Unified Command is utilized, resources and personnel will then be integrated into a single Incident Command System for the overall response management structure at the incident scene.

#### 3.0.6.3 Off-Scene Emergency Coordination and/or Multi-Agency Groups

**Emergency Operations Center** – An EOC is a physical location that is located separately from the on-scene Incident Command Post and supports the on-scene response by providing external coordination and the securing of resources. Some of the factors prompting an activation of an EOC include but are not limited to:

- The Incident Commander(s) require additional support more than local mutual aid agreements provide.
- Prioritization of critical resources when multiple incidents are occurring.
- Basic human needs (i.e., shelter, food, and/or utilities) are necessary within the community.
- Coordination and distribution of information for first responders and the public (i.e., warnings)
- Consequence Management

### 3.0.7 Organization and Assignment of Responsibilities

This section describes the specific direction and control responsibilities that are assigned to the tasked organizations in the field and those organizations and assignments located at the City's Emergency Operations Center (EOC). If activated, the EOC serves as a centralized location to facilitate policy making and overall coordination of emergency support in large-scale emergencies. All persons assigned to the City's EOC should have authority to commit resources and set policies on behalf of their respective agency. EOC staffing will be incident and resource driven and will be rotated by operational periods of 8 or 12 hours depending on the duration of the incident.

3.0.7.1 The City Manager or his/her designee as the Incident Manager shall:

- Implement activation of the EOC, if necessary
- Direct department executives or their alternates to report to the EOC
- Request needed special purpose districts and contract agencies to report to the EOC
- Request a state mission number
- Notify the Mayor and/or City Council members of significant emergency situations and when major decisions requiring the involvement of the City Council are required
- Manage EOC resources and direct EOC operations, including direction of the following activities:
  - a. Assignment of command and general personnel
  - b. Prepare and proclaim a disaster or emergency, where warranted and authorized by ordinance
  - c. Implement needed emergency powers
  - d. Manage information
  - e. Coordinate logistical support for response personnel and disaster victims
  - f. Relocate staff to an alternate EOC, if necessary
  - g. Terminate operations in EOC and demobilize the EOC

3.0.7.2 The Public Works and Community Development Director or his/her designee shall:

- When notified of an emergency situation, sends public works response teams/personnel, equipment, and vehicles to the scene of the incident, staging areas, or other locations, as appropriate
- If acting as the Incident Commander, will: establish an Incident Command Post (ICP) and assign personnel to the ICP
- Notify the EOC of the situation

When notified that the EOC has been activated and the Director is not the Incident Commander:

- Act as the Operations Section Chief of the EOC
  - a. Conduct damage assessment activities
  - b. Identify resources needed to accomplish EOC objectives
  - c. Identify and acquire needed staff for the EOC and field operations

- d. Assist in the evacuation of people at risk in and around the emergency scene
- e. Implement the EOC objectives for that operational period
- f. Report progress on EOC objectives to the City Manager and/or Incident Commander and make recommendations

3.0.7.3 The Public Works and Community Development Director or his/her designee shall:

- When notified, report to the EOC
- Act as the Information and Planning Section Chief of the EOC when it has been activated
- Identify and acquire needed staff
- Maintain a significant events log and sign in sheet for time accounting
- Manage incident documentation
- Collect and analyze damage information from available sources
- Track assigned resources
- Maintain situation awareness from contact with impacted jurisdictions and agencies
- Prepare briefings for the City Manager, the Public Information Officer, other Section Chiefs, and elected officials
- Display appropriate information in the EOC
- Prepare and distributing necessary reports when required
- Analyze situation information for consideration of future impacts or needs

3.0.7.4 The Director of Parks and Recreation or his/her designee shall:

- When notified, report to the EOC
- Act as the Resource and Logistics Section Chief of the Maple Valley EOC when it has been activated
- Locate needed resources (personnel, equipment, and supplies)
- Staff and manage the communications unit where needed
- Develop and maintain a phone list or other means for warning special locations, such as schools, hospitals, nursing homes, major industrial sites, institutions, and places of public assembly
- Assist with preliminary damage assessment of City-owned buildings and facilities
- Work with the Planning and Finance Sections to ensure documentation of requested resources
- Obtain resource request approval from the Incident Manager when needed

3.0.7.5 The Director of Finance or his/her designee shall:

- When notified, report to the EOC
- Act as the Finance-Administration Section Chief of the EOC when it has been activated
- Identify and acquired needed staff for the Finance-Admin. Section
- Document and track staff and volunteer hours in the EOC
- Establish and gain approval for contracts needed to acquire resources
- Obtain spending approvals

- Pay bills associated with the emergency

3.0.7.6 The City Attorney or his/her designee shall:

- When notified, report to the EOC as an advisor to the City Manager acting as the EOC Incident Manager and to other City personnel and City elected officials

3.0.7.7 The City Clerk or his/her designee shall:

- When notified, report to the EOC or incident scene as appropriate
- Act as the Public Information Officer when the EOC has been activated
- Handle inquiries and inform the public about disaster damage, restricted areas, actions to protect and care for companion animals, farm animals, and wildlife, and available emergency assistance
- Identify public and private service agencies, personnel, equipment, and facilities that could be called upon to augment the jurisdiction's warning capabilities.

3.0.7.8 Maple Valley Fire & Life Safety shall:

- When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the scene of the incident, staging areas, or other locations, as appropriate.
- Identify an Incident Commander (IC) and establish an Incident Command Post (ICP), if appropriate, assign personnel to assist and support IC staff.
- Act as the IC at the incident scene, if appropriate.
- Manage and coordinate all field fire/rescue/medical resources, direct fire operations, and response resources during emergency operations
- Provide a senior representative to the City's EOC as part of the operations section or other assignment as requested by the City of Maple Valley Incident Manager
- As appropriate, recommend evacuation of the immediate area in and around the incident.
- Assist as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene and assist with damage assessment
- Alert all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations
- Collect information and report damage/status
- Assist with damage assessment and report finding to the City's EOC
- Assist with search and rescue operations

3.0.7.9 Maple Valley Police Department (Contract with the King County Sheriff's Office) shall:

- When notified of an emergency situation, send response teams/personnel, equipment, and vehicles to the scene of the incident, staging areas, or other locations, as appropriate
- Identify an Incident Commander (IC) and establish an Incident Command Post (ICP), if appropriate and assign personnel to assist and support IC staff
- Act as the IC at the incident scene coordinating response resources

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- Manage law enforcement resources and direct law enforcement operations. Duties include:
  - a. Directing and controlling traffic during emergency operations
  - b. Assisting with management of evacuation of people at risk in and around the emergency scene
  - c. Controlling access to the scene of the emergency or the area that has been evacuated
  - d. Providing security in the area affected by the emergency to protect public and private property
  - e. Assist with conducting damage assessment
  - f. Conducting an investigation of the emergency situation if deemed or suspected to be criminal in nature
- Send a representative to the City's EOC as part of the operations section or other assignment as directed by the Maple Valley Incident Manager
- Direct, conduct or assist with search and rescue operations

### 3.0.7.10 Other Organizations

This section describes the specific coordination responsibilities that are assigned to the other organizations outside the jurisdictional control of the City of Maple Valley.

Washington State Military Department, Emergency Management Division may:

- At the direction of the governor, provide personnel and equipment to support response and recovery in the City of Maple Valley

Volunteer organizations (that may include, American Red Cross, the Salvation Army, Goodwill Industries, and/or registered volunteers) may:

- Make contact with the City's EOC to determine situation, level of response, and may request to send a representative to the EOC or designated emergency location and will be required to register as emergency workers and operate under the direction of a City of Maple Valley Employee

Private utility companies that include Puget Sound Energy, Williams Pipeline Company, CenturyLink, Comcast, Waste Management, Allied Waste, Soos Creek Water and Sewer, Cedar River Sewer and Water, and Covington Water, may:

- Contact the EOC to report damages, and determine situation and level of response,
- Send a representative to the EOC or designated emergency location when requested
- May manage utility response and restoration resources

King County Animal Control may:

- Make contact with the City's EOC to determine situation, level of response, and may send a representative to the EOC or designated emergency location when requested
- Manage public and private sector efforts to meet the animal service needs
- Perform or coordinate rescue, capture, and provide shelter to pets, animals, and wildlife

- Coordinate disposal of dead animals
- Coordinate with state and federal officials in the provision of services to animals
- Maintain a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters
- Coordinate response activities with the appropriate representative in the EOC

### 3.0.8 Direction, Control, and Coordination

The Mayor and City Council serve as the decision-making group for all broad policy level decisions, usually in the form of already adopted ordinances, resolutions, and this Plan. Its goal is to provide the framework necessary. Final responsibility for the protection of life and property within the City of Maple Valley belongs to the elected officials of the City.

The **Director of Emergency Management**, is appointed by the City Manager and reports directly to the City Manager. The Director is responsible for the organization, administration, and operation of the City's Emergency Operations Center (EOC). The Public Works Director will:

- Implement City policy, all laws, and ordinances
- Conduct damage assessment
- Direct and coordinate transportation issues
- Direct and coordinate evacuation assignments
- Act as the Emergency Management Director for the City of Maple Valley and coordinate all departments of the City during an emergency, for consequence management, and work as the incident manager with special purpose districts and contracted organizations to effectively support incident commanders in the field.

The **Incident Commander** has the following major responsibilities:

- Ensure the safety of all responders
- Assess the incident situation
- Establish incident objectives and determine appropriate strategies to accomplish the objectives
- Direct resources to carry out the strategies developed and accomplish the determined objectives
- Assess additional resource needs
- Organize the emergency response by developing a command, operations and support structure for the incident utilizing NIMS ICS (National Incident Management System Incident Command System).
- Develop and implement an incident action plan for tactical field response
- Coordinate the overall emergency response activities with other incident commanders and the City's EOC
- Authorize information to be given to the PIO for release to the media or the public.

### 3.0.9 Information Collection and Dissemination

All representatives of organizations in the City's EOC must maintain documentation for:

- Their time in the EOC by signing in and signing out
- Completing and providing the Documentation Unit with a copy of their activity log
- Providing a copy of all resource requests to the Resource and Logistics Section
- Completing and providing the Documentation Unit with a copy of all message forms completed
- Providing copies of any other documents completed while representing an organization in the EOC

### 3.0.10 Communications

Formal and information communications in the Maple Valley EOC may be done directly between the Incident Manager, Public Information Officer, Safety Officer, Operations, Planning, Logistics, or Finance/Administration Sections and outside agencies. Where EOC has an active Communications Unit, radio and other communications may be conducted and documented through that unit.

### 3.0.11 Administration, Finance, and Logistics

All communications and actions in the EOC must be documented and recorded by the appropriate units in the Operations, Logistics, Planning, or Finance/Admin Sections.

### 3.0.12 Plan Development and Maintenance

The Director of Emergency Management is responsible for the content of this annex, keeping its attachments current and ensuring that SOPs and other necessary documents are developed. All City Department Directors, organizations with Interlocal Agreements or providing emergency services under contract with the City and supporting agencies should be familiar with its contents.

### 3.0.13 Authorities and References

The following legal citations provide law enforcement authority for conducting and supporting incident operations. These ordinances, agreements, laws, and regulations form the foundation for organizational and planning principles presented in this Comprehensive Emergency Management Plan.

#### **A. Local**

- Ordinance Nos. O-12-505 and O-16-599
- City of Maple Valley Emergency Operations Center Manual

- King County Comprehensive Emergency Management Plan

**B. State**

- RCW Chapter 38.52, Emergency Management
- RCW 43.43.974 State Law Enforcement Mobilization Plans
- WAC Title 18, Division of Emergency Management
- Washington State Comprehensive Emergency Management Plan

**C. Federal**

- United States Code (USC): Title 42, Chapter 68, Disaster Relief
- Code of Federal Regulations (CFR): Title 44, Emergency Management and Assistance
- National Incident Management System, Homeland Security Presidential Directive (HSPD)–5, Management of Domestic Incidents
- National Response Framework

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## **Functional Annex: Continuity of Government Operations**

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### 3.1.1 Introduction

By their nature, emergencies may cause damage to infrastructure that may inhibit the ability of government officials and first responders from reporting to work on time – or at all – for their regular work assignments. This same damage may impact critical facilities necessary to deliver normal government services within the City of Maple Valley. Also, it is possible that key City personnel may be injured or killed from the impacts of some types of emergencies. For this reason, contingencies for the recovery and reconstitution of local government and governmental services are vital to supporting the public following an emergency.

### 3.1.2 Purpose

The purpose of the Continuity of Government Operations Annex is to provide a recovery and reconstitution process for governmental services following the impacts of a local emergency.

### 3.1.3 Scope

The scope of the Continuity of Government Operations Annex extends to the direction and delivery of vital governmental services provided directly, or through contract within the City limits.

### 3.1.4 Situation Overview

The City of Maple Valley is located in an area that is at risk due to severe weather, earthquake, potential release of hazardous materials, transportation and utility disruption, terrorist attack, or flooding impacts. The City has limited resources for emergency response especially where there may be little or no warning before onset.

### 3.1.5 Planning Assumptions

- Emergencies may occur with little or no warning

- Emergencies may impact transportation and communication infrastructure
- Government facilities may be damaged and/or inoperable from the impacts of a local emergency
- Government employees may be out of area, injured, or otherwise unable to report for emergency assignments
- Normal governmental services may be restricted or unavailable
- The City of Maple Valley has limited personnel to conduct emergency operations and recovery efforts. Most City employees will have emergency assignments in the City's EOC or be in the field conducting or supporting response efforts
- Reconstitution of normal governmental services may take days, weeks, or months
- Some essential functions may require assistance from outside the City
- A line of succession for emergencies is critical to ensure continuity of government leadership
- Alternate facilities and a backup of government records is critical to reestablishing normal governmental operations

### 3.1.6 Concept of Operations

The first obligation of the City of Maple Valley is to support the safety of first responders and the people in the City of Maple Valley. This may include the prioritization and direction of some response and recovery efforts. For this reason, establishing an Emergency Operations Center (EOC) and leadership presence in the City's EOC is vital to the response and recovery effort. The EOC may remain activated until such time as normal governmental services can resume.

Vital services include but are not limited to:

- Primary police, fire, and emergency medical services supporting the safety of the people of the City of Maple Valley
- 9-1-1 service
- Availability of cleared life-line transportation routes
- Power
- Fire suppression water, potable water, and sewer service
- Solid waste disposal

The Emergency Operations Center (EOC) location for the City of Maple Valley is at the Public Works Maintenance Facility, SE 264<sup>th</sup> Street, Maple Valley, WA 98038. The alternate EOC is located at City Hall, 22017 SE Wax Road, Maple Valley, WA 98038.

Some essential functions like damage assessment and shelter management may be conducted by local volunteer groups or registered volunteers under the direction of a City employee. Where these volunteer organizations already exist, they may have their own line of succession.

When life safety concerns and vital services have been restored, recovery of normal governmental services becomes a priority. As this phase of the incident develops, the City's EOC may remain open or may have limited staffing as City employees return to their regularly assigned obligations.

### 3.1.7 Organization and Assignment of Responsibilities

The City of Maple Valley has established an ordinance covering the line of succession for vital emergency leadership roles in the city.

The Emergency Manager for the City of Maple Valley is the City Manager. His/her alternate is designated by Ordinance No. O-12-505 where an emergency proclamation has been issued, he/she may implement emergency measures granted by ordinance O-12-505 including designation of emergency assignments or movement of the City's EOC to an alternate location.

The City Clerk is the Public Information Officer for the City. His/her alternates are to be determined in the Standard Operating Procedures approved by Administrative Order.

The Director of Public Works may have several emergency assignments. His/her alternates are to be determined in the Standard Operating Procedures approved by Administrative Order.

The Director of Community Development may have several emergency assignments. His/her alternates are to be determined in the Standard Operating Procedures approved by Administrative Order.

The Director of Parks and Recreation may have several emergency assignments. His/her alternates are to be determined in the Standard Operating Procedures approved by Administrative Order.

The Director of Finance may have several emergency assignments. His/her alternates are to be determined in the Standard Operating Procedures approved by Administrative Order.

### 3.1.8 Direction, Control, and Coordination

Where a proclamation of emergency has been established, the City Manager will be in his/her capacity the Emergency Manager. The Incident Manager in the EOC will make assignments to positions in the EOC in accordance with the Incident Command System. The City Manager may delegate some or all emergency assignments, establish alternate work locations, implement any applicable emergency actions allowed by City ordinance, and finalize response and recovery priorities. Where the City Manager is not available, the next available person in the line of succession as identified in Ordinance O-12-505 will implement the assignment(s) of the Maple Valley Incident Manager.

The alternate location for the City's EOC is located at City Hall, 22017 SE Wax Road, Suite 200, Maple Valley, WA. It has communications capabilities similar to those of the City's EOC. The alternate EOC site does not backup power.

### 3.1.9 Information Collection and Dissemination

Where information regarding emergency assignments or alternate locations need to be shared with the Maple Valley line of succession or those individuals with EOC assignments, the message may be distributed:

- a) Directly by phone, text or email
- b) Indirectly by contacting the King County Office of Emergency Management Duty Officer or King County ECC when activated
- c) By request thru KIRO radio

City of Maple Valley personnel with emergency assignments should provide emergency contact information and be aware of the possible distribution of emergency messaging on KIRO as an alternate.

#### 3.1.10 Communications

Emergency Communications are covered under the Communications Annex to this plan.

#### 3.1.11 Administration, Finance, and Logistics

There are currently no direct administrative, fiscal, or logistical requirements beyond the maintenance of redundant communications capability and the alternate EOC facility. The City of Maple Valley Communications Annex to this plan should also be maintained to ensure phone numbers and radio frequencies are available.

