City of Snoqualmie
Comprehensive Emergency Management Plan
2024

Promulgation Statement

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

Transmitted here is the City of Snoqualmie's Comprehensive Emergency Management Plan (CEMP). The CEMP is a for use by the City and public safety officials in providing emergency management preceding, during, and following a disaster. It gives the policies, information, recommendations, and guidance necessary for the officials making operational decisions.

This CEMP supersedes any previous CEMP documents and has been approved by the City Council through resolution. The CEMP will be reviewed and updated, as appropriate, by the City's Emergency Manager.

_____   _____

Katherine Ross   Date   Michael Bailey   Date

Mayor   Fire Chief/Emergency Manager

City of Snoqualmie   City of Snoqualmie

Washington State CEMP Review Letter

STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20 Building 20 ● Camp Murray, Washington 98430-5122
Phone: (253) 512-7000 ● FAX: (253) 512-7200

January 10, 2025

Mike Bailey
Fire Chief
City of Snoqualmie Emergency Management
37600 SE Snoqualmie Parkway
Snoqualmie, Washington 98065

Re: City of Snoqualmie Comprehensive Emergency Management Plan

Dear Chief Bailey:

Thank you for submitting the City of Snoqualmie's Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant accomplishment.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle to meet the requirements of RCW 38.52 and WAC 118.30. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMD) looks forward to receiving the next iteration of the City of Snoqualmie's CEMP in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development in Washington has changed significantly. If you would like additional information or assistance, please contact EMD's Planning Section at emdcempreview@mil.wa.gov.

Sincerely,

Robert Ezelle
Director

Enclosures (2)
EMD CEMP Evaluated Checklist – City of Snoqualmie 2024
CEMP Review and Recommendations – City of Snoqualmie 2024

To be added upon adoption.

Record of Distribution

The record of distribution will be used to verify that department leaders have acknowledged the acceptance of the CEMP. An all-electronic version of the CEMP can be accessed on the City document Center for city employees with CEMP responsibilities.

Delivery Date	Name, Title & Dept/Agency of Receiver

Record of Changes

From the date of promulgation of the CEMP Snoqualmie Fire Chief / Emergency Manager will track and record all changes made to the document.

Change Number	Section	Date of Change	Person Making the Change	Summary of Changes
N/A	General Changes	2016		The most significant changes were done to reflect organizational changes and to update plans and frameworks.
N/A	Basic Plan	2016		Reflected current organization, added the duties of the Emergency Management Director and referenced the new Emergency Management Advisory Commission
ESF 1 Transportation		November 2017		Added the Regional Transportation Appendix
ESF 2 Communications, Information Systems, and Warning		November 2017		Added additional support agencies and new language around the use of the King County Alert and Warning System.

TETRA TECH

ESF 3 Public Works and Engineering		November 2017		Organizational Changes
ESF 5 Emergency Management		November 2017		Added references to WAMAS Added new NIMS activation levels to App A
ESF 6 Mass Care		November 2017		Added additional community partners and some definitions. Add new Appendix D: Puget Sound Regional Catastrophic Preparedness Program EVACUATION AND SHELTERING ANNEX Appendix E – King County Regional Shelter Annex
ESF 7 Resource Support		November 2017		Clarified roles of Human Resources and Finance in support of an EOC activation.
ESF 8 Public Health, Medical Services, and Fatality Management		November 2017		Extensive addition of the roles of Public Health and the King County Medical's Office. All appendixes updated with current Public Health and ME's Documents.
ESF 9 Urban Search and Rescue		November 2017		Clarified the roles of police and fire and added some definitions.
ESF 10 Hazardous Materials Response		November 2017		Added info about Private and Quasi-Private Utilities
ESF 14 Long-Term Community Recovery and Mitigation		November 2017		Added the concept of forming a Recovery Task Force
N/A	ALL	November 2024	Fire Chief/ Director of Emergency Management	Overall update and rewrite of the CEMP to establish compliance with WA State CEMP requirements as of 2021.

TETRA TECH

BASIC PLAN

Executive Summary

The City of Snoqualmie Comprehensive Emergency Management Plan (CEMP) is a thorough approach to the content and organization of emergency management documents for the City of Snoqualmie's emergency management program. Snoqualmie's CEMP describes the basic strategies, assumptions, operational objectives, and mechanisms through which the Snoqualmie emergency management program will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and mitigation.

Additional plans and procedures within the Snoqualmie Office of Emergency Management (OEM) supports the CEMP through OEM programming (Planning, Training & Exercise, Public Education, and Finance/Administration). The CEMP is designed to be flexible, adaptable, and scalable. It outlines the roles and responsibilities among local, state, and federal emergency officials.

