



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6753
September 2, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6753: Ratification of Mercer Island's Comprehensive Emergency Management Plan, Resolution No. 1680	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve Resolution No. 1680 ratifying Mercer Island's Comprehensive Emergency Management Plan	

DEPARTMENT:	Police
STAFF:	Michelle Bennett, Interim Police Chief Amanda Keverkamp, Emergency Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Resolution No. 1680 with Exhibit A – Comprehensive Emergency Management Plan
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

The purpose of this agenda item is to present the updated Comprehensive Emergency Management Plan (CEMP) to the City Council for ratification.

- The CEMP is the comprehensive document that plans for all natural and man-made disasters within the City of Mercer Island.
- Jurisdictions are required by state and federal law to create, adopt, and regularly update CEMPs.
- The Washington State Emergency Management Division (EMD) regularly releases new or updated guidance or requirements for CEMPs. These requirements may come from state legislation or the Federal Emergency Management Agency (FEMA) and must be incorporated as updates become due.
- Updated plans are due to the state for review every five years.
- Throughout 2024, staff updated Mercer Island's CEMP and submitted it to the State Emergency Management Division.
- The City's CEMP was reviewed and approved by the State this spring and must now be ratified by City Council.

BACKGROUND

Washington state law ([RCW 38.52](#)) requires all jurisdictions to establish an emergency management program and to develop a comprehensive emergency management plan (CEMP). That plan must be reviewed regularly and approved by the State every five years. Additionally, the [Homeland Security Presidential Directive-5](#) (HSPD) directs the implementation of the National Incident Management System (NIMS) that provides a nationwide template to prevent, respond to, recover from, and mitigate the effects of incidents. NIMS also defines roles and standardizes training.

Mercer Island's emergency management program was established in the mid-1990s, and the City has maintained and updated a CEMP since the early 2000s.

ISSUE/DISCUSSION

Natural and human-caused hazards can happen anytime, anywhere. In 2024 alone, the United States experienced 90 federally declared major disasters. Locally, Mercer Island experienced two significant emergencies: a prolonged water transmission line leak and water supply reduction, and a bomb cyclone windstorm. Both events led to proclamations of local emergencies that together spanned six months.

For the City as well as other government entities to effectively respond to disasters, hazards must be identified, and plans must be made. It is for this reason that both the federal and state government require all jurisdictions to make appropriate plans for emergencies and disasters of all kinds.

What is a CEMP?

A CEMP is a comprehensive approach to preparing for, responding to, and recovering from emergencies. The Plan is organized into three sections: (1) the Base Plan, (2) Appendices, and (3) Emergency Support Function (ESF) Supplemental Annexes.

Legally required elements provide the foundation for the CEMP. These elements even guide the way the CEMP is structured and organized. This standardization not only helps ensure that agencies have planned for all emergency situations, but it also allows emergency management personnel from any jurisdiction or level of government to quickly and easily understand an agency's protocols and assist with the response. CEMPs are designed to be detailed yet also afford the flexibility to adapt and scale to each incident.

The CEMP provides both the structure and policy foundation for disaster response. It is also the overarching guidance, organization, and approach for a family of emergency plans created and maintained by the city. Together, these plans articulate the roles and responsibilities among local, state, and federal emergency officials, first responders, staff, and volunteers.

The **Base Plan** provides foundational emergency response information and policies Mercer Island will follow during an incident. The **Emergency Support Function (ESF) Annexes** detail how staff, first responders, volunteers, partner agencies, and others prepare for, respond to, and recover from disasters. Representatives from every department reviewed and updated the ESF Annexes for which they were fully or partially responsible.

2024 CEMP Update

Throughout 2024, staff reviewed and updated the City's CEMP using guidance provided by the State EMD. The focus of the 2024 update was fourfold:

- Incorporate missing required elements,
- Include new requirements as designated by the state or federal governments,
- Adjust department or agency response protocols based on recent experiences, and
- Improve the accessibility and readability of the document.

The state added several new elements which needed to be incorporated into the City's 2024 update. Additionally, the state rearranged several elements to better organize the document. One such example: the state added a new communications section, bringing together elements for access and functional needs populations, limited-English proficiency populations, recommendations to address challenges for these communities, and resources available to address those challenges. These elements were either spread out among different sections or were not required with the previous update.

To ensure the CEMP is both useable and accessible by staff, outside agencies, and volunteers, the Mercer Island CEMP was updated with plain language wherever possible. While certain terminology is federally required, that terminology has been defined or broken down in order to be accessible to staff and others outside of the emergency management profession. The document was also organized, within the state requirements, to be both logical and searchable.

NEXT STEPS

With the State's approval of Mercer Island's Comprehensive Emergency Management Plan, the final step is for the City Council to adopt Resolution No. 1680, ratifying the City's approved plan.

Over the next five-year cycle, staff will train, exercise, and update this document as appropriate and in accordance with state and federal law. In four years, the City will begin this process again.

RECOMMENDED ACTION

Adopt Resolution No. 1680 ratifying the Mercer Island Comprehensive Emergency Management Plan.