#### 3.1.12 Plan Development and Maintenance

The City of Maple Valley Continuity of Government Operations will be updated at least once every two years. Updates will be provided to regional partners and to Washington State Emergency Management.

#### 3.1.15 Authorities and References

The Emergency Line of Succession is identified in Maple Valley Code 2.90 by ordinance O-12-505.

## **Functional Annex: Communications**

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### 3.2.1 Introduction

This function focuses on the communications system that will be relied upon during emergency situations. The total communications system is discussed in detail and procedures for its use are outlined in this section.

### 3.2.2 Purpose

This annex provides information on establishing, using, maintaining, augmenting, and providing backup for all of the types of communications devices needed during emergency operations.

### 3.2.3 Scope

The annex is intended for City personnel, organizations with Interlocal Agreements, and agencies with contracts for services that are made available when emergency response and recovery occurs. The annex addresses communication available to the City, which includes radio, E911, voice and data links, telephone and cellular systems, Amateur Radio Emergency Services (ARES), and Radio Amateur Civil Emergency Services (RACES).

### 3.2.4 Situation Overview

The City of Maple Valley is exposed to numerous and varying hazards, both natural and man-made. These incidents can occur simultaneously or consecutively and each of those hazards has the potential to cause casualties, damage, disruption of services, and civil unrest. With the exception of weather events, most incidents occur with little or no advance warning. This would require activation of the response activities that require effective communications to mobilize and the deployment of resources. A list of hazards most likely to affect City of Maple Valley is included in the Basic Plan.

### 3.2.5 Planning Assumptions

- Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster
- Notification of a threatening situation may come from a 9-1-1 Communication Center, Emergency Alert System, National Weather Service via NOAA Weather Radio or the media, the amateur communications community, or the public
- Initially, the City will focus on coordinating lifesaving activities and reestablishing communications in the disaster area
- Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities
- Weather, damage to roads and bridges, and other factors may restrict communication in the area
- In the event that public instructions need to be translated, the provision for interpreters will be coordinated through the American Red Cross, the King County ECC, the

Washington State Emergency Management Division or the City of Maple Valley Police Department

### 3.2.6 Concept of Operations

Maple Valley City Hall is located at 22017 SE Wax Road, Maple Valley and serves as the secondary Emergency Operations Center (EOC) for the City. The Public Works Maintenance Facility shall be the central point for coordinating the emergency communications systems of the City during an emergency.

The City has the following communications capabilities:

800 MHz and VHF radios  
Telephones and Cellular phones  
Citizen band radio with upper lower bands  
ACU-1000 Radio Interoperability System (Sheriff's Office)  
Cable televisions  
City computer system with Internet access  
NOAA weather radio  
AM-FM radios

The EOC has a portable radio system with transmitting and receiving capabilities on 800 MHz and VHF radio frequencies with the City of Maple Valley Police Department, King County Sheriff's Office, Maple Valley Fire & Life Safety, and the King County ECC, as well as other agencies with talk groups on the 800 MHz trunking system.

When available, the Maple Valley Amateur Radio Club (MVARC) provides amateur radio services to the City. The MVARC has its own internal structure and procedures and may provide communications support. The MVARC stores and maintains equipment that is accessible to the City of Maple Valley.

When staffing is available, the communications unit in the City's EOC may consist of:

- (1) Communications Unit Leader– Ensures there is adequate staffing in the unit and ensures there is a smooth message flow throughout the organization for action and follow-up.
- (2) Radio Operators - Assigned to the base radios and shall receive communications, dispatch appropriate equipment and personnel, and maintain a log of all radio communications.
- (3) Message Center Supervisor – Supervises Message Center Phone Operators and ensures messages are routed correctly. This position is usually staffed by a Lead Operator.
- (4) Message Center Phone Operators - Assigned to the phones in the EOC and shall receive phone calls and pass information on to the appropriate person.
- (5) Message Center Runners - Receive written messages from the Message Center Coordinator, Incident Manager, and/or EOC Sections and distribute those messages to the appropriate person(s) or unit(s) in the EOC.

## **King County Sheriff's Office Communication Center**

The King County Regional Communications and Emergency Coordination Center (KCRCECC) is co-located with the King County Office of Emergency Management in Renton, Washington, which functions as one of twelve 911 Public Safety Answering Points (PSAP) in the county. KCRCECC provides dispatch services for the King County Sheriff's Office and contract cities including the City of Maple Valley.

### 3.2.7 Organization and Assignment of Responsibilities

#### 3.2.7.1 All City Departments

- Regularly update all lists containing the names, titles, addresses, business and home phones of persons to be alerted, tactical radio frequencies, and supply copies of the same to the Director of Emergency Management every January.
- Obtain training for City personnel with emergency assignments in proper communications protocols
- Conduct regular tests of emergency communications systems

#### 3.2.7.2 City Manager

- The City Manager or his/her designee is the Director of Emergency Management as identified in Maple Valley Ordinance O-12-505
- Ensure the City's EOC is maintained to support effective emergency communications
- Include communications and warning as part of the City emergency management training program
- Register and assign roles to available volunteer personnel involved in the emergency communications system
- Coordinate or delegate development and distribution of public information and warnings to surrounding cities and the King County ECC, as deemed appropriate
- Coordinate the activities of the EOC directly or through designated representatives
- Obtain a State of Washington mission number for each incident
- File all required After Action Reports and State required emergency incident reports

#### 3.2.7.3 Director of Parks and Recreation

- The Director of Parks and Recreation or his/her designee is the Resource and Logistics Section Chief when the EOC has been activated
- The Resource and Logistics Section Chief is responsible for location of emergency resources, EOC facility maintenance, and implementing the Communications Plan
- The Resource and Logistics Section Chief may delegate responsibility for the Communications Unit

### **3.2.7.3 City Clerk**

- The City Clerk or his/her designee is the Public Information Officer for the City of Maple Valley when the EOC has been activated
- Develop appropriate notification lists and procedures to communicate with community members and groups before, during, and after an emergency. Such procedures will include consideration of special needs populations such as people with English as a second language, the economically disadvantaged, the handicapped, the elderly and infirm, schools, daycare centers, and nursing homes
- Develop emergency messaging for known hazards that can be used during and after a disaster
- Notify the public as appropriate of evacuation routes, if available, and sheltering options as directed by the EOC Incident Manager
- Coordinate all public information and warnings with the City Manager or designee, the Incident Commander(s), surrounding cities, and the King County Office of Emergency Management as appropriate prior to release
- Coordinate public information messages to the public on available disaster recover assistance

### **3.2.7.4 Maple Valley Police Department (King County Sheriff's Office)**

- In coordination with the City Manager or his/her designee, train personnel in proper communications methods within the EOC
- Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information. Report this information to the EOC
- Maintain law enforcement communications capabilities in the EOC
- Provide for the use of available personnel to support emergency communications

### **3.2.7.5 Maple Valley Fire & Life Safety**

- Participate in emergency communications planning, training, and exercises with the City of Maple Valley
- Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information. Report this information to the City's EOC
- Maintain fire service communications capabilities with the EOC
- Provide for the use of available personnel to support emergency communications

### **3.2.7.6. Information and Technology Contract Services**

- In coordination with the City, develop and maintain IT communications equipment and systems
- Participate and support the City Manager in preparing technology resources and conduct an exercise of available IT resources every year in coordinated disaster exercises
- Provide emergency technical support when requested and available

### **3.2.7.7 King County Office of Emergency Management**

- Conduct county-wide tests and exercises of the communication and warning systems

- Develop and maintain appropriate notification lists and procedures for activating the information and warning system in King County
- Disseminate warning or notification information received through National Warning System (NAWAS), Emergency Alert System (EAS), King County Alert, the National Weather Service (NWS), Communications Emergency Network (CEMNET), and other systems to local emergency officials in accordance with Standard Operating Procedures (SOPs)

#### **3.2.7.8 King County Sheriff's Office Communication Center**

- Act as the 9-1-1 Public Safety Answering Point (PSAP) for the callers in Maple Valley
- Provide call receiving and dispatch services for the King County Sheriff's Office resources to Maple Valley
- Receive and route fire and EMS calls for service to Valley Communications PSAP
- Provide citizen access and 24-hour answering of emergencies through the E911 reporting system for the safety of life and protection of property
- Provide direct access via 9-1-1 for the speech and hearing impaired, using teletype (TTY) for the deaf and hearing impaired
- Serve as the initial communications, alert, and warning point for the Emergency Alert System (EAS)

#### **3.2.7.9 Valley Communications Center**

- Provide call receiving and dispatch services to Maple Valley for fire and Emergency Medical Services (EMS) response

#### **3.2.7.10 Washington State Emergency Management Division**

- The Washington State Department of Emergency Management will work with the Governor's Press Secretary to develop and disseminate information regarding the emergency and Washington State response efforts
- Assist local officials in disseminating emergency instructions to affected communities
- Programmatic responsibility for maintenance of the Emergency Alert System (EAS), CEMNET, and other communications systems in Washington State

#### **3.2.7.11 Federal Emergency Management Agency (FEMA)**

- May make available their Mobile Emergency Response Vehicle (MERV) to augment communications regarding regional disasters
- FEMA provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office (JFO)/ (DFO) after a Presidential Disaster Declaration

#### **3.2.7.12 Maple Valley Amateur Radio Club**

- As available, the amateur radio group may be used as a resource for emergency communications

### **3.2.7.13 Maple Valley Community Emergency Response Teams (CERT)**

- The Maple Valley Community Emergency Response Teams (CERT) may be used for emergency assignments including communications during emergencies

### **3.2.7.14 Local Media**

- Broadcast messages to the public about an emergency or disaster

### **3.2.7.15 CenturyLink**

- Provide phone, cable, and other voice/data communications for City government and the community and provide damage assessment of communication infrastructure and capabilities to the City's EOC

## **3.2.8 Direction, Control, and Coordination**

The Director of Parks and Recreation is the Resource and Logistics Section Chief of the City's EOC and supervises the conduct of communications when the EOC has been activated. The Resource and Logistics Section Chief may delegate responsibility for the Communications Unit to a Communications Unit Leader. Communications will be coordinated with the EOC Incident Manager, any field operations, the King County ECC, and any other Zone 3 EOC/ECCs that may be activated for the emergency.

## **3.2.9 Information Collection and Dissemination**

Information obtained or communicated from the City's EOC will be recorded on an ICS Message Form (ICS 211) in accordance with the EOC Communications Plan (ICS 205) as approved by the Resource and Logistics Section Chief and the Incident Manager.

## **3.2.10 Communications**

Communications will be conducted with the best available phone, radio, or data systems available and in accordance with the City's EOC Communications Plan (ICS 205) as established for the emergency.

## **3.2.11 Administration, Finance, and Logistics**

All communications and actions in the City's EOC must be documented and recorded by the appropriate units in the Planning or Finance/Admin Sections.

## **3.2.12 Plan Development and Maintenance**

The City of Maple Valley Continuity of Government Operations will be updated at least once every two years or following use during an emergency or when exercised as needed. Updates will be provided to regional partners and to Washington State Emergency Management.

## **3.2.13 Authorities and References**

City of Maple Valley Comprehensive Emergency Management Plan

City of Maple Valley Emergency Ordinance O-12-505 and O-16-599  
City of Maple Valley Emergency Operations Center Manual  
King County Office of Emergency Management Communications Plan  
King County Comprehensive Emergency Management Plan  
King County Emergency Operations Center Manual  
King County Public Information Officer's Manual  
RCW 38.52.110, Use of Existing Services and Facilities - Impressment of Citizenry  
Washington State Comprehensive Emergency Management Plan  
Washington State Emergency Communication Development Plan  
National Response Framework  
Seattle Urban Area Tactical Interoperable Communications Plan, March 2006

## **Functional Annex: Warning**

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### 3.3.1 Introduction

Where some advanced knowledge of an impending hazard and the population it may impact is available, government has the obligation to develop a process for warning the public within its capacity to do so. This requires awareness of the possible hazards to which the community may be at risk, having pre-scripted messages for particular hazards or a template for such messaging, knowing the audience to which warning may need to be delivered, and identifying a way to reach that portion of the population needing to be warned. Such warnings are time-sensitive.

The City of Maple Valley does not currently have a dedicated warning system. The City relies on existing warning systems at the direction of federal, state, and county agencies and organizations.

### 3.3.2 Purpose

The purpose of the Warning Annex is to identify the capability and process for warning the public of an approaching hazard and to direct the public to take particular protective measures related to that hazard or its likely impacts.

### 3.3.3 Scope

The scope of this annex covers the warning of the likely population of the City of Maple Valley when knowledge of an approaching hazard has been identified.

### 3.3.4 Situation Overview

The City of Maple Valley is located in an area that is at risk due to severe weather, earthquake, potential release of hazardous materials, transportation and utility disruption, terrorist attack, or flooding impacts. The City has limited resources for emergency response where there may be little or no warning before onset.

### 3.3.5 Planning Assumptions

- Some hazards like damaging earthquakes provide no advance knowledge of their onset
- Some hazards may damage available warning systems – causing them to be inoperable
- Some hazards may leave insufficient time to warn the potentially impacted community
- Some people may not have access to receive warnings from television or commercial radio
- People with English as a second language or hearing impairments may not receive the warning in sufficient time to act
- Some people may not have the transportation or mobility to implement protective measures in sufficient time to avoid the impact of some hazards
- The people from the City of Maple Valley with warning assignments may be injured, killed, or otherwise be unable to initiate warnings to the community
- Weather conditions or the hazard itself may change with time

### 3.3.6 Concept of Operations

Any public official having verifiable advanced knowledge of the potential impact of an imminent or approaching hazard may be responsible for initiating a warning to the public of the hazard and steps to improve the safety of the community, and best protect property from the impacts of the hazard. Where sufficient time and capability are available, specific people or agencies would be expected to deliver such emergency messaging.

Warning includes the following elements:

- Responsibility or authority to issue the warning
- The Message – including: who is issuing the warning, the nature of the hazard, the potentially impacted population, protective measures to be taken, how long the risk may continue, where to get more information. The message should be repeated at least twice.
- The Target Audience
- The Method of Message Delivery

Assignment and authority to deliver the warning may rest with federal, state, county, local or first response agencies as described under Organization and Assignment of Responsibilities.

There may be advanced knowledge of potential impacts of hazards to the City of Maple Valley including but not limited to: terrorist attack, flooding, weather incidents, hazardous materials releases, and some health hazards. Each hazard may have different impacts, to different populations, and may require different warning messages. Similar messaging is issued for traffic advisories and for Amber Alerts.

The public may be directed to take protective measures that may include but are not limited to: evacuation, shelter-in-place, ‘boil water’ orders, or other emergency actions.

- Evacuation involves movement of a potentially impacted population from the expected impact area to a safer location.
- Shelter-in-place involves keeping people at their current location until the hazard has passed. This may be used for active shooter incidents at schools or for some hazardous materials releases.
- Boil water orders may be issued where certain contaminants have entered the potable water supply.

The general public is the easiest to reach with emergency warning. They are also the most likely to be able to act on emergency directions provided in the warning. Some elements of the community may require special warning measures to ensure the message is received and actions taken to ensure their safety. This may include but is not limited to: children in schools or day care facilities, nursing homes and care facilities, language and hearing impaired. A list of schools and licensed day care facilities in the City of Maple Valley is maintained by the City Clerk for the purpose of emergency warning. See the Critical Facilities Appendix.

### 3.3.6.1 Messages and levels of warnings

Many basic warning messages can be created ahead of time. This allows specifics to be inserted quickly and messages distributed in much less time. Pre-scripted messages or those that must be created for a unique situation should contain similar information. This includes:

- Who is issuing the warning?
- The nature of the hazard
- The potentially impacted population
- Protective measures to be taken
- How long the risk may continue
- Where to get more information

The message delivery should be repeated at least twice.

#### 3.3.6.1.1 Warning Levels

Weather warnings, flood conditions, or terrorist threats have specific terminology related to the time frame or probability of impact from the hazard.

Where severe weather conditions may arrive in the next 72 hours a Weather Advisory may be issued by the National Weather Service (NWS). Where severe weather conditions may arrive in the next 24-36 hours a Weather Watch may be issued by the NWS. Where severe weather conditions are expected in less than 12 hours a Weather Warning may be issued by the NWS.

The King County Flood Warning Center has a similar warning system for each of the major river basins in King County.

The federal government has a National Terrorism Advisory System that indicates whether the threat is imminent or is an elevated threat level. The alerts are issued by the Department of Homeland Security and include details of the threat, the duration of the alert, and potentially impacted areas. Information is provided for how the public can help, how to be prepared, and how to stay informed.

### 3.3.7 Organization and Assignment of Responsibilities

Warnings may be issued by individuals assigned to agencies or organizations such as:

- The National Weather Service (NWS) for weather events for weather messages
- Washington State Emergency Management's State Emergency Operations Officer(s) SEOO
- Public Health – Seattle and King County for health emergencies
- The King County Sheriff's Office Communications Center (KCSO 9-1-1) or the King County Office of Emergency Management (KC OEM) Duty Officer and King County Emergency Coordination Center (KC ECC) - when it has been activated - may issue Emergency Alert System (EAS) messages
- The City of Maple Valley, through its activated EOC, may issue or request the issuance of warnings. This may be requested by City employees, through the Emergency Alert System via the King County Sheriff's Office or King County Office of Emergency Management, or with the assistance of local fire, police, or other first responders.