The content in the Snoqualmie 2024 CEMP supersedes all previous Snoqualmie CEMPs. The CEMP includes the Base Plan, Emergency Support Functions (ESF), and functional Annexes (Winter Weather, Earthquake, and Flood) and Appendices that provide more detailed information to assist emergency management officials and others in implementing the CEMP. The CEMP is a collection of strategic and operational documents. Strategic-level documents are supported by an assortment of operational-level documents, such as manuals, policies, and procedures that provide guidance for executing the responsibilities outlined in this Plan.

Introduction

Snoqualmie has undertaken this CEMP update in compliance with State guidance. The City's planning efforts in this update are to align with the Washington State CEMP and FEMA's plans and programs. The City strives to provide its residents and visitors with a safe and secure environment and to plan for such incidents and events which may occur that could affect or impact the City. During such circumstances, the City will invest its resources to address such occurrences and may request additional support and assistance from neighboring jurisdictions, King County, the State, and local residents, businesses and organizations.

Definition of Incident

To align with the National Incident Management System (NIMS) guidance as directed by Homeland Security Presidential Directive (HSPD) 8, the City of Snoqualmie (City) uses the term *Incident* for what historically has been referred to as an emergency and/or disaster.

For the purposes of this document, *incident* is defined as any situation, whether natural, technological, or human-caused, that may present a real, perceived, or anticipated threat to the City and/or its community. A response to and/or recovery from an incident may:
- Require activation of the City Emergency Operations Center (EOC),
- Exceed the capability or resources of one or more City department and/or regional capabilities or resources,
- Disrupt the performance of City functions,

- Present a significant threat of loss of life, or bodily injury, or damage to property or the environment,
- Interfere with societal norms,
- Cause economic crisis, and/or
- Have the potential for negative long-term effects on the Snoqualmie community.

From this point forward, the term *incident* should be considered synonymous with any or all of the situations stated above.

Purpose

The CEMP establishes an understanding of authority, responsibilities, and functions within city government for incident management. The CEMP, including its appendices, supporting documents, and annexes, provides for an all-hazard approach to incident management, which includes response, recovery, mitigation, preparedness, and continuity activities.

Scope

The CEMP addresses the responsibilities of city departments and the coordination of support of partner organizations before, during, and after an incident. The CEMP captures assumptions and policies, establishes a concept of operations, and identifies functional responsibilities of city departments, private sector partners, community-based organizations, and other governmental and non-governmental agencies. The CEMP supports and is compatible with the National Planning Framework, the National Disaster Recovery Framework, the King County CEMP, the King County Regional Coordination Framework, and the Washington State CEMP.

The CEMP may be utilized for any incident that affects the Snoqualmie community.

NIMS Compliance

The City of Snoqualmie has an established policy to follow the National Incident Management System (NIMS) guidance. It organizes response operations using the Incident Command System (ICS) in its all-hazard approach to incident management.

Washington State CEMP Compliance

The City of Snoqualmie's CEMP and objective strive to align with the State CEMP.

National Planning Framework

The City's emergency management policies and procedures attempt to be consistent and align with the National Planning Framework and be consistent with FEMA's Comprehensive Preparedness Guide (CPG 101, v.2).

Authorities and References

Authorities

The CEMP has been developed to support implementation and/or compliance with various codes, policies, and guidance that include the following:

City – City of Snoqualmie
- Snoqualmie Municipal Code
- Snoqualmie Comprehensive Plan 2032
- Snoqualmie Capital Improvement Plan
- Snoqualmie General Sewer Plan
- Economic Development Plan
- Biosolids Management Plan
- Biosolids Operations Plan
- Construction Phasing Plan
- Accident Prevention Plan
- Confined Space Entry Plan
- Interim Operations Plan
- Sanitary Sewer Overflow (SSO) Reporting & Response Plan
- Continuous Monitoring Equipment Plan
- Reuse Plan
- WRF Operations & Maintenance Plan
- Spill Control Plan
- Effluent Mixing Plan
- Cross-connection Control Plan
- Engineering Report
- Staffing Plan
- Rate Study Plan
- Supervisory Control and Data Acquisition (SCADA) Master Plan
- Sampling and Analysis Plan
- Laboratory Operations Plan
- Evacuation Plan
- Snoqualmie Transportation Element
- Stormwater Management Plan
- Water Systems Plan
- Zoning Map

County – King County
- County Code Chapter 15.52, Emergency Powers

State - State of Washington
State Revised Code of Washington State (RCW)
- 35.33, Budgets in Second and Third-Class Cities, Towns, and First-Class Cities Under Three Hundred Thousand
- 35.35.140, Emergency Expenditures – Nondebatable Emergencies
- 38.52, Emergency Management, including Limited English Proficiency (LEP)

- Requirements
- 38.56, Intrastate Mutual Aid System
- 39.34, Interlocal Cooperation Act
- 40.10, Essential Records
- 42.30, Open Public Meetings Act
- 42.56, Public Records Act
- 49.60.400, Discrimination, Preferential Treatment Prohibited
- 70.136, Hazardous Materials Incident