- On-Scene Incident Commanders from police or fire may request the initiation of public warning by any of the above-listed agencies or conduct warnings on their own authority where lives may be endangered from any delay

### 3.3.8 Direction, Control, and Coordination

The Incident Commander from the Police or Fire agency assuming command of the incident, City Manager or his/her designee, or when activated, the City's EOC Incident Manager may initiate or request the issuance of an emergency warning message within the City limits. The City Manager will, if practicable, provide a briefing to the City Council within 10 days of testing, making, requesting, or initiating an emergency warning message to the public.

### 3.3.9 Information Collection and Dissemination

Emergency warning messages should not be initiated without verification of the situation warranting the warning or verifying a credible source of the information. Warnings are time sensitive. For this reason, good judgment on the part of the decision maker is required. Information may be received directly from citizens or businesses, from 9-1-1 supervisors, from on scene incident commanders, from commercial media, from regional public agencies, from state emergency management, or other sources.

### 3.3.10 Communications

The City of Maple Valley does not currently have its own reverse 9-1-1 system for warning residents, businesses, schools, or care facilities in the City of Maple Valley. Delivery of warning messages to the public would rely on commercial radio/television, the Emergency Alert System (EAS) through King County Sheriff's Office Communications Center or door to door by police/fire/public works, or weather radio through the National Weather Service (NWS). The King County Office of Emergency Management has a King County Alert system with capability for the City of Maple Valley. The system uses a database of telephone numbers and associated addresses, which, when tied into [geographic information systems](#) (GIS), can be used to deliver recorded emergency notifications to a selected set of telephone service subscribers.

### 3.3.11 Administration, Finance, and Logistics

There are currently no direct administrative, fiscal, or logistical requirements beyond the maintenance of redundant communications capability with the King County Office of Emergency Management (KC OEM), the King County OEM Duty Officer, and the King County Sheriff's Office Communications Center. The Maple Valley Communications Annex to this plan should also be maintained to ensure phone numbers and radio frequencies for warning are available.

### 3.3.12 Plan Development and Maintenance

The Warning Annex to the City of Maple Valley Comprehensive Emergency Management Plan was developed with input from the King County Office of Emergency Management program manager. This annex should be tested, or reviewed and updated at least annually.

3.3.13 Authorities and References

- Seattle Urban Area Tactical Interoperable Communications Plan, March 2006
- Title 47 U.S.C. 151, 154 (i) & (o), 303 (r) , 524 (g) & 606; and 47 C.F.R. Part 11, FCC Rules & Regulations, Emergency Alert System.

## Functional Annex: Public Information

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### 3.4.1 Introduction

The public information function of government has three components:

1. Keep the public informed on incident developments
2. Keep the public informed on efforts of government to mitigate problems caused by such incidents
3. Direct the public to available emergency services, to take protective measures, or to ensure their safety

The Public Information Officer(s) for the City of Maple Valley may be expected to interact with public information officers from other jurisdictions in a Joint Information Center.

### 3.4.2 Purpose

The Public Information Officer's mission is to ensure that a clear public message is delivered and is consistent with local and regional policy for situation awareness.

### 3.4.3 Scope

The scope of this annex covers City personnel, organizations with Interlocal Agreements and contracts for services that are available with or without an emergency proclamation for response or recovery. The annex includes the relationship of City public information officials with similar professionals from other jurisdictions and with the public and private media outlets through a joint information system when such a mechanism has been established. It does not include public Warning or Communications between jurisdictions or first response agencies.

### 3.4.4 Situation Overview

The City of Maple Valley is located in an area that is at risk due to severe weather, earthquake, potential release of hazardous materials, transportation and utility disruption, or flooding impacts. The City has limited resources for emergency response where there may be little or no warning before the onset of the emergency.

### 3.4.5 Planning Assumptions

- The City of Maple Valley has limited resources to conduct Public Information activities in an emergency.
- Where an emergency exists, the City would rely on mutual aid support for Public Information functions.
- Normal day-to-day communications infrastructure may be damaged and unavailable.
- The City may be isolated from assistance for an extended period of time.
- Verification of information may not be available.
- Communication of emergency messaging may be hampered by language barriers, hearing impairments, or access to commercial broadcast media.

#### 3.4.6 Concept of Operations

The Public Information Officer (PIO) for the City of Maple Valley represents the interests of the City and the agencies, organizations, and private sector partners acting on its behalf. The PIO reports to the City Manager in his/her capacity as the Incident Manager for the emergency. While the PIO is likely to be co-located with the Incident Manager in the City's EOC, it is possible for the PIO to operate from any other location remote to the EOC where reliable communications with the EOC at Public Works Maintenance Facility, 23713 SE 264th Street, Maple Valley, WA 98038 can be maintained.

The PIO may work in conjunction with the Joint Information System for King County at or through the Joint Information Center in the King County ECC. The King County ECC is located at 3511 NE 2<sup>nd</sup>, Renton.

Where the EOC is working with the Maple Valley Fire and Life Safety District, the Tahoma School District, or any of the other regional public or private partners, these partners will retain their own Public Information Officer to represent their activities and interests.

#### 3.4.7 Organization and Assignment of Responsibilities

Where the City has proclaimed a state of emergency the Public Information Officer for the City of Maple Valley is the City Clerk or his/her designee.

#### 3.4.8 Direction, Control, and Coordination

The PIO reports to the City Manager in his/her capacity as the Incident Manager for the emergency.

#### 3.4.9 Information Collection and Dissemination

Information for use by the Public Information Officer is collected in the EOC by the Operations Section from first responders, City employees, commercial radio and television media, other public information officers, and citizens. Information from other jurisdictions is collected by the Information and Planning Section – Situation Unit.

The PIO may distribute information to the public directly, through a commercial media outlet such as radio or television, through social media and the internet, or indirectly through other public information officers acting with or through the Joint Information Center. Any emergency information that is disseminated by the PIO on behalf of the City must be vetted before distribution by the City Manager. At the discretion of the Incident Manager, other agency representatives or their public information officers may also have to approve public messaging before distribution.

### 3.4.10 Communications

Communications tools outlined in the Concept of Operations for the PIO include any or all of the following:

- Internet
- Social Media
- Landline or cell phones
- Radio
- Commercial television and radio
- Community meetings

### 3.4.11 Administration, Finance, and Logistics

There is no direct administrative, finance, or logistic requirement beyond the need for a safe work area and communications capability.

### 3.4.12 Plan Development and Maintenance

The City Manager is responsible for the content of this annex, keeping its attachments current and ensuring that SOPs and other necessary documents are developed. All City Department Directors, organizations with Interlocal Agreements or providing emergency services under contract with the City and supporting agencies should be familiar with its contents.

### 3.4.13 Authorities and References

1. City of Maple Valley Emergency Operations Center Manual
2. City of Maple Valley Ordinance O-12-505 and O-16-599
3. King County Office of Emergency Management Communications Plan
4. King County Comprehensive Emergency Management Plan
5. King County Emergency Alert System Plan
6. King County Emergency Operations Center Manual
7. King County Public Information Officer's Manual
8. RCW 38.52.110, Use of Existing Services and Facilities - Impressment of Citizenry
9. Washington State Comprehensive Emergency Management Plan
10. Washington State Emergency Communication Development Plan
11. National Response Framework

## **Functional Annex: Population Protection**

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### 3.5.1 Introduction

The Population Protection Annex to the City of Maple Valley CEMP is modeled after the King County Evacuation Annex template. This annex provides guidance for incidents requiring protective measures with little or no notice in the following areas:

- Agencies involved and their roles or responsibilities
- Command structure elements and protocols
- Operational strategies and tactics
- Communications Protocols
- Alternatives to movement of people
- Resources and assets to support operations

Related Annexes include Direction and Control, Communications, Mass Care, Warning, and Public Information.

### 3.5.2 Purpose

The purpose of the Population Protection Annex is to identify the capability and process for warning a population of impending impacts from a hazard such as fire or a hazardous materials release, provide for the movement of that population to a safe location, and provide for the displaced population until it can return to its former location.

### 3.5.3 Scope

The scope of this annex covers protection of the likely population of the City of Maple Valley or the support of evacuation from another jurisdiction.

### 3.5.4 Situation Overview

The City of Maple Valley is located in an area that is at risk due to severe weather, earthquake, potential release of hazardous materials, transportation and utility disruption, terrorist attack, or flooding impacts. The city has limited resources for evacuations that may result from such emergencies.

### 3.5.5 Planning Assumptions

- No two incidents requiring population protection are the same
- The City of Maple Valley does not have a dedicated warning tool to reach citizens in an emergency
- The City of Maple Valley does not have sufficient personnel to open and manage emergency shelter operations for people or animals without outside assistance
- The City of Maple Valley does not have mass feeding capability
- The City of Maple Valley will rely on support from the American Red Cross, King County, faith based organizations, and volunteers to provide mass care services to people that have been displaced from their homes, schools, or businesses
- The City of Maple Valley will rely on support from King County, Washington State Animal Response Team, (WASART), and volunteers to assist with domestic pets, livestock, and wildlife impacted by an emergency
- Shelter-in-place may be an alternative to movement of people through a hazardous area
- Some hazards such as damaging earthquakes provide no advance knowledge of their onset
- Some hazards may damage available warning systems – causing them to be inoperable
- Some hazards may leave insufficient time to warn the potentially impacted community
- Some people may not have access to warnings from television or commercial radio
- People with English as a second language or hearing impairments may not receive the warning in sufficient time to act
- Some people may not have the transportation or mobility to implement protective measures in sufficient time to avoid the impact of some hazards
- The people with warning assignments may be injured, killed, or otherwise be unable to initiate warning of the community
- Special needs and vulnerable populations in the community may require special services or site access
- Large scale mass care needs for the City of Maple Valley are likely to impact other local jurisdictions
- The vast majority of displaced people seek assistance from family, friends, or commercial resources following an emergency
- The City of Maple Valley would rely on outside resources to conduct decontamination of evacuees if this is needed
- Some personnel with evacuation support assignments may not be familiar with the Incident Command System
- Some citizens may be unable or may be unwilling to evacuate when directed to do so
- Washington State does not allow for enforcement of an evacuation order

### 3.5.6 Concept of Operations

Evacuations may include actions taken before, during and after the movement of people has taken place. These are: Incident Analysis, Warning, Preparation to Move, Movement and En-route Support, Reception and Support, and Return to the evacuated area. The Concept of Operations (ConOps) is a flexible framework that guides the situation-specific actions of responders and support personnel during and after the evacuation operation.

The City of Maple Valley may be involved in evacuation operations in one or more of the four following ways:

- The City may need to evacuate a threatened area of the City
- The City may be the receiving jurisdiction from another jurisdiction's evacuees
- Evacuees from another jurisdiction may be passing through the City of Maple Valley
- Resources from the City may be assisting with the evacuation of another jurisdiction

For pre-planning purposes, the capabilities and limitations of the City of Maple Valley to effect or support evacuation operations have been communicated to the State of Washington Emergency Management Division of the Military Department, King County Emergency Management, neighboring cities, and the agencies or organizations providing contract services to the City of Maple Valley. Authority and limitations for evacuation are pre-established by City Ordinance O-12-505.

It is unlikely that the entire population of the City of Maple Valley would require evacuation from an incident. Should a portion of the City require evacuation, it is likely that neighboring jurisdictions would be needed to assist with the warning, evacuation, population movement, evacuation reception and support of evacuees. Tactics will vary with specifics of the incident.

If an area of the City of Maple Valley required evacuation to another area of the City, no more than a few hundred people could be accommodated under the best of circumstances.

Evacuations are time sensitive incidents. For this reason, most evacuation efforts in the City of Maple Valley would rely on moving the evacuated population on foot or by any available personal vehicles.

Pre-planning for special needs populations including the elderly, infirm, school aged children, visiting populations, people with English as a second language, and people with restrictions to hearing or mobility is an important component of a successful evacuation capability. The City of Maple Valley has already conducted an inventory of the schools, day care and assisted living facilities within the city boundaries. These facilities are listed under the Critical Facilities Appendix to the CEMP.

Where people have spontaneously or formally been asked to evacuate from their homes, businesses, or schools, the City of Maple Valley may be asked to assist with mass care for those

people and their animals. Displaced people may be from within the City limits or may be from adjoining or nearby communities including unincorporated King County. In some cases, a population may be asked to Shelter-in-place as an option to moving a population through a hazard.

Public education related to personal preparedness includes having a “Go Kit”, having an emergency plan, and being prepared by taking first aid, CPR and similar classes. It is recommended that emergency plans include having a plan for evacuation of every work, school, or home location.

### **3.5.6.1 Incident Analysis**

Each person or agency that receives information analyzes that information and make decisions for needed actions. In most situations, the on-scene Incident Commander of police or fire responders may evaluate and recommend the need for evacuation of a defined population or area of the community. Where it is the opinion of the on-scene Incident Commander that evacuation or shelter-in-place is necessary for the safety of a population, he/she will communicate this to the King County Sheriff’s Office Communications Center (9-1-1). The Communications Center may disseminate warnings and notifications as called for by the incident specifics.

Timely analysis criteria for protection of the potentially impacted population may include:

- The ability to identify the hazard and the likely impact area
- The ability to warn the population
- The ability to clearly communicate evacuation instructions
- The availability of transportation vehicles and routes
- The ability to evacuate in sufficient time to protect the population
- The ability to identify safe destinations or congregation/assembly locations
- The ability to support the movement of evacuees
- The ability to receive and support evacuees
- How long the protective action is likely to last

First responders may also need to identify routes desired to carry incoming response units to the locations within the city. Coordination of these routes with evacuation routing is extremely important to public and responder safety.

### **3.5.6.2 Warning**

In any emergency, warning systems may be damaged or unavailable. Where systems are available, time can still be an enemy. People may not understand the directions they receive. Using any or all warning systems that are in service will still help to save lives where evacuation or shelter-in-place directions are needed.

An on-scene Incident Commander may request implementation of any or all of the following warning dissemination tools:

- Emergency Alert System (EAS) – by the King County Sheriff’s Office Communications Center or the King County ECC
- MyStateUSA – reverse 9-1-1 capability available from the King County Office of Emergency Management

- King County Alert (Code Red) Emergency Alert System – by King County Office of Emergency Management
- Door-to-door warning – where personnel is available, personnel are not at risk, and time allows
- Contact with commercial media – where a message has been pre-formed or collaboration between first responders and impacted jurisdictions can be effected

### **3.5.6.3 Preparation to Move**

In addition to warning the potentially impacted public, all agencies and organizations with roles in evacuation need to know their assignments, assignment locations, resources needed, command structure for the evacuation, duration of the assignment, communications to maintain safety and continued coordination, and reporting for situation awareness. When these items have been completed or may be expected to be completed, movement of the impacted population can formally begin. In some cases, specific routes may alter two way roadways to become one-way.

Evacuation is not always the action of choice. Shelter-in-place is a viable option when directed by the on-scene Incident Commander or when a subject matter expert makes that recommendation. Shelter-in-place may be recommended as a tactic for some hazardous materials incidents where a population may be exposed to a chemical during evacuation.

Shelter-in-place is most commonly implemented by remaining indoors while a hazardous ‘cloud’ or ‘plume’ is wind driven through a community. When directed to do so by a first responder (police or fire) the impacted population would be directed to:

- Stay indoors
- Close all windows, doors and ventilation systems
- Occupy a downwind room in the structure
- Listen to a radio station (as directed) for information

Where possible, occupants should seal windows and/or doors with available materials to minimize contaminated air from leaking into the structure.

When an ‘all clear’ has been issued, sheltered populations should follow any additional instructions provided.

### **3.5.6.4 Movement and En-route Support**

While it can be expected that some people may self-evacuate before an evacuation order has been issued, a substantial portion of the population may wait until they are directed to leave a potentially impacted area. Some people may need public transportation to leave an area. In addition to vehicles and drivers, evacuation route(s) and destinations must be identified. In some cases, this may include the need to block cross streets or on/off ramps, to provide roadside assistance for mechanical failures, medical emergencies, towing for collisions, security along the route to maintain order, and assistance for out-of-fuel vehicles. A single vehicle blocking a roadway may place the evacuating population at risk.

The City of Maple Valley has not identified specific evacuation routes. The City has contracted with the Roads Division of King County Department of Transportation for roads maintenance

and with the King County Sheriff's Office for law enforcement services. Emergency medical and fire suppression would be provided by Maple Valley Fire and Life Safety. Tow truck support would be obtained from private contractors at the time of the incident to the extent available and needed.

### **3.5.6.5 Reception and Support**

The City of Maple Valley has very limited resources for the reception and support of evacuated populations. See Annex: Mass Care. In most cases, the City will need outside assistance for reception and support of evacuees. This may be acquired through direct contact with adjacent jurisdictions, use of volunteers, or through a request to the King County Emergency Management Duty Officer or the King County ECC when it has been activated.

While it can be expected that most evacuees will find temporary accommodations with local friends and relatives or use commercial living accommodations, some will need temporary living accommodations. Some evacuees will need to locate other family members and friends, arrange transportation or pick up, or require translation services.

### **3.5.6.6 Return to the Evacuated Area**

Evacuation from any area presumes a danger or perceived danger to a population's life, health, or safety. Re-entry to an evacuated area may require inspection by subject matter experts from one or more disciplines to ensure that life and safety concerns have been mitigated. This may include:

- Police where a crime scene exists
- Public Health where contaminants or accumulated garbage pose a risk to public health
- Utilities where gas transmission has been impacted
- Roads where road surfaces have been impacted
- Structural inspectors where building damages may preclude occupancy

Other considerations may include one or more of the following criteria:

- Assurance that 9-1-1 is available
- Power has been restored
- Fire suppression water pressure is available
- Potable water supply is available
- Roadways have been cleared of debris (allowing for emergency vehicle access)

The City Manager may be asked to issue a statement of conditions authorizing public re-entry to an evacuated area after certification by the appropriate subject matter experts has been affirmed. The City's PIO may be a part of the announcement to the public of these conditions.

## **3.5.7 Organization and Assignment of Responsibilities**

**3.5.7.1 On-Scene Incident Commander** – As the lead official on the scene of an incident the Incident Commander, regardless of his/her branch of service (police, fire, EMS, or public works) may:

- Identify the hazard and the likely impact area
- Identify the likely impacted populations

- Recommend any needed next steps, which may include: evacuation or shelter-in-place
- Identify safe areas and time frame for action
- Identify available and needed resources
- Identify current command authority at the scene
- Identify communications with field units
- Contact appropriate agencies to implement use of public warning systems

3.5.7.2 King County Sheriff's Office Communications Center (9-1-1) – As the primary contact with fire, police and EMS responders, the KCSO Communications Center may:

- Initiate warning of the public through the EAS system if needed
- Provide notice of the incident to the KC OEM Duty Officer or King County ECC if activated
- Provide notice of the incident to the City Manager acting as the City's Emergency Manager

3.5.7.3 The King County Sheriff's Office and Mutual Aid Law Enforcement will assist with evacuation operations by:

- Providing security for the evacuated area and evacuation route
- Assisting with traffic direction
- Assuming Incident Command authority in cases where a crime scene has been established
- Investigating crime scenes
- Establishing law enforcement criteria and make recommendations for the re-entry to an evacuated area

3.5.7.4 KC OEM Duty Officer or the King County ECC – In his/her capacity as the point of contact for coordination and support of emergency operations, the King County OEM Duty Officer or the King County ECC when activated will:

- Contact the City Manager for any warning needs
- Initiate warnings with instructions where warranted
- Obtain a state mission number, if one has not already been identified
- Recommend activation of the King County ECC as needed
- Obtain or request county, state, or private sector resources as identified by the incident commander or the City's EOC
- Support the evacuation operation in any way possible
- Proclaim a state of emergency

3.5.7.5 The Maple Valley Public Works and Community Development Department's Building Division or contracted structural engineers may assist with evacuation criteria and re-entry criteria by:

- Conducting structural inspection of damaged buildings and provide certification for re-occupancy, where needed

3.5.7.6 City Manager – In his/her capacity as the Emergency Manager for the City of Maple Valley the City Manager will:

- Communicate and coordinate with the on-scene Incident Commander, adjacent jurisdictions, and King County
- Request or initiate public warnings with instructions
- Obtain a State Mission Number and activate the City's EOC
- Request needed resources and regional organization or agency support
- Prepare and proclaim a disaster or emergency
- Call for evacuation or shelter-in-place
- Activate the City of Maple Valley Emergency Operations Center, as needed

3.5.7.7 The Public Information Officer may assist with evacuation operations by:

- Assisting with public messaging for warning, return to the evacuated area, and situation updates
- Working in conjunction with the On-Scene Incident Commander and the City's EOC to develop public messaging for the EOC Incident Commander Working in conjunction with other Public Information Officers where multiple jurisdictions may be impacted by the evacuation

3.5.7.8 The Fire Marshal may assist with evacuation or area re-entry by:

- Providing inspection of an impacted area or structure(s)
- Evaluating, certifying and/or permitting re-occupancy of the structure(s) or area

3.5.7.9 Maple Valley Fire and Life Safety may support evacuation and shelters by:

- Acting as the On-Scene Incident Commander
- Assisting with door-to-door warnings where directed
- Providing or obtaining decontamination of responders or impacted civilians where this is warranted
- Providing or obtaining emergency medical service for people impacted by the incident

3.5.7.10 Roads Division of the King County Department of Transportation may assist with evacuation or area re-entry by:

- Identifying best access and egress routes in conjunction with other subject matter experts when they are available
- Assisting traffic control by providing road barriers and signage supporting evacuation routes or other support where available
- Providing structural inspections of roadways and bridges that may be damaged and alter evacuation routes
- Contacting county and state transportation agencies with impacted transit resources

3.5.7.11 Public Health – Seattle and King County may assist with evacuation or area re-entry by:

- Identifying health hazards including contaminants
- Evaluating the need for and recommending sampling or testing of the air, soil, or water
- Recommending re-entry standards
- Recommending re-entry

3.5.7.12 The National Weather Service may assist with evacuation or area re-entry by:

- Providing real-time, site specific weather conditions to the On-Scene Incident Commander and the City's EOC

3.5.7.13 The American Red Cross may assist with evacuee reception and support operations by:

- Providing limited translation services to evacuees
- Providing limited temporary sheltering support for small-scale incidents
- Assisting with location of separated family members

### 3.5.8 Direction, Control, and Coordination

The incident command system will be used to organize, coordinate, and direct any evacuation operation including support and re-entry within the City of Maple Valley. Responder organizations with obligations for the implementation of evacuations will coordinate with the City's EOC. It can be expected that different organizations or agencies will have Incident Command authority that will change with different phases of the evacuation operation. Several state statutes address particular evacuation authorities. See RCW 38.52.

The City's EOC will use the incident command system organizational structure to support evacuation operations.

### 3.5.9 Information Collection and Dissemination

Information related to evacuations may be expected to come from any or all of the following:

- The general or impacted public via phone, email, or social media
- First responders at the scene via phone or radio communications
- 9-1-1 operations (Valley Communications or the King County Sheriff's Office Communications Center) via phone or radio
- Impacted agencies and adjacent jurisdictions via phone, email, or radio
- King County (Emergency Management Duty Officer or the King County ECC) via phone, email, or radio
- Elected Officials via phone or email
- Commercial Media (radio, television/cable, internet)

Where possible, the City's EOC would be staffed to proactively seek information, analyze and verify it, and provide clear, common messaging to the public and first responders involved in any evacuation operations. In the EOC, the Public Information Officer is the dissemination point for information to the public through social media and commercial media. The EOC Incident Manager is the dissemination point for information to elected officials of the city and between other jurisdictions and their EOCs or ECCs.

### 3.5.10 Communications and Delivery Methods

Where primary communications systems have not been impacted by the emergency conditions, normal telephone service and email service will be used to share information between the City's

EOC and first responders or organizations and agencies with evacuation operations assignments. Communications with the public may include web-postings, social media, or commercial media.

### 3.5.11 Administration, Finance, and Logistics

Emergencies with field operations rely heavily on logistical support to effect evacuations and support first responders. Evacuations and the subsequent support of displaced populations can be a very expensive activity. Keeping good records in the field and in the EOC may provide access to recovery of some or all expenses related to population protective measures.

All documentation related to population protective measures should include the assigned Washington State Mission Number and the federal disaster number when it has been assigned.

### 3.5.12 Plan Development and Maintenance

The Population Protection Annex to the Maple Valley Comprehensive Emergency Management Plan was developed with input from the King County Office of Emergency Management program manager for King County Evacuation Annex and other sources. This annex should be tested, or reviewed and updated at least annually.

Following use of the Population Protection Annex in an exercise or actual incident, the annex will be revised and training on changes will be conducted. Metrics to evaluate the functionality of the Plan should be considered. These may include:

- The amount of time needed to evacuate or shelter in place
- Cost of the protective action
- Documentation of the protective action
- Decision making process
- Access to needed resources and personnel
- Responder communications and information sharing
- Communications with the public and warning

### 3.5.13 Authorities and References

#### Federal

1. Code of Federal Regulations Title 44, Part 205 and 205.16.
2. Public Law 920, Federal Civil Defense Act of 1950, as amended.
3. Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act.
4. Public Law 93-288, Disaster Relief Act of 1974, as amended.
5. Public Law 96-342, Improved Civil Defense 1980.
6. Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).
7. Public Law 105-19, Volunteer Protection Act of 1997.
8. Homeland Security Act of 2002.
9. Homeland Security Presidential Directive/HSPD-5.
10. Homeland Security Presidential Directive/HSPD-8.

11. National Response Plan of 2004, with Notice of Change amendments from 2006.
12. Pets Evacuation and Transportation Standards Act of 2006

State Codes

1. Chapter 38.52, Revised Code of Washington (RCW), Emergency Management.
2. Chapter 38.08, RCW, Powers and Duties of Governor.
3. Chapter 38.12, RCW, Militia Officers.
4. Chapter 38.54, RCW, Fire Mobilization.
5. Chapter 35.33.081 and 35.33.101, RCW, as amended.
6. Chapter 34.05, RCW, Administrative Procedures Act.
7. Chapter 43.06, RCW, Governor's Emergency Powers.
8. Chapter 43.105, RCW, Washington State Information Services Board (ISB).
9. Chapter 118-04, Washington Administrative Code (WAC), Emergency Worker Program.
10. Title 118, WAC, Military Department, Emergency Management
11. Chapter 70, 136.030, RCW, Incident Command Agencies - Designation by Political Subdivisions
12. WAC 170-296-0630 Fire Evacuation Plans requirements
13. WAC 388-147-0710 Fire Evacuation Plan requirements
14. WAC 173-303-340 to 360 Contingency plan and emergency procedures

Local

Emergency Management Ordinances O-12-505 and O-16-599

## **Functional Annex: Mass Care**

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### 3.6.1 Introduction

The City of Maple Valley's response to some impacts from emergencies may require the temporary sheltering of human or animal populations until they can return to their homes or businesses, or move to interim or permanent locations. Movement of people from their regular places of employment, school, or living accommodations may require other services including translators, crisis counseling, food and water, reuniting displaced people with their families, friends, or co-workers, and providing for pets and livestock.

### 3.6.2 Purpose

The purpose of the Mass Care Annex is to identify the capability and process for sheltering, feeding, and providing other services to the public and their pets, service animals, and livestock in response to impacts from a hazard.

### 3.6.3 Scope

The scope of this annex covers Mass Care of the likely population of the City of Maple Valley.

### 3.6.4 Situation Overview

The City of Maple Valley is located in an area that is at risk to severe weather, earthquake, potential release of hazardous materials, transportation and utility disruption, terrorist attack, or flooding impacts. The city has limited resources for mass care that may result from emergencies.

### 3.6.5 Planning Assumptions

- Sheltering and feeding operations are staff intensive and require 24 hour support
- The City of Maple Valley does not have sufficient personnel to open and manage emergency shelter operations for people or animals without outside assistance
- The City of Maple Valley does not have staff available to act as crisis counselors or translators
- The City of Maple Valley does not have mass feeding capability
- The City of Maple Valley will rely on support from the American Red Cross, King County, faith based organizations, and volunteers to provide mass care services to people that have been displaced from their homes, schools, or businesses
- Animal shelter locations may require physical separation from human shelter locations and specialized food or veterinarian services
- The City of Maple Valley will rely on support from King County, Washington State Animal Response Team (WASART), and volunteers to domestic pets, livestock, and wildlife impacted by an emergency
- Special needs and vulnerable populations in the community may require special services or site access

- Large scale mass care needs for the City of Maple Valley are likely to impact other local jurisdictions
- The vast majority of displaced people seek assistance from family, friends, or commercial resources following an emergency

### 3.6.6 Concept of Operations

Where people have spontaneously or have been formally asked to evacuate from their homes, businesses, or schools, the City of Maple Valley may be asked to assist with mass care for those people and their animals requiring temporary assistance. Displaced people may be from within the city limits of Maple Valley or may be from adjoining or close by communities including unincorporated King County.

Knowledge of the need for mass care services may come from: local field responders, regional EOC/ECCs, direct contact from the population, or contact from non-profit organizations. Requests for assistance may come from these same sources.

Mass care for impacted populations may require food, water, housing, transportation, health care support, communications, cultural assistance, crisis counseling, interpretation services, child care, security, power, sanitation or garbage disposal, and other services. This may involve multiple public and private sector or non-profit volunteer agencies. The following is an incomplete list of possible resource or service providers:

- King County Office of Emergency Management
- Public Health – Seattle and King County
- American Red Cross
- Faith based organizations
- King County Department of Transportation
- King County Sheriff's Office
- Private waste haulers
- Signatories to the Regional Disaster Plan
- Washington State Emergency Management
- FEMA (Federal Emergency Management Agency)
- Numerous private sector contractors

While the City of Maple Valley may have access to some locations that are ADA compliant and are available for temporary sheltering of displaced people, use of these same locations may disrupt other public services when schools and senior or community centers are used as sheltering locations.

Some temporary congregation points may be needed before shelters are opened or may be needed as warming or cooling locations during extended cold or extremely hot weather. When this occurs, locations like libraries, fire stations, City hall, community centers, faith based facilities, or similar locations may be made available where agreements and staff can be assigned to this mission. For very large incidents, King County may establish regional mega-shelters to serve displaced populations.

The City of Maple Valley does not have a roster of trained shelter operations personnel nor does the City provide training for shelter operations. The City does not have, maintain, or expect to have a stockpile of shelter supplies. Food, water, cots and bedding, or other necessary supplies will be needed when mass care services are needed. Supplies may be acquired through emergency procurement allowances available under a City proclamation of emergency by direct contract or use of the Regional Disaster Plan Omnibus Agreement.

Where a proclamation of emergency has been established by the City of Maple Valley and the City's EOC has been activated, the Operations Section of the EOC will establish the need for mass care services. The Operations Section will provide an estimate of the capacity and duration of mass care services that may be needed. With the assistance of the Resource and Logistics Section and Finance-Administration Section of the EOC, available sources of assistance and estimated costs will be determined and provided to the Incident Manager. The Incident Manager will establish the course of action to be taken for implementation of any mass care service delivery.

Where congregation points, warming or cooling locations, or shelter resources beyond the capability or capacity of the City or local American Red Cross resources are needed, the City of Maple Valley Incident Manager or the appropriate staff assigned to the EOC will contact private contractors, King County, or mutual aid partners for assistance. It may take many hours before mass care and sheltering operations are available to the citizens of the City of Maple Valley.

For some emergencies, shelter occupants may need to be screened prior to entry for contaminants, contagious diseases, drugs, or weapons. Where this is necessary, the Operations Section Chief in the EOC will request assistance from the fire service, hazmat teams, public health, and/or the King County Sheriff's Office.

Closing of shelter operations under the direction of the City of Maple Valley may occur when such action is recommended by the shelter manager(s) when the shelter population no longer warrants continued operation of the shelter. Only the City of Maple Valley Incident Manager may direct the closure of a shelter operated under the direction of the City's EOC.

### 3.6.7 Organization and Assignment of Responsibilities

#### 3.6.7.1 Incident Manager

- Prepare a Proclamation of Emergency for adoption pursuant to City ordinance
- Acquire emergency spending authority
- Direct or delegate acquisition of mass care resources
- Approve Situation Reports
- Direct closure of shelter operations

#### 3.6.7.2 Resource and Logistics Section

- Locate needed resources and alternatives for mass care support
- Identify any staging areas for incoming resources
- Identify Points of Distribution (PODs) for essential private sector supplies and services
- Maintain documentation of requests and approvals of resource requests

- Provide documentation to the Finance and Information and Planning Sections for mass care activity

#### 3.6.7.3 Operations Section

- Determine the extent of need for mass care services
- Determine what services and resources might be needed
- Make recommendation to the Incident Manager related to mass care services
- Obtain approval for actions and needed resources from the Incident Manager
- Prepare reports on mass care needs to the Incident Manager during each operational period or when significant changes occur in mass care needs for the City of Maple Valley
- Establish any task forces needed for the coordination of activity to open, move, maintain, or close shelter operations within the City of Maple Valley
- Coordinate City of Maple Valley mass care activities with King County and regional partners
- Work with Logistics, Finance, and Information and Planning Sections for the location and acquisition of needed resources, demobilization of operations, and documentation of activities and expenditures related to mass care operations

#### 3.6.7.4 Planning Section

- Maintain and report situation awareness for mass care activities
- Provide status reports to the Public Information Officer, Incident Manager, regional partners
- Track assigned resources including personnel related to mass care activities

#### 3.6.7.5 Admin/Finance Section

- Identify sources of funding for needed resources
- Establish contracts and approval process
- Recommend alternatives and estimates of future expenditures
- Maintain documentation of expenses

### 3.6.8 Direction, Control, and Coordination

An on scene incident manager or the EOC Operations Section Chief may make a recommendation for opening a shelter, Point of Dispensing (POD), or other mass care operation. A shelter manager, POD manager, or other mass care service location unit leader may request closure of a mass care site managed by the City of Maple Valley. Only the EOC Incident Manager may direct the closure of a mass care facility that is managed or operated by the City of Maple Valley.

### 3.6.9 Information Collection and Dissemination

Information related to the need for mass care in the City of Maple Valley may be obtained from first responders, direct contact with local citizens or community groups, or employees of the City of Maple Valley. Where shelter operations or other mass care locations have been established, situation reports may be received from these sites. Inclusion of summaries for mass care activity

will be included in City of Maple Valley Situation Reports. Situation Reports are distributed directly to State Emergency Management, King County Emergency Management, Zone 3 partners, contract organizations, and may be web posted for access by the public. The City of Maple Valley Public Information Officer should distribute information to commercial media as may be appropriate.

#### 3.6.10 Communications and Delivery Methods

Communications between the EOC and field mass care operational sites will occur by phone, cell phone, or email where these systems are available. When not available, communications between the EOC and field mass care operational sites will be by amateur radio. The City of Maple Valley has an amateur radio group active in emergency preparedness.

Distribution of public messaging related to the availability mass care services will be through commercial media, web postings, and social media when these systems are available.

#### 3.6.11 Administration, Finance, and Logistics

Shelter and mass care operations can be expensive to maintain. Even where volunteers provide personnel to operate points of distribution or shelters and warming/cooling facilities, supplies and utilities can be costly. A proclamation of emergency in the City of Maple Valley may provide needed access to emergency funds to open and maintain mass care operations in conjunction with memoranda of understanding for facilities, access to supplies and personnel through the Regional Disaster Plan and contracts with regional service providers.

#### 3.6.12 Plan Development and Maintenance

The Mass Care Annex to the City of Maple Valley Comprehensive Emergency Management Plan was developed with input from the King County Office of Emergency Management program manager for Mass Care and other sources. This annex should be tested, or reviewed and updated at least annually.

#### 3.6.13 Authorities and References

Emergency Ordinance for the City of Maple Valley O-12-505 and O-16-599

Regional Coordination Framework for Disasters and Planned Events, For Public and Private Organizations in King County, Washington – February 2014

King County Comprehensive Emergency Management Plan, Regional Shelter Operations Incident Annex, December 2013

King County Comprehensive Emergency Management Plan, Post Disaster Interim Housing Annex, December 2013

## **Functional Annex: Health and Medical**

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### 3.7.1 Introduction

The City of Maple Valley does not have its own health department. The agency providing health services and medical oversight for the City of Maple Valley is Public Health – Seattle and King County. ESF 8 Health, Medical and Mortuary Services from the King County Comprehensive Emergency Management Plan, December 2010 is submitted here as Functional Annex: Health and Medical for the City of Maple Valley.

### 3.7.2 Purpose

The purpose of Functional Annex: Health and Medical is to provide for the direction, coordination and mobilization of health and medical resources, information and personnel during emergencies and disasters.

### 3.7.3 Scope

The health and medical functional annex includes public health, inpatient services, medical surge (alternate care facilities and volunteer management systems), outpatient services, home health services, community mental health services, mortuary services and emergency medical services within King County, Washington. This annex adopts an all hazards approach to coordinating disaster mitigation, preparedness, response and recovery for public health, medical providers and support service organizations in King County.

Activities within the scope of Functional Annex: Health and Medical include:

- Organizing, mobilizing, coordinating, and directing health, medical and mortuary services and medical surge capacity plans during disasters
- Supporting the delivery of mass care to trauma victims consistent with the Central Region EMS and Trauma Council Plan
- Coordinating medical and environmental surveillance and monitoring activities
- Coordinating the surveillance for and treatment of diseases
- Implementing measures designed to prevent the spread of disease or environmental contamination
- Coordinating the recovery of fatalities, conducting forensic investigations, and determining the cause and manner of death
- Establishing and maintaining effective and reliable means of communication with health services agencies, healthcare providers, support agencies, community based organizations, the general public, and the media
- Establish partnerships and coordinate response to ensure that all aspects of the response service the entire community, with special consideration for vulnerable populations.
- Coordinating and supporting crisis intervention and mental health services during and following emergencies and disasters
- Coordinating the health and medical system's transition from surge operations to normal operations

## **POLICIES**

The following policies guide preparedness and response efforts of Functional Annex: Health and Medical agencies:

- The Local Health Officer (LHO) may implement such measures as necessary to protect the public's health as authorized by state law.
- Public Health – Seattle & King County (PHSKC) will activate emergency response plans and protocols when an emergency or disaster occurs or is imminent requiring a coordinated, regional response of health and medical agencies.
- Functional Annex: Health and Medical agencies will commit resources and expertise as needed to address health and medical consequences of emergencies and disasters.
- Functional Annex: Health and Medical agencies will collaborate with local, state, tribal, and federal governmental agencies, as well as local community based organizations to assure an effective and efficient response.
- Functional Annex: Health and Medical agencies will utilize the incident command system (ICS) during response and will strive to incorporate the National Incident Management System (NIMS) into all plans, protocols, and training.
- PHSKC will assign appropriate staff to Functional Annex: Health and Medical functions in the Seattle Emergency Operations Center (EOC) and the King County Emergency Coordination Center (ECC) and other emergency operations centers as needed.
- PHSKC will be the primary expert source of public information regarding health, medical, mortuary, and environmental response to emergencies and disasters in King County. PHSKC will work with Joint Information Center(s) in the Seattle EOC and King County ECC and with appropriate response partners to coordinate all releases of health information to the public.
- The King County Medical Examiner (KCMEO), within PHSKC, has jurisdiction over all human remains resulting from the emergency or disaster and the responsibility of communicating information about the deceased to family members.
- Death certificates for all emergency or disaster related deaths in King County will be managed and issued by the Vital Statistics Office in PHSKC.
- The Health and Medical Area Command (Health and Medical Area Command) will serve as the healthcare system's clearinghouse for information and medical resources during emergencies and disasters. The Health and Medical Area Command will establish a standardized communication and coordination mechanism for information sharing and management of medical resources and response activities.
- 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 or disaster. HMC will also maintain voice and data communications with regional hospitals. Overlake Hospital Medical Center is the designated back up Hospital Control facility.
- The King County Fire Chiefs' Association will coordinate private and public EMS basic and advanced life support response during emergencies and disasters. The Fire Zone Coordinator at the King County ECC will coordinate county-wide EMS resource mobilization.
- The King County Department of Community and Human Services (DCHS) will coordinate the response to community mental health needs during emergencies and

disasters according to the King County Mental Health Response Plan. The American Red Cross (ARC) and other disaster assistance agencies will provide additional resources needed to address community mental health needs.

- Health and Medical Area Command will coordinate and, when feasible, co-locate with human services and mass care agencies to jointly address impacts suffered by disaster victims that encompass health and human services issues
- Public/private partnerships will be leveraged to improve situational awareness, increase availability of resources, and speed recovery efforts during disasters.

#### 3.7.4 Situation Overview

##### Emergency/Disaster Conditions and Hazards

Preparedness activities in King County are organized into three emergency coordination zones, each having a lead agency for cross-functional coordination (see the Basic Plan, Concept of Operations and Responsibilities Sections, and Figure 3). Preparedness activities specific to Functional Annex: Health and Medical incorporate the emergency management zone concept to ensure consistency with response partners.

Public Health Seattle & King County (PHSKC) is the lead agency for preparing the region's health, medical, and mortuary capabilities to respond to the health consequences of all hazards. King County Office of Emergency Management has documented the most common disasters that can strike in King County. Each type of disaster has potential health impacts, including illness; injury; death; psychological trauma; exposure to environmental hazards; disruption of the region's healthcare system; and others. Public Health – Seattle & King County developed the "Health Hazard Identification and Vulnerability Analysis" which integrates health-specific hazards with other regional hazards and further assesses the probability and severity of health-related impacts. Within the context of all-hazards planning, Public Health – Seattle & King County places special attention on preparing for incidents most likely to occur and those that pose the most intensive threat.

#### 3.7.5 Planning Assumptions

The ability of Health and Medical agencies to respond to an emergency or disaster is dependent upon the scope and severity of the incident, status of preparedness, and organizational response capabilities. With these factors in mind, preparedness efforts must account for the following:

- It is likely that public demand for health information, health and medical services will increase during disasters.
- Public health emergencies may necessitate mass dispensation of medications or vaccinations to the public.
- 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 disaster.
- Access to assessment, transport, and treatment facilities may be limited during disasters. Routine emergency medical services may not be accessible through 911 dispatch centers.

- A medical disaster 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.
- Infrastructure supporting healthcare facilities may be interrupted, causing impacts to available water, power, gas, food, and other services.
- Health and Medical agencies should not anticipate additional resources or personnel for 24-72 hours following a large-scale disaster.
- The use of gymnasiums and community centers as temporary alternate care facilities and family assistance centers may be necessary. Staffing and supply of temporary facilities will depend upon the ability to mobilize and transport staff and supplies from regional cache's, private medical suppliers, registered volunteer rosters, and other sources and may take up to 72 hours.
- Warehouses or airport hangars may be used as temporary morgues as needed by the KCMEO. Staffing and supply of a temporary morgue will depend upon the ability to mobilize and transport staff and supplies from the KCMEO, registered volunteer rosters and/ or other public or private equipment suppliers, and may take up to 72 hours.
- Hospitals and other healthcare facilities will rely on existing emergency service contracts with medical suppliers, and pharmaceutical vendors to the maximum extent possible, and will maintain back-up supplies stored on site, (including food, water, and basic medical supplies) to maintain operations for a minimum of three days.
- Public health emergencies may require implementation of public health measures to contain and control communicable diseases or spread of environmental hazards.
- Public health emergencies may also impact neighboring counties and health departments thereby limiting the availability of mutual aid.
- Members of our community who are seniors, children, disabled, homeless, non-English speakers, 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.
- PHSKC (via the Public Health Duty Officer), hospitals, EMS and the KCMEO have the capability to respond to an emergency 24 hours a day, 7 days a week.
- 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.

### 3.7.6 Concept of Operations

#### 3.7.6.1 General

While emergencies and disasters may vary in size and significance, the population density, multi-jurisdictional environment, and concentration of critical infrastructure in King County can magnify their impacts. An effective decision making and resource management structure, along with coordination among health and medical service providers and supporting agencies is critical to successfully addressing the consequences of emergencies and disasters

The PHSKC Duty Officer is the central point of notification for events requiring response by Health and Medical agencies. As needed, PHSKC will conduct a situation assessment, initiate

surveillance and monitoring activities, and notify appropriate Health and Medical Support agencies. When the King County ECC, Seattle EOC, or other EOCs are activated, PHSKC will coordinate staffing of these facilities with appropriate Health and Medical representatives.

Health and Medical incident response will be guided by plans such as PHSKC Emergency Operations Plan, Health and Medical - 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, which are consistent with the National Response Framework.

PHSKC will activate Incident Command and Area Command, as appropriate, to establish overall health and medical response and recovery objectives, coordinate incident information with Health and Medical agencies, and manage the acquisition and use of medical resources. Any incident managed under Health and Medical Area Command will likely require coordination of emergency response efforts across jurisdictions and agencies. Therefore, a decision to activate Health and Medical Area Command will also serve as a decision to activate the Health and Medical 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.

Health and Medical Area Command will prioritize and manage medical resources in support of healthcare organizations. If resource needs cannot be met locally or through local mutual aid, Health and Medical 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, private industry resources, or turn to federal agencies to accomplish the mission.

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 Health and Medical primary and support agencies, local EOCs and the Washington Department of Health.

Health and Medical agencies will support recovery activities aimed at restoring health and medical services to pre-event status. PHSKC will coordinate with emergency management and response agencies in providing assistance to community recovery efforts.

Investigation into the cause and manner of death resulting from an emergency or disaster is the domain of the KCMEO. KCMEO will supervise the recovery, identification, and final disposition of all fatalities.

### 3.7.7 Organization and Assignment of Responsibilities

Public Health – Seattle & King County, under the legal authority of the Local Health Officer, will establish and lead an appropriate incident command structure for the healthcare system response during emergencies and disasters. The specific command structure established for a given incident may vary depending on the type of incident, threat and risk posed, jurisdictions

involved, suspected criminal activity, and legal responsibilities and authorities of participating agencies.

#### 3.7.7.1 Single Command

A Single Command will be used to establish ICS and conduct the initial situation assessment. The situation assessment will determine whether a Single Command led by a Health and Medical agency Incident Commander can meet the direction and control requirements of an incident. The response needs of these incidents can be met primarily by the resources of individual Health and Medical agencies.

Representatives from PHSKC may assume the role of Incident Commander for health or medical incidents under specific circumstances:

- Legal authorities identify the local health department as the lead agency for the response
- Specific health consequences require the leadership and expertise of Public Health in the command function
- Public Health is the only responding agency to the incident

*An example of an incident warranting Single Command incident response would be response to a food borne outbreak at a known location.*

#### 3.7.7.2 Unified Command

Public Health, EMS agencies, and Healthcare Coalition agencies may be identified as participants within a unified command and Joint Information Center during multi-agency incidents, and will identify and train staff to serve as needed. The Unified Command will be responsible for establishing a common set of objectives and strategies in a single Incident Action Plan.

*An example of an incident requiring the establishment of Unified Command is an incident scene involving potential contamination with a biological agent with PHSKC as the lead health agency, the FBI and local law enforcement leading the criminal investigation, and local fire agencies directing the HAZMAT response. Other agencies with responsibilities or jurisdiction may become part of the Unified Command as needed.*

#### 3.7.7.3 Area Command

The size, complexity and geographic dispersion of emergencies and disasters may require the establishment of a Health and Medical Area Command to direct and manage the healthcare system response. Area Command is established when multiple incident or response sites, each being managed by an ICS organization, require central coordination and direction. This management tool is activated to coordinate emergency response efforts among multiple agencies vying for the same resources.

The Health and Medical Area Command will set overall strategy and priorities for the healthcare system response, allocate critical resources, ensure that response activities are properly managed, objectives are met, and policy decisions are implemented. Based on the hazards, vulnerability and complexity that may affect the continuity and response of healthcare operations in King

County, Area Command is the incident management structure that will most often be utilized to manage Health and Medical activities during emergencies and disasters.

*An example of an incident that might result in the establishment of an Area Command is the need to distribute antibiotics across multiple jurisdictions over a short time period in response to a widespread disease outbreak.*

The Health and Medical Area Command serves as a single coordination point for medical resources and information for all healthcare organizations in King County. The Health and Medical Area Command is responsible for:

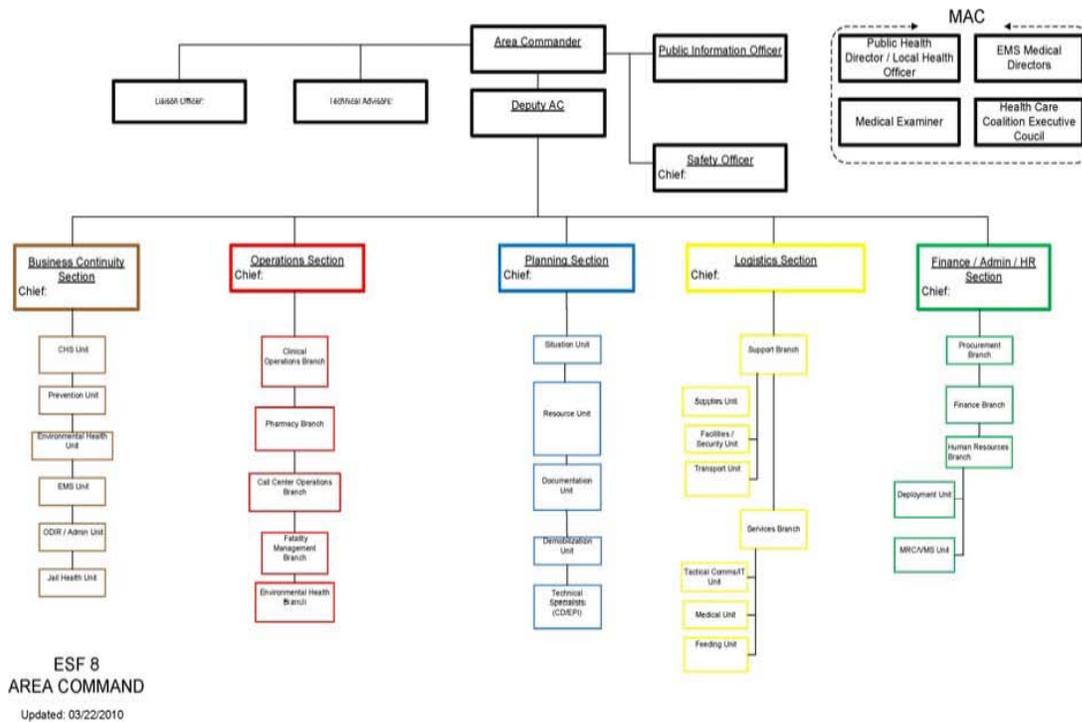
- Establishing health and medical incident related objectives and priorities
- Collecting and reporting the situational status for all healthcare organizations
- Establishing and maintaining the Washington's Healthcare Incident Management system (WATrac)
- Deploying Health and Medical Liaisons to field command locations, local EOCs and other operational settings for enhanced coordination
- Providing resource management support including personnel, equipment, medical supplies and pharmaceuticals for healthcare organizations.
- Connecting healthcare facilities with their local EOCs for non-medical resource support.
- Providing non-medical resource support for Health and Medical agencies when local EOCs will/cannot respond.
- Collaborating with local EOCs to provide logistical support for medical needs shelters, alternate care facilities, medication centers, mortuary operations, family assistance centers, and other field response locations.
- Implementing local medication distribution strategies directed by the Local Health Officer.
- Coordinating with the Puget Sound Blood Center to support the blood distribution system.
- Coordinating with Hospital Control to provide assistance on bed availability and patient tracking, as needed.
- Overseeing regional surge capacity measures associated with added capacity or mobilization of volunteer personnel
- Managing the health and medical Joint Information System to ensure consistent, accurate health messaging across King County
- Track costs associated with managing Area Command functions and regional medical surge facilities

#### 3.7.7.4 Multi Agency Coordination Group (MAC Group)

A Multi-Agency Coordination Group (MAC) may be activated in conjunction with a unified or area command structure to establish overall direction and priorities for the health, medical and mortuary response across King County. When activated, the Health and Medical MAC Group will include the following participants:

- Local Health Officer as the authorized decision maker
- Healthcare Coalition Executive Council

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- Emergency Medical System Medical Directors for King County and Seattle
- Medical Examiner

Within this group, the Healthcare Coalition Executive Council, EMS Medical Directors and the Medical Examiner will advise the Local Health Officer regarding policy level decisions, priorities, public messaging and resource allocations. The Local Health Officer will make final decisions for the MAC Group.

The role of the Health and Medical MAC Group is to provide structure and direction for inter-organizational decision making during emergencies. Specifically, MAC Group members will advise the Local Health Officer on policy level decision that may be needed regarding:

- Medical resource availability and the need to request state or federal assistance
- Prioritization of medical resources when rationing may be needed
- Timing and scope of healthcare system surge capacity that may require activation
- Determine the extent and timing of change to medical system practices (i.e. standards of care)
- Extent and timing of changes to medical system practices (i.e. standards of care\_ to maintain optimal care under the circumstances of a disaster
- Coordinate with and brief elected officials and healthcare partners as needed regarding health and medical impacts, status of the response and decision made by the MAC

#### 3.7.7.5 Other Incident Command Roles for Health and Medical Agencies

- Health and Medical agencies may be requested to serve as liaisons to an Incident Commander (usually a Fire Department or Law Enforcement agency) at a site-specific incident command post during incidents that include health and medical consequences.
- Incident Command may be established at an EOC or incident site and Public Health, Hospital and EMS agencies may serve as the lead for the health and medical response within the Operations Section, or may staff various positions within the Information and Planning Section.

*An example may be a health and medical response to an incident at a port facility where the local fire department has established Incident Command and Public Health and EMS may serve as Operations Section participants.*

#### 3.7.7.6 Procedures

- Protocols for activating and managing Health and Medical Area Command are maintained in the Health and Medical Area Command / Multi-Agency Coordinating Group Standard Operating Procedure.
- Emergency operating procedures for Public Health and the Medical Examiner's Office are maintained in the Public Health Emergency Operations Plan.
- Procedures for emergency medical services are identified in:
  - Internal procedures for each city and fire district;
  - King County Multiple Casualty Incident Operations, King County Fire Resource Plan.
- Procedures for other organizations are outlined in individual agency disaster plans and regional sector plans.
- Procedures for activating Mutual Aid Agreements and other Memoranda of Understanding are embedded in the individual agreements

#### 3.7.7.7 Mitigation/Preparedness/Response/Recovery Actions

Public Health – Seattle & King County coordinates and supports prevention, preparedness, response, recovery, and mitigation activities among health, medical, and mortuary service stakeholders within the authorities and resource limitations of Health and Medical agencies.

PHSKC, as the lead agency for the region's health, medical, and mortuary response, engages in distinct activities at each phase of the emergency preparedness cycle in order to prevent, minimize the impacts of, or promote rapid recovery from disasters or emergencies.

Pre-incident coordination and planning activities conducted by PHSKC in the Prevention Phase include developing operational and tactical plans, training and exercising, and conducting vulnerability assessments. This phase also includes ongoing health protection activities such as vaccinations, provider education, and food and water safety assurance.

PHSKC activities in the Preparedness and Mitigation phase attempt to prevent hazards from developing into disasters, or to reduce the effects of disasters when they occur. Activities include

communicable disease surveillance, investigation, and community containment; environmental health protective actions such as vector control, environmental sampling, and food product embargoes; and development of medical stockpiles.

PHSKC activities in the response and recovery phases are event specific, aligned with the responsibilities outlined in this plan.

All signatory partners to the King County Regional Disaster Plan for Private & Public Organizations (RDP) should ensure to the best of their ability that their personnel and equipment are protected from the effects of disasters, and that appropriate emergency procedures and operating plans address and comply with local, state, and federal response and recovery guidelines.

#### 3.7.7.8 Responsibilities Primary Agencies

##### 3.7.7.8.1 Public Health Seattle & King County (PHSKC)

- Provide leadership and direction in responding to health and medical emergencies across King County consistent with the authority of the Local Health Officer.
- Activate the Health and Medical Area Command Center, Joint Information System and the ESF 8 MAC Group as appropriate.
- Staff jurisdictional EOCs as needed and establish and maintain ongoing communication with response partners.
- Provide medical advice and treatment protocols regarding communicable diseases and other biological hazards to EMS, hospitals, and healthcare providers
- Maintain 24 / 7 Duty Officer program and serve as the primary point of notification for health and medical emergencies in King County.

##### 3.7.7.8.2 Public Health – Environmental Health

- Coordinate assessment and response to disaster consequences affecting food safety, water quality, and sanitation.
- Coordinate and collaborate with community response agencies in identifying environmental impact, remediation, and recovery activities.
- Coordinate the response of regional veterinarian services and animal care groups.
- Direct response activities to vector-borne public health emergencies.
- Support mass care sheltering plans throughout the county in coordination with the American Red Cross and Mass Care agencies. Public Health's role in mass care sheltering will focus on assisting with environmental health assessments at shelters.

##### 3.7.7.8.3 Public Health – Surveillance

- Provide epidemiological surveillance, case investigation, and follow-up to control infectious disease, including acts of bioterrorism and outbreaks of food borne illness.
- 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.
- Coordinate and provide laboratory services for identification of biological samples.

*3.7.7.8.4 Public Health – Emergency Medical Services (King County Medic 1)*

- Operate Advanced Life Support capabilities through Zone 3 (South King County)
- Coordinate regional critical incident stress management for first responders.

*3.7.7.8.5 Public Health – Fatality Management*

- 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.
- Through KCMEO, track incident related deaths resulting from emergencies and disasters.
- Manage disaster 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 disaster related decedents
  - Determining and certifying the cause(s) and manner of disaster 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 disaster victims to gather, and 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 a disaster and release of personal property to identified legal Next of Kin
  - Maintaining the official log of reported and confirmed deaths resulting from an emergency incident
  - Serving as the lead agency for the release of all information regarding deaths resulting from emergencies or disasters

*3.7.7.8.6 Health and Medical Area Command*

- Assess the health and medical impacts and potential consequences posed by emergencies and disasters and determine appropriate courses of action.
- Direct and manage medical surge capabilities including alternate care facilities, medication centers and temporary morgues.
- Manage and direct the mobilization of medical volunteers through the Health and Medical Volunteer Management System, including Public Health/Medical Reserve Corps.
- Support Health and Medical agencies with implementing altered standards of medical care, as directed by the Local Health Officer
- Coordinate and manage incident information and medical resources for healthcare agencies across King County

- Direct and manage regional isolation, quarantine, and other control measures necessary in response to disease outbreaks.
- Direct and manage mass vaccination and antibiotic dispensing operations.
- Coordinate requests for medical resources with private vendors, the King County ECC and the State EOC, as needed
- Support the King County Department of Community and Human Services and the American Red Cross in meeting demands for regional mental health services.

3.7.7.8.7 Health and Medical Joint Information System

- 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.
- Inform elected officials and tribal leaders of policy decisions made by the ESF 8 MAC and response actions taken by the Health and Medical Area Command during disasters with public health consequences.
- 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.
- 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.

3.7.7.9 Support Agencies

3.7.7.9.1 King County Healthcare Coalition Executive Council

The Executive Council provides community leadership and strategic direction for the King County Healthcare Coalition, a network of healthcare providers focused on emergency preparedness. The Council includes representation from various sectors across the healthcare industry. During emergencies the Executive Council:

- Represents the Healthcare Coalition in the Health and Medical MAC Group.
- Advises the Local Health Officer, in coordination with other MAC Group participants, on emergency health policy matters.
- Identifies and addresses issues to improve the ability of healthcare organizations to respond to the emergency.

3.7.7.9.2 All Health and Medical Primary Organizations

- Activate organizational emergency response plans to manage emergency incidents.
- Cooperate with PHSKC in monitoring, surveying, and reporting activities.
- Advise the Healthcare Coalition Executive Council on policy issues that may arise during emergencies and disasters.
- Document facility capacity, pharmaceutical and medical resource updates, and overall situational assessment in WATrac.
- Coordinate with Health and Medical Area Command to request medical resources, communicate impacts assessments, and distribute medical resources.
- Activate and support regional medical evacuation plans as appropriate.

- Collaborate with PHSKC Public Information Officer through the JIS on developing and releasing health information to the public.
- Coordinate directly with local EOCs for non-medical equipment, supply, or service needs.

#### 3.7.7.9.3 Hospital Control

- Update Hospital Capacity information within WATrac during emergencies.
- Direct EMS transport of patients from the field to hospitals in a mass casualty incident.
- Notify PHSKC Duty Officer of emergencies impacting the hospital and healthcare system and identify:
  - Nature of the emergency or problem
  - Projected number of patients, if known
  - Hospital status or needs
- Activate the "All Call Alert" via 800MHz radio and WATrac Alert and notify hospitals when a mass casualty incident or other system wide emergency has occurred.
- Coordinate facility evacuation plans and protocols with all hospitals in King County and EMS agencies.
- Through the Health and Medical Area Command, request activation of the National Disaster Medical System to evacuate patients out of King County, as needed.
- Coordinate with the Health and Medical Area Command and all hospitals in King County to identify medical equipment and supply needs.
- Serve as primary point of contact for information management directly to and among emergency departments in the region.

#### 3.7.7.9.4 Hospitals

- Implement response measures, including surge capacity strategies, consistent with those outlined in the Regional Hospital Emergency Response plan, as capacity and resources allow.
- Incorporate facility evacuation as a component of hospital emergency plans. Coordinate development of hospital facility evacuation protocols with Hospital Control, PHSKC and first response agencies.
- Follow communications protocols outlined in the Central Region Trauma Council Communications Plan, and the Regional Hospital Emergency Response Plan.
- Maintain communications with 'Hospital Control' and provide information upon request.
- Collaborate with the Health and Medical Area Command and Hospital Control to assure the effective use of available hospital bed capacity.

#### 3.7.7.9.5 Ambulatory Care Providers

- Maximize outpatient appointment availability as needed.

#### 3.7.7.9.6 Public & Private Emergency Medical Services (EMS) Providers

- Provide initial patient assessment, treatment triage, and transport of ill or injured patients.
- Utilize the King County Multiple Casualty Incident Plan to prioritize treatment and transport of patients from multiple casualty incidents. Hospital Control will identify the designated trauma center hospital or other hospital able to receive injured patients.

- Support hospitals as needed in planning for and responding to evacuations of hospital facilities.
- Coordinate with Health and Medical Area Command and the appropriate local EOC for the evacuation of non-hospital facilities.
- Coordinate Critical Incident Stress Management support to emergency medical service providers.
- In accordance with RCW 68.050, EMS will report fatalities to the King County Medical Examiner before moving or transporting fatalities from an incident site. The King County Medical Examiner will provide specific guidance on preserving the incident site and the disposition of victims.

3.7.7.9.7 Long-Term Care Providers (Nursing Homes, Boarding Homes, Adult Family Homes)

- Notify Health and Medical Area Command of emergencies impacting long term care communities.
- Cooperate with and support other long-term care organizations as needed.

3.7.7.9.8 Home Health and Home Care Providers

- Notify Health and Medical Area Command of emergencies impacting continuity of Home Health and Home Care services in King County.
- Provide Health and Medical Area Command with a list of critical patients without access to care.
- Cooperate with and support other home health and home care providers as needed.

3.7.7.9.9 Palliative Care and Hospice Providers

- Coordinate with clients to provide disaster kits for end of life care during an emergency, should a provider not be able to make a site visit.
- Provide Health and Medical Area Command with a list of critical patients without access to care.
- Cooperate with and support other Palliative Care and Hospice providers as needed.

3.7.7.9.10 Northwest Kidney Center and Other Dialysis Providers

- Provide Health and Medical Area Command with a list of critical patients without access to care.
- Cooperate with and support other dialysis providers as needed.

3.7.7.9.11 Puget Sound Blood Center

- Coordinate with Health and Medical Area Command regarding blood needs for hospitals.
- Provide for the pickup, return and delivery of blood to/from the requesting agency.
- Manage blood donations from the public.
- Assist local healthcare facilities with decisions about blood allocation and with planning transfusion support.
- Assure adequate blood supply to meet demand and coordinate with other blood centers and national agencies for acquisition of additional resources, as needed.

3.7.7.9.12 Department of Community and Human Services,

Mental Health and Substance Abuse Providers

- Coordinate with PHSKC, Seattle Human Services Department, ESF 8 Area Command, and mass care agencies across King County to address the human services and behavioral health needs of disaster survivors.
- Coordinate the delivery of community behavioral health services and crisis response consistent with the King County Mental Health Division Disaster Response Plan.
- Provide involuntary detention services for persons who suffer from reactions to the disaster, as staffing allows.
- Coordinate with the King County Chapter of ARC regarding the provision of disaster behavioral health services.
- Support contracting agencies that provide behavioral health, substance abuse, and inpatient psychiatric services to maximize continuity of care.
- Collaborate with PHSKC and Health and Medical JIS for consistent messaging to behavioral health providers and the public.
- Coordinate with licensed opioid substitution providers to create and support regional continuity of care plans.

3.7.7.9.13 Airlift Northwest

- Provide rapid emergency and inter-hospital air transport service to ill or injured patients in King County in coordination with Hospital Control.

3.7.7.9.14 Amateur Radio Medical Services Team

- Provide radio assistance to hospitals as requested.
- Support Hospital Control at the Medical Services Station.

3.7.7.9.15 American Red Cross

- Provide non-medical logistical support, as feasible, to field operations including alternate care facilities, isolation and quarantine operations, and medication centers.
- Assist in disseminating health information released by the Health and Medical Area Command.
- Provide emergency first aid and Disaster Health Services, as availability, training, and skills allow according to Red Cross Health Services protocols.
- In coordination with King County Department of Community and Human Services, provide Disaster Mental Health Services to the community

3.7.7.9.16 King County Department of Transportation, Metro Transit Division

- In support of hospital facility evacuations, provide vehicles to transport ambulatory patients between hospitals, as needed.
- Provide transportation for medical personnel, supplies, and equipment to locations as needed.

3.7.7.9.17 King County Department of Natural Resources and Parks

- Make parks facilities and equipment not otherwise occupied as shelters available for use as temporary treatment facilities for injured patients or medical needs shelters, as requested by the Health and Medical Area Command.

3.7.7.9.18 King County Sheriff's Office and Local Law Enforcement

- Provide security for health and medical field operations, as able.
- Establish a traffic control plan at the site of health and medical field operations.
- Participate with PHSKC in the development of a regional PHSKC-Law enforcement team to assist the delivery and enforcement of isolation and quarantine orders.
- Coordinate with the KCMEO regarding incident site preservation, crime scene investigation, and removal and identification of human remains.

3.7.7.9.19 Seattle Parks and Recreation Department

- Make parks facilities and equipment not otherwise occupied as shelters available for use as temporary treatment facilities for injured patients or alternate care facilities, as requested by Health and Medical Area Command.

3.7.7.9.20 Seattle Fleets and Facilities Department

- Provide non-medical logistical support to health and medical field operations within the City of Seattle.

3.7.7.9.21 Washington State Hospital Association

- Represent hospitals at the Washington State EOC Health and Medical desk.

3.7.7.9.22 Washington Poison Center

- Provide 24 hour telephone information to healthcare providers and the public with information regarding chemicals, “poisons”, and suspected poisonings.
- Provide on-line poison information and first aid intervention to non-English speakers in 140 languages utilizing Language Line Services.
- Provide information regarding environmental and toxicological concerns to Health and Medical response agencies.

3.7.7.9.23 Washington State Department of Health

- Represent Health and Medical at the Washington State EOC.
- Support local communicable disease response by processing samples through the Washington State Public Health Lab.
- Communicate requests from local health jurisdictions for federal medical supplies to the Centers for Disease Control and other federal agencies as needed.

3.7.8 Direction, Control, and Coordination

Public Health – Seattle and King County is the lead agency for health issues in King County. Where greater coordination is needed, the Health Area Command will be staffed.

3.7.9 Information Collection and Dissemination

The Public Health Duty Officer or the staff of the Public Health Area Command will collect information from the primary and support agencies listed under Organization. Documentation related to the health issue will be maintained by the staff of the Area Command and subsequently by Public Health – Seattle and King County under a state assigned mission number.

3.7.10 Communications

Communication systems must provide redundancy to support operations during an incident. On a daily basis, Health and Medical partners use a variety of communications systems, as outlined in the chart below. Given the diversity and daily missions of these partners, the degree of availability of alternate communications technologies varies. The chart below indicates specific technologies utilized by healthcare sectors. Specific partner sector plans provide more detail of communication technologies, redundancies, procedures, and contact information.

Agency	Landline	Internet	Text Message	Cellular	Fax	Amateur Radio	Satellite Phone	800MHz Radio	HEAR
PHEOC	Y	Y	Y	Y	Y	Y	Y	Y	Y
Health and Medical Area Command	Y	Y	Y	Y	Y	Y	Y	Y	Y
Hospitals	Y	Y	Y	Y	Y	Y	Y	Y	Y
Local Emergency Management	Y	Y	Y	Y	Y	Y	Y	Y	
Ambulatory Care	Y	Y	Y	Y	Y	Some	Some		
Long term Care	Y	Y	Y	Y	Y				
Palliative Care	Y	Y	Y	Y	Y				
Mental Health	Y	Y	Y	Y	Y				
EMS	Y	Y	Y	Y	Y			Y	

3.7.11 Administration, Finance, and Logistics

**Training & Exercises**

Public Health – Seattle & King County and the Healthcare Coalition will coordinate and manage health and medical training and exercise opportunities for healthcare providers throughout the region. Training and exercises relevant to each healthcare discipline will be pursued and offered at a regional level to facilitate networking and continuity.

Training goal: Achieve consistent, relevant training throughout the region in a multidisciplinary environment to provide healthcare system staff with the skills needed for response to all emergencies.

Exercise Goal: Evaluate the effectiveness of training and planning through a series of exercises incorporating multiple response partners, and designed to determine future planning and training priorities and identify gaps in response.

Agency responsibilities: Each healthcare agency in WA Region 6 (King County) is responsible for training their staff to organizational priorities. Each agency will participate in regional exercises testing their plans and skill levels while interfacing with response partners throughout the region.

### 3.7.12 Plan Development and Maintenance

Public Health – Seattle and King County is responsible for the content of this annex, keeping its attachments current and ensuring that SOPs and other necessary documents are developed. All City Department Directors, organizations with Interlocal Agreements or providing emergency services under contract with the City and supporting agencies should be familiar with its contents.

### 3.7.13 Authorities and References

- 42 USC 264 Public Health and Welfare
- RCW 18.39 Funeral Directors, Embalmers, Establishments
- RCW 18.71 Physician’s Trained Mobile Intensive Care Paramedic
- RCW 18.73 Emergency Medical Technicians, Transport vehicles
- RCW 36.39 Assistance and Relief
- RCW 43.20 State Board of Health
- RCW 68.50 Human Remains
- RCW 68.52 Public Cemeteries and Morgues
- RCW 70.02 Medical Records
- RCW 70.05 Local Health Departments, Boards, Officers
- RCW 70.58 Vital Statistics
- RCW 70.168 State-wide Trauma Care System
- WAC 246-100 Communicable Diseases
- WAC 246-500 Handling of Human Remains
- WAC 308-48 Funeral Directors and Embalmers
- King County Code 1.28
- King County Code 2.26
- King County Code 12.52

#### **References**

- King County Multiple Casualty Incident Response Plan
- Central Region EMS and Trauma Council Communication Plan
- ARES/Medical Services Team Plan
- WA. State Homeland Security Region 6 Regional Disaster Plan
- PHSKCHIVA

## City of Maple Valley Comprehensive Emergency Management Plan

- PHSKC Business Continuity Plan
- King County Hazard Mitigation Plan
- Public Health Emergency Operations Plan
- Hospital Evacuation Plan
- Long-term Care Facility Evacuation Plan
- Alternative Care Facilities Plan (medical sheltering)
- King County Medical Examiner's Office Mass Fatality Plan
- CRI/SNS Plan
- Pandemic Influenza Response Plan
- Communicable Diseases and Epidemiology Response Plan
- Isolation and Quarantine Plan
- Environmental Health Plan
- Volunteer Management System Plan
- EMS Infectious Disease and Pandemic Plan
- Risk Communication Plan
- EMS-Medic 1 MIC Plan
- Region 6 Hospital Emergency Preparedness & Response Plan
- Biowatch Plan
- USPS Biohazard Detection System
- PHSKC Duty Officer Protocols

## **Functional Annex: Resource Management**

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### 3.8.1 Introduction

Where an emergency has occurred, normal operational capability and resources may quickly be depleted. Processes, agreements, and funding mechanisms are necessary to ensure that extraordinary protective measures for lives and property can be implemented.

### 3.8.2 Purpose

The purpose of this annex is to support the emergency actions identified in the City of Maple Valley CEMP Basic Plan and its annexes by identifying sources of emergency equipment and supplies, processes for acquiring, distributing, and accounting for these supplies, and potentially recapturing costs for these emergency efforts.

### 3.8.3 Scope

This annex describes the management of resource needs for emergencies in Maple Valley and for assistance to neighboring jurisdictions making resource requests to the city under a proclamation of emergency.

### 3.8.4 Situation Overview

The City of Maple Valley is located in an area that is at risk to severe weather, earthquake, potential release of hazardous materials, transportation and utility disruption, terrorist attack, or flooding impacts. The city has limited resources for emergency response and may rely on mutual aid, contract services, access to state or regional resources, and emergency expenditures.

### 3.8.5 Planning Assumptions

- A proclamation of emergency has been established by the City of Maple Valley
- A Mission Number has been issued by Washington State Emergency Management
- The City's EOC has been active and is staffed
- The emergency may render homes and businesses uninhabitable
- Transportation infrastructure may be impacted by the emergency
- Commercial power may not be available
- Some communications systems may be damaged
- Fuel for generators may be in short supply
- Many regional jurisdictions will have similar emergency needs
- Many people in the City of Maple Valley will not be prepared for extended emergencies and supply shortages
- The elderly, infirmed, and young in the community may have special needs
- Access to food, water, batteries and other supplies through commercial vendors may not be available and drugs and medical supplies may be in short supply

### 3.8.6 Concept of Operations

All elements of this Annex to the City of Maple Valley CEMP assume that an emergency has taken place with impacts to the City that requires an emergency proclamation by the City. This annex also assumes that all emergency actions in the city occur under an assigned State Mission Number.

Where the City's EOC has been activated and staff and the Operations Section, Information and Planning Section, Logistics, and Finance Sections have been staffed and are functioning, a constant evaluation of the operational need for resources of all kinds should be undertaken. In some cases, immediate needs for equipment and supplies will be apparent, while in other cases forward thinking will reasonably predict shortages that may occur later in the incident timeline.

A proclamation of emergency allows emergency spending authority for equipment and supplies that may be needed in the City of Maple Valley. Restrictions and limits to this authority are described in the city emergency management ordinance O-12-505 . Implementation of this emergency power requires that resources available to the City have been or can reasonably be expected to be exhausted during the emergency.

All resources acquired by the City of Maple Valley under a proclamation of emergency will remain under the direct management and control of the City of Maple Valley for the benefit of the City of Maple Valley and its residents or visitors except where released to a designated On-Scene Incident Commander or where the City Manager acting as the City Emergency Manager and EOC Incident Manager may allow these resources to be available through mutual aid assistance to regional partners.

All resources available to the City of Maple Valley will be assigned according to the highest need. The highest need being the protection of lives and public safety and the protection of public property. Public resources will not be used for the protection of private property. Assessment of the relative benefit expected from use of equipment and supplies for the protection of public property against the potential cost in dollars will be considered in decision making for resource management. Cost vs. benefit analysis will not be a consideration for resource allocation for protection of life or public safety issues.

Resource needs may be people, and/or equipment, and/or supplies. Equipment is usually durable, has a useful life, may be repaired if damaged, and can be expected to be returned to the owner when borrowed for use. Examples are trucks, backhoes, or aircraft. Supplies are resources that are expected to be consumed. Examples are fuel, food, and water.

Many durable pieces of equipment have been categorized by their Kind and Type. Often, Kind and Typing of an equipment request is necessary to obtain equipment with a specific purpose and capability or capacity. The Kind describes what the piece of equipment is, like: truck. The type of resource describes the capability or capacity and is used in conjunction with the resource Kind, like: truck/dump, 5 yard or 10 ton.

The EOC will seek to request needed or offered durable resources by Kind and Type where the resource has this designation. Where no Kind and Type designation has been assigned, resources will be offered or requested by the mission, such as: transporting 5 yards of gravel.

Usually, requested resources that are durable in nature are sent to an incident staging area for deployment. Staging areas for equipment needed for emergency response in the City of Maple Valley will be identified by the On-scene Incident Commander making the request and communicated to the EOC.

Where supplies like fuel, food, ice, or water become scarce, incoming supplies may require designation of Points of Distribution. These locations might be managed by or through the city in conjunction with the EOC Resource and Logistics Section. Identification of needed supplies is not an assurance that the City of Maple Valley will have access to supplies, nor is there any assurance that sufficient supplies will be available to the public at these locations. Management of Points of Distribution is personnel intensive and may require the EOC to establish policy regarding eligibility criteria, demonstrating eligibility, distribution hours, amount to be provided per person, per day or other criteria. The need for site security at points of distribution to keep order is common. Coordination with the City of Maple Valley Public Information Officer is necessary to develop a strategy for letting the public know what the City strategy will be for distribution of supplies when they are available. Public distribution of supplies is assumed to be without charge to the receiving public.

The process for ordering equipment and supplies may be by Single Point ordering or Multi-point ordering. The City of Maple Valley encourages Single Point Ordering through the EOC where multiple incident response activities are underway at the same time in the City. This should reduce competition for similar resources at multiple sites, allows for prioritization of the distribution of those resources, and permits coordination of resource distribution with available transportation and communications. Single Point Ordering is best accomplished with the use of a Multi-Agency Coordination system or MAC.

A MAC requires representation of responders and directly involved organizations in the decision making process for prioritization or allocation of scarce resources. The EOC may serve as the location where police, fire, public works, schools, utilities, and other organizations with interests in emergency response coordination may gather to establish these priorities.

For large or region-wide disasters, where resources are in short supply, the City through the EOC may contact its mutual aid partners or may implement provisions of the Regional Disaster Plan Omnibus agreement to access resources needed by responders in the City limits. Resources accessed through the Regional Disaster Plan are not free. Compensation for the resource and responsibility for damaged equipment is part of the agreement. In the case of regional disasters, the King County ECC may implement a regional MAC for prioritization of resources on a countywide basis. The MEOC Resource and Logistics Section should notify the EOC Incident Manager when King County has implemented a countywide MAC.

The City of Maple Valley does not have the capability or capacity to manage donated goods. No public policy for requesting or accepting donated goods has been established by the City of

Maple Valley. Where donated goods become available, the city will contact the King County ECC for guidance and/or to establish a regional policy for management of donated goods.

The City of Maple Valley does not have a credentialing or badging system. Credentialing and badging is a regional issue and is expected to be resolved at a more regional level.

### 3.8.7 Organization and Assignment of Responsibilities

3.8.7.1 The On-Scene Incident Commander or On-scene Logistics Officer will:

- Contact the City of Maple Valley EOC with mission specific resource requests
- Notify the EOC when resources deployed to the incident scene have arrived for assignment
- Notify the EOC when resources provided by the EOC are no longer needed

3.8.7.2 The City of Maple Valley Emergency Manager/Maple Valley EOC Incident Manager is responsible for:

- Preparing the City proclamation of emergency pursuant to City ordinance
- Managing the City's Emergency Operations Center (EOC)
- Final approval of resource requests to outside organizations, contractors, and agencies
- Managing the prioritization of available but scarce resources
- Release of resources to mutual aid partners
- Acquiring needed emergency resources in accordance with the City Emergency Management Ordinance
- Delegating authority provided by the City Emergency Management Ordinance and the City of Maple Valley CEMP
- Implement a City of Maple Valley MAC if warranted

3.8.7.3 Logistic Section Chief/Maple Valley Director of Parks and Recreation is responsible for:

- Delegation of authority where he/she is not available in the EOC
- Locating emergency resources under a City proclamation of emergency
- Establishing Points of Distribution for supplies
- Identifying staging areas for incoming resources
- Providing documentation to the Information and Planning Section for the tracking of resources
- Providing documentation to the Finance Section for the payment invoices for ordered resources
- Obtaining authorization from the EOC Incident Manager for the acquisition of equipment or supplies where costs may be encumbered
- Recommend implementation of a City of Maple Valley MAC

3.8.7.4 Information and Planning Section Chief/Maple Valley Director of Community Development is responsible for:

- Delegation of authority where he/she is not available in the EOC
- Tracking resources acquired by or deployed by the EOC

3.8.7.5 Finance Administration Section Chief/Maple Valley Director of Finance

- Delegation of authority where he/she is not available in the EOC
- Identifying costs and funding sources for emergency equipment and supplies as authorized by the EOC Incident Manager
- Prepare contracts and agreements for authorization by the EOC Incident Manager related to emergency procurement needs
- Ensure proper documentation is maintained for reimbursement of emergency expenses and for after action reporting to the city council
- Provide City legal counsel with contracts for his/her review

3.8.7.6 Public Information Officer/City of Maple Valley City Clerk is responsible for:

- Delegation of authority where he/she is not available in the EOC
- Identifying a communications strategy for keeping the public informed of points of distribution locations and criteria

3.8.7.7 The City Attorney is responsible for:

- Discretion to review any contracts for emergency equipment or supplies

3.8.7.8 Mutual Aid Partners are responsible for:

- Providing equipment or supplies as available under existing agreements including the Regional Disaster Plan, Omnibus Agreement

3.8.7.9 Registered Emergency Workers as Volunteers may be assigned to:

- Staff Points of Distribution
- Assist in the EOC Resource and Logistics Section

### 3.8.8 Direction, Control, and Coordination

The City of Maple Valley Emergency Manager as the City of Maple Valley EOC Incident Manager is responsible for the authorization and approval of all resource requests under a City proclamation of emergency. He/she will coordinate authorization with legal counsel and City elected officials under emergency powers provided by the city Emergency Management Ordinance. The EOC Incident Manager will direct resource management through delegation to Section Chiefs in the EOC.

Authority for actions by the Section Chiefs for Planning, Logistics, and Finance are described under the Organization and Assignment of Responsibilities of this annex.

### 3.8.9 Information Collection and Dissemination

The City of Maple Valley EOC will use ICS form 213 or the state M47 form to record resource requests and track deployment or assignment of equipment and distribution of supplies obtained by the EOC under a city proclamation of emergency.

Resource requests received from operations will be communicated to the EOC Incident Manager for approval, the Resource and Logistics Section for location of needed resources, Information

and Planning Section for tracking assigned or deployed resources, and Finance-Admin Section for payment, contracts, and documentation.

#### 3.8.10 Communications and Delivery Methods

Primary communications to the EOC for resource requests will be by phone or by email where those systems are operational.

#### 3.8.11 Administration, Finance, and Logistics

Administrative, Finance, and Logistics obligations are covered under the Organization and Assignment of Responsibilities section of this annex.

#### 3.8.12 Plan Development and Maintenance

The Resource Management Annex to the City of Maple Valley Comprehensive Emergency Management Plan was developed with input from the King County Office of Emergency Management program manager for Logistics and other sources. This annex should be tested, or reviewed and updated at least annually.

#### 3.8.13 Authorities and References

Regional Disaster Plan Omnibus Agreement  
City of Maple Valley Emergency Management Ordinance O-12-505 and O-16-599

## **Functional Annex: Prevention and Protection Activities**

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### 3.9.1 Introduction

A process for information sharing between the State Fusion Center and local officials has been in place for several years. Where individuals have been identified and allowed access, reports are provided from the fusion center related to terrorism and suspected terrorist activity.

### 3.9.2 Purpose

The purpose of this annex is to describe processes in place for identification and notice of possible terrorist activity that would allow prevention and protective measures to be taken in the City of Maple Valley.

### 3.9.3 Scope

This annex describes the process for sharing fusion center reports with the City of Maple Valley related to terrorism or suspected terrorist activity.

### 3.9.4 Situation Overview

The City of Maple Valley does not have a known history of activity related to terrorism nor is the City a known target of terrorism.

### 3.9.5 Planning Assumptions

- The City of Maple Valley EOC has been activated or
- One or more trusted agents of the City of Maple Valley have access to Washington State Fusion Center information and reports
- A King County Sheriff's Office person is acting as the Chief of Police for the City of Maple Valley
- A threat to the City of Maple Valley or one of its contract or franchise service providers has been identified

### 3.9.6 Concept of Operations

All elements of this Annex to the City of Maple Valley CEMP assume that a terrorist threat has been identified by some credible source and been made known to the Washington State Fusion Center.

Where the MEOC has not been activated, reports of terrorist activity or suspected terrorist activity may be received by members of City of Maple Valley government. Where either the City Manager or the City of Maple Valley Chief of Police has received notice of such activity and it is reasonable to expect that the City of Maple Valley may directly or indirectly be impacted by such activity, they should recommend or conduct a conference call with City of Maple Valley officials. The conference call should provide participants with information related to the nature

of the threat and seek to determine the need for activation of the EOC, the need for any public statement, safety message for employees, or special measures to be taken by City employees to include observations and reports of suspicious activity.

Where the EOC has been activated and the Chief of Police or his/her representative is in the EOC, information obtained by the EOC may best be communicated to the Fusion Center through this law enforcement contact. Routing information in this manner has the likelihood of also being shared with the King County Sheriff's Office, Communications Center, and other local law enforcement agencies.

Integration of information sharing with the EOC leadership ensures protective measures are implemented for at risk public employees working in the community.

Critical Infrastructure and Key Resources (CIKR) have been identified for the City of Maple Valley. A list of these locations is included as Appendix/Critical Infrastructure and Key Resource Restoration to this CEMP. While these locations are important to the citizens of the City of Maple Valley and normal operations of public services, no known threat to these sites has been identified. Key individuals in the City and contract or franchise service providers have been and will continue to be identified for training to recognize suspicious activity or threats to these critical facilities.

### 3.9.7 Organization and Assignment of Responsibilities

Where the Washington State Fusion Center or other credible source of information believes that suspicious activity or a direct or indirect threat to the City of Maple Valley of terrorism has been identified:

3.9.7.1 The City of Maple Valley Emergency Manager-City of Maple Valley EOC Incident Manager may:

- Recommend or initiate a conference call
- Identify conference call participants
- Identify the threat or potential threat
- Activate the EOC where warranted
- Identify the staff needed for the EOC and hours of operation
- Issue safety instructions to City employees
- Determine the need for a public announcement of the threat
- Direct the City public information officer to make such an announcement

3.9.7.2 The City of Maple Valley Chief of Police may:

- Recommend or initiate a conference call
- Identify the threat or potential threat
- Recommend activation of the EOC where warranted
- Determine the need for a safety message for City employees

3.9.7.3 Information and Planning Section Chief/City of Maple Valley Director of Community Development may:

- Obtain additional information related to the threat or potential threat

- Provide situation reports at regular periods
- Distribute those reports with authorization from the Incident Manager

3.9.7.4 Public Information Officer/City of Maple Valley City Clerk is responsible for:

- Identifying a communications strategy for keeping the public informed
- Ensure any information releases are authorized by the EOC Incident Manager

### 3.9.8 Direction, Control, and Coordination

The City Manager as the Emergency Manager for the City has the responsibility for the safety of City employees and for activation of the Maple Valley EOC. Since terrorism is a law enforcement issue, the Chief of Police's involvement in recommendations and decisions is critical. Either may request or initiate having the EOC opened to manage the response to a potential terrorist threat.

The EOC Incident Manager may determine that a proclamation of state of emergency should be issued to allow needed emergency powers to be implemented.

### 3.9.9 Information Collection and Dissemination

The EOC will use ICS forms to record and communicate information in the EOC. Information related to any terrorist threat or potential terrorist threat is sensitive information and is not for general distribution without prior authorization of the EOC Incident Manager after conference with the Chief of Police.

### 3.9.10 Communications

Washington State Fusion Center bulletins, reports, and information are generally received by email or text messaging. While these documents are generally safe to distribute, prior approval or agreement from the Fusion Center is recommended. No information obtained by direct voice contact with the Fusion Center should be shared without prior approval from the Fusion Center.

Rumor control is extremely important when terrorism or potential terrorist activity is suspected. Observation of suspicious activity by City employees should be evaluated for credibility before sharing with anyone except the City Manager or the Chief of Police.

### 3.9.11 Administration, Finance, and Logistics

Not applicable unless activated as part of the EOC response to the terrorist threat or potential terrorist threat.

### 3.9.12 Plan Development and Maintenance

The Prevention and Protection Annex to the City of Maple Valley Comprehensive Emergency Management Plan was developed with input from King County Office of Emergency Management staff. This annex should be tested, or reviewed and updated at least annually.

3.9.13 Authorities and References

King County Terrorism Incident Annex to the King County CEMP

## **Functional Annex: Critical Infrastructure and Key Resource Restoration**

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### 3.10.1 Introduction

One of the most important obligations of government is to maintain public infrastructure. When emergencies destroy, damage, or weaken roadways, power distribution, water, sewer, and garbage or debris removal, the economy and the public health and welfare can be severely impacted. This annex provides the outline by which the City of Maple Valley will conduct damage assessment, debris clearance, and emergency restoration of critical infrastructure.

### 3.10.2 Purpose

The purpose of this annex is to identify the critical tasks, capability, and process for identifying damage to the City of Maple Valley's critical infrastructure and key resources, and the City's ability to prioritize and restore those systems to normal operations or use.

### 3.10.3 Scope

The scope of this annex covers assessment and emergency restoration of critical infrastructure and key resources serving the residents, businesses, and visitors to the City of Maple Valley.

### 3.10.4 Situation Overview

The City of Maple Valley is located in an area that is at risk to severe weather, earthquake, potential release of hazardous materials, transportation and utility disruption, terrorist attack, or flooding impacts. The City has limited resources for emergency response that may include damage assessment, infrastructure, or emergency restoration of infrastructure and key resources.

### 3.10.5 Planning Assumptions

- An incident impacting the City of Maple Valley with damage from severe weather, earthquake, terrorist attack, or flooding is likely to be regional in nature
- The City of Maple Valley EOC has been activated and staffed
- A proclamation of emergency has been established by the City of Maple Valley
- Neighboring jurisdictions are also likely to be impacted by these damages, making mutual aid unlikely
- The City has contracts and franchise agreements for public services including: waste and garbage removal, water and sewer services, and road maintenance or repair
- Franchisees and contractors may or may not be able to reach or make emergency repairs to critical infrastructure in a timely fashion
- Damage to regional infrastructure may necessitate the establishment of regional priorities for restoration of service
- City infrastructure restoration may not be a top regional priority
- Delays in return of critical infrastructure and public services may be delayed for the City of Maple Valley

- The process, timeline, and needed resources for restoration of critical infrastructure and key community resources will vary from one incident to the next

### 3.10.6 Concept of Operations

Critical Infrastructure Restoration damaged by a natural or manmade disaster consists of five operational steps: damage assessment, debris removal, and prioritization of restoration efforts, acquisition of needed resources, and the actual restoration of infrastructure and key community resources.

#### **3.10.6.1 General**

Government officials and private citizens may need access to damaged areas to conduct damage assessment, debris clearance, salvage operations, and repairs. Access security and a credentialing or badging process are needed to protect both public and private property interests. The City of Maple Valley does not have a credentialing or badging system. This is a regional issue being considered at the county and state levels of government. King County Emergency Management has a badging capability and some solutions have been tentatively identified for use in an emergency. Local police would reasonably be expected to implement any restrictions to access of a damaged area where public safety is an issue. Background checks may be a required part of the credentialing and badging process.

Where a severely damaging incident has occurred it is likely to be regional and require coordination of efforts of efforts and information sharing countywide. This is likely to include public safety messaging, sharing of information related to alternate routes, mass care efforts and service locations including sheltering or daycare for seniors and minors until restoration is completed.

Severe damage will have an impact to local economy and unemployment rolls. This in turn, impacts the local and regional tax base and the ability to maintain appropriate levels of government services and operations. It is in the interest of the public sector and the private sector to restore critical infrastructure and services as quickly as possible.

It can be expected that there will be impacts to and use of non-government partners like faith based and private non-profit organizations. Some will be local and some will be regional, state oriented, or nationally based organizations.

#### **3.10.6.2 Damage Assessment**

The first step in restoration is damage assessment. Usually, the State of Washington will request preliminary damage assessments within 72 hours of the onset of impacts from an emergency. Even where the City of Maple Valley EOC has been activated, conducting a damage assessment while response operations like firefighting, search and rescue, or evacuations, feeding, and sheltering activity. Usually, the best source of information regarding damages to public and private property comes from first responders in the city. Windshield surveys are commonly conducted over pre-described routes in the jurisdiction beginning with primary roadways. Local police, public works, and fire units may collect information during these first 72 hours. This can

be augmented by contributions from trained volunteers like CERT (Community Emergency Response Teams) and City employees.

Public damage reports are consolidated in the City of Maple Valley EOC. These reports are consolidated by the City and forwarded to the King County ECC as soon as practical. The King County ECC consolidates all public damage information for reporting to Washington State. Damage to businesses and private property are collected at or through the King County ECC. Where information is collected by the City of Maple Valley for the private sector, the caller should be directed to contact the King County ECC as soon as possible with their damage information. King County will endeavor to minimize duplicate recording of damage information.

Where the King County ECC may be taking citizen damage report calls, privacy of their contact and damage information may be an issue. Unless the citizen specifically allows his or her information to be shared, King County cannot share specific damage or contact information with the City. Similarly, when a person has registered with FEMA for federal assistance, FEMA cannot share that information with the state, King County, Maple Valley, or private non-profit charity organizations.

The City may receive requests for safety inspections of homes and businesses. Reported damage and requests for property safety inspections may result in changes to property valuation and property tax assessments. The King County Assessor can be reached to identify property valuation changes for the City of Maple Valley.

The demand for structural engineers and building inspectors will likely exceed those available following impacts from a large emergency or disaster. Some inspectors may be needed from outside the City to conduct these inspections. These people will need to be instructed on local policy, procedures and documentation. Inspectors may need to condemn or restriction to access to buildings deemed unsafe to the public as part of their findings.

Demolition material and household debris may need to be sorted and segregated as construction debris or recyclable materials.

Damage assessment information from outside organizations and agencies like phone and cell phone service providers, power and gas distributors, waste/sewer and the school district will be collected from those organizations at the EOC for inclusion in reports to the King County ECC. In turn, reports from the King County ECC will include damage information for county roads and state highways.

Public damage reports covering roads, bridges, culverts, power, natural gas, private wells, water and sewer, landline phone and cell phone, public and private buildings and historic sites, and food distribution points should be collected and summarized in the EOC.

### **3.10.6.3 Debris Removal and Garbage Disposal**

Technical assistance may be needed from King County Solid Waste or the franchise waste haulers in the City of Maple Valley. These subject matter experts may be in the EOC, the King County ECC, or may provide assistance remotely by contacting the EOC by phone.

Priorities for debris removal are contingent on the rapid and accurate identification of impacted roadways and lifeline access. Coordination of information collection from King County Roads, Puget Sound Energy, Soos Creek, Cedar River Water and Sewer, and Covington Water, is needed to establish pathways for their responders to access and repair their damaged infrastructure. These same lifeline routes are needed for first responders from Maple Valley Fire and Life Safety and the King County Sheriff's Office to ensure public safety. Decisions regarding priorities are best conducted by the City of Maple Valley Incident Manager and the Operations Section Chief from the EOC with input from the impacted utilities and King County Roads.

Debris clearance crews may be comprised of City workers, spontaneous volunteers, or a work force from outside the City. This is dangerous work where power lines, poor weather or dark and wet conditions may exist. Use of chain saws is often needed and injuries are common. Injuries from falling debris often occur. The city does not encourage citizens to engage in clearance of trees, limbs, or debris for public property and roadways. Trained personnel from the City of Maple Valley or trained personnel from mutual aid jurisdictions, or hired contractors will conduct the clearance of debris.

Clearance of debris requires the establishment of debris collection sites and a process for hauling, sorting, identification of contaminated or hazardous and infectious waste, and segregation of contaminated or spoiled food from the clean debris. Locations for debris collection should be identified in conjunction with the King County Solid Waste Division of the Department of Natural Resources and Parks. If a representative from Solid Waste is not in the City of Maple Valley EOC, the EOC should contact the King County ECC for instructions.

Where damaged and leaking power transformers, household waste, or waste from illegal dumping enter the debris and waste stream, the community may have public health concerns. Oversight and sometimes sampling of debris collection sites may be needed by someone from the Environmental Health section of Public Health.

### **3.10.6.4 Prioritization of Restoration**

For type 3 emergencies prioritization of restoration of public services can be achieved within the City of Maple Valley EOC. Generally, priorities will consider life and safety as primary factor followed by property restoration, economic impacts and environmental factors. Doing the most good for the most people is always a concern. Cost vs. benefit analysis will be used where decisions on property restoration priorities are being established.

Where a larger emergency like a type 2 or type 1 incident occurs, inter-jurisdictional issues related to recovery arise and regional prioritization may be needed. The King County Regional Disaster Recovery Plan includes a decision making body comprised of representatives of impacted jurisdictions and recommendations from subject matter experts representing some or

all of the following: community planning, health and social services, economic, infrastructure, housing, environmental, or natural and cultural.

See the King County Debris Management Plan and the Regional Disaster Recovery Plan.

### **3.10.6.5 Finding Needed Resources**

The Resource and Logistics Section of the EOC will locate needed resources when the EOC has been activated. The City will seek to use its own resources, and then seek mutual aid resources, then resources within Zone 3, then private contractors, then resources from King County in accordance with the Regional Disaster Plan. Where emergency work or repairs are needed and a proclamation of emergency has been established for the city, the bid process can be expedited according to the Emergency Management Ordinance for the City. Qualified Contractors will be identified by referencing the requirements of the City municipal code.

For recovery and restoration work the formal bid process and strict contract guidelines must be adhered to. Failure to follow public assistance guidelines may jeopardize federal reimbursement where a presidential disaster declaration has been obtained.

Federal and state resources may be dispatched to assist the City of Maple Valley and the King County region for response to and recovery from disaster impacts. This may require the coordination of staging areas and points of distribution as discussed under the Resource Management Annex to this plan. Coordination with adjacent jurisdictions and the King County ECC may be needed.

### **3.10.6.6 Emergency Restoration of Infrastructure and Key Resources**

Where public property has been damaged or destroyed, federal aid may be needed to restore services and lifelines. This will require the identification of an applicant agent to represent the City and communication of a Letter of Intent to the State of Washington and FEMA. This includes attendance at the Applicant Agents' Briefing and the Kick-off Meeting that starts the recovery process under federal and/or state grant funding.

The Incident Manager and the Applicant Agent may be the same person, or depending on the nature of the damages, may be another person from the City of Maple Valley.

In addition to participating in the establishment of regional priorities, there is a process for accessing federal grant money for restoration. Where proper documentation and processes have been followed and the city has qualified projects, the federal government may reimburse up to 75% of the response and recovery costs above normal operating budget limits. Historically, the State of Washington has provided 12.5% of the eligible costs and the local jurisdiction picks up the remaining 12.5%. The 12.5% local public match for restoration can be comprised of out of pocket hard or soft costs and may include an assessed value for donated materials, donated supplies, donated equipment (use), or volunteer labor. Documented time from registered emergency workers qualifies for a portion of this match where the volunteers' assignment can be documented and the city provides supervision of the effort.

A detailed recovery plan is now required for all jurisdictions seeking federal recovery grants.

### 3.10.7 Organization and Assignment of Responsibilities

3.10.7.1 The City of Maple Valley Emergency Manager/City of Maple Valley EOC Incident Manager may:

- Activate the EOC
- Identify needed restoration staffing and staffing patterns
- Convene a group of representatives from the private sector, impacted utilities and service providers to the City of Maple Valley for damage assessment, debris collection, prioritization of resources and critical infrastructure restoration
- Establish and communicate priorities for restoration that will include cost vs. benefit analysis, historic and cultural sites, economic and environmental impacts, and critical public services
- Establish and communicate city policies regarding public and private sector restoration efforts

3.10.7.2 City of Maple Valley Police may:

- Secure areas identified as restricted
- Implement any credentialing or badging criteria identified by the City of Maple Valley
- Conduct or support conduct of community damage assessment
- Report damage assessment to the EOC

3.10.7.3 Maple Valley Fire and Life Safety may:

- Conduct or support conduct of community damage assessment
- Document and report damage assessment to the EOC

3.10.7.4 Soos Creek Water and Sewer may:

- Conduct damage assessment for utility infrastructure
- Document and report damage assessment to the EOC
- Participate in the establishment of city restoration priorities

3.10.7.5 Covington Water and Sewer may:

- Conduct damage assessment for utility infrastructure
- Document and report damage assessment to the EOC
- Participate in the establishment of city restoration priorities

3.10.7.6 Tahoma School District may:

- Conduct damage assessment for school district facilities and supporting infrastructure
- Document and report damage assessment to the EOC
- Participate in the establishment of city restoration priorities

3.10.7.7 Information and Planning Section Chief-City of Maple Valley Director of Public Works and Community Development or designee will:

- Consolidate and analyze field damage information
- Document and report damages to the City of Maple Valley Incident Manager and Section Chiefs, the King County ECC, and State EMD

3.10.7.8 Resource and Logistics Section Chief-City of Maple Valley Director of Parks and Recreation will:

- Locate approved resource requests
- Document all requests and their disposition

3.10.7.9 Operations Section Chief-City of Maple Valley Director of Public Works and Community Development or designee will:

- Support or direct conduct of damage assessment
- Document all damages reported
- Collect field damage reports and provide to the Information and Planning Section
- Implement any restoration objectives approved by the EOC Incident Manager

3.10.7.10 Public Information Officer-City of Maple Valley City Clerk will:

- Produce and disseminate public safety messaging, information related to alternate routes, mass care efforts and service locations including sheltering or daycare for seniors and minors
- Disseminate public messaging related to access to recovery and restoration efforts in the City

3.10.7.11 Building Division for the City of Maple Valley will:

- Conduct damage assessment of structures in the City of Maple Valley as directed
- Document and report damage assessment to the EOC
- Participate in the establishment of City restoration priorities

3.10.7.12 King County Emergency Management or the King County ECC may:

- Support restoration in the City of Maple Valley by implementing credentialing and badging
- Collect damage reports from the private sector from property owners and business operators in the City of Maple Valley
- Provide private sector damage summary reports to the EOC

3.10.7.13 King County Public Health may:

- Inspect or sample debris for potential health and environmental impacts
- Make recommendations for segregation of hazardous waste or contaminated waste

3.10.7.14 Recology Cleanscapes, and Allied Waste, and the Solid Waste Division of the King County Department of Natural Resources and Parks may:

- Collect, sort, segregate, haul, and dispose of solid waste and debris resulting from an emergency
- Work with Public Health to identify potentially hazardous waste or debris
- Ensure safe handling of contaminated waste and debris

3.10.7.15 Registered Volunteers may:

- Augment damage assessment efforts

- Assist with debris clearance where trained and supervised

3.10.7.16 City Applicant Agent may:

- Represent the City in the recovery process to FEMA for overall project management and dispute resolution, audits, and appeals

3.10.8 Direction, Control, and Coordination

Where the City of Maple Valley EOC has been activated and staffed, the Incident Manager will begin the recovery and restoration process with damage assessment and analysis of that data. As the recovery and restoration process progresses, the Incident Manager will be replaced by the Applicant Agent for the City. The Incident Manager and the Applicant Agent may be the same person or depending on the nature of the

3.10.9 Information Collection and Dissemination

For the public sector damage assessment portion of the recovery and restoration process, the City of Maple Valley EOC will collect, analyze, create summary reports, and distribute these reports within the City and to King County, the State of Washington, and to FEMA as may be required. For private sector damage reporting, information is collected by King County for roll-up to the State of Washington and FEMA. Within the EOC, roles are played by the Operations Section, the Information and Planning Section, the Public Information Officer, and the Incident Manager.

Where the restoration process includes appointment of a City Applicant Agent and one or more project managers, the Applicant Agent will direct the overall recovery and restoration process with policy guidance from the city council.

3.10.10 Communications and Delivery Methods

Damage reports may be collected and communicated to the EOC by phone, radio, fax, email, or by hardcopy report in accordance with the EOC Communications Procedures.

3.10.11 Administration, Finance, and Logistics

The restoration and recovery process is driven by documentation and finance arrangements. The ICS 213 Resource Request Form and the A-19 voucher are the two most common formal forms used. Quarterly reports on progress of large projects are required and informal internal progress reports may be drafted and circulated to the City Manager, Mayor, and City Council.

3.10.12 Plan Development and Maintenance

The Annex for Critical Infrastructure and Key Resources to the City of Maple Valley Comprehensive Emergency Management Plan was developed with input from King County Office of Emergency Management staff. This annex should be tested, or reviewed and updated at least annually.

3.10.13 Authorities and References

King County Critical Infrastructure Protection Plan  
King County Debris Management Plan  
King County Regional Coordination Framework for Disasters and Planned Events