Washington Administrative Code (WAC)
- 118-04, Emergency Worker Program
- 118.30, Local Emergency Management/Services Organizations, Plans and Programs
- 296-62, General Occupational Health Standards
- 296-824, Emergency Response

Federal – U.S. Government
- PL 92-318, Title IX of the Education Amendments of 1972
- PL 93-342, Disaster Relief Act of 1974, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- PL 96-342, Improved Civil Defense Act of 1980, as amended
- PL 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986
- PL 920, Federal Civil Defense Act of 1950, as amended
- PL 101-336, Americans with Disabilities Act (ADA) of 1990
- PL 113-2, Sandy Recovery Improvement Act (SRIA) of 2013

References

City - City of Snoqualmie
- Snoqualmie Flood Management Plan (King County Hazard Mitigation Plan)
- Snoqualmie General Sewer Plan

County – King County
- Office of Emergency Management (KCOEM)
- County's Comprehensive Emergency Management Plan
- Fire Resource Plan
- Zone 1 Regional Disaster Plan
- Comprehensive Emergency Management Plan
- Multiple Casualty Incident Guide
- Regional Disaster Coordination Framework
- Regional Hazard Mitigation Plan, including the City of Snoqualmie Annex

State – State of Washington
- State Comprehensive Emergency Management Plan
- Mutual Aid System (WAMAS)
- Emergency Management Assistance Compact (EMAC)
- State Comprehensive Emergency Management Plan

Federal – U.S. Government
- Federal Emergency Management Agency
- Robert T. Stafford Act, as amended

TETRA TECH

- Homeland Security Presidential Directive (HSPD)-5, 8
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- National Disaster Recovery Framework (NDRF)

Situation Overview

Community Profile

Location and History

Snoqualmie is a city located in central King County along the Interstate 90 corridor between the City of Issaquah and Snoqualmie Pass on the western foothills of the Cascade Mountain Range.

The City of Snoqualmie prides itself for its small-town charm, modern living, and outdoor beauty, with a recently adopted brand statement – "We are the stewards of our natural and built environment, striving to preserve and create an extraordinary community for our residents, businesses, and visitors." A logging and milling town historically, Snoqualmie saw slow growth throughout the last century. The recent past has seen a slight decrease in population following an astounding population boom of 554% from 2000-2010. People move here both as a community near outdoor recreation and mountain activities, as well as suburban enclave with reasonable access to the major economic centers to the west (Seattle, Bellevue, Issaquah). Most of Snoqualmie is surrounded by rural and resource lands, except for the City of North Bend directly to the southeast. Nearby lands include unincorporated King County, constituting parklands, resource lands and a handful of single-family residential neighborhoods, as well as forested resource lands managed by both the Washington State Department of Natural Resources, and the United States Forest Service. Nearby Snoqualmie Falls and the surrounding mountains provide a natural feel not found in most other cities within King County. It also presents a unique suite of hazards. The Snoqualmie River runs inside and alongside City limits, making almost half the city regulated floodplain.

Community History

Samuel Hancock was one of the first European explores to travel to the area in 1851. Additional explorers, including Jeremiah Borst, started to settle in the region. After logging, milling, hop farming, and railroad operations started to boom in the area, Puget Sound entrepreneurs built their own railroads in an early attempt to cross the Cascade Mountains. This opened up Snoqualmie's agricultural and timber markets to the rest of the world, and the Snoqualmie Depot was completed during this period. In 1889, Will Taylor platted Snoqualmie as "Snoqualmie Falls" and nearby North Bend as "Snoqualmie". The City of Snoqualmie as it is known today was officially incorporated in 1903.

Following World War II, the post-war boom increased the lumber requirements of the nation but also increased personal mobility. The building of US10 (Now I-90) bypassed the towns of Snoqualmie and Fall City and curtailed economic opportunity. The Upper Valley increasingly lost

her sons and daughters to the urban centers but was encouraged by the opening of a new Weyerhaeuser plywood plant in 1959.

By 1958 the bulk of the homes at the mill town of Snoqualmie Falls were moved to other places in the Valley, including a group that moved across a temporary bridge to the William's addition. Snoqualmie had stabilized by 1960 to a population of 1,216, which grew slowly to 1,546 over the next thirty years, an average growth increase of just eleven persons per year (City of Snoqualmie, 2023). Today, the City has a total land area of 7.18 square miles with a population of just under 14,000 residents (U.S. Census Bureau, 2023).

Population

The 1910 Census listed Snoqualmie's population at 556. Since then, there has generally been a progressive growth in residents with major increases of 50.9% in 1960 and 554.2% in 2010. The City's 2020 population was 14,121 (U.S. Census Bureau, 2023). The U.S. Census Bureau's July 2022 population estimates reflect a slightly negative (-3.4%) change in Snoqualmie's population between April 1, 2020, and July 1, 2022.

Source: (U.S. Census Bureau, 2023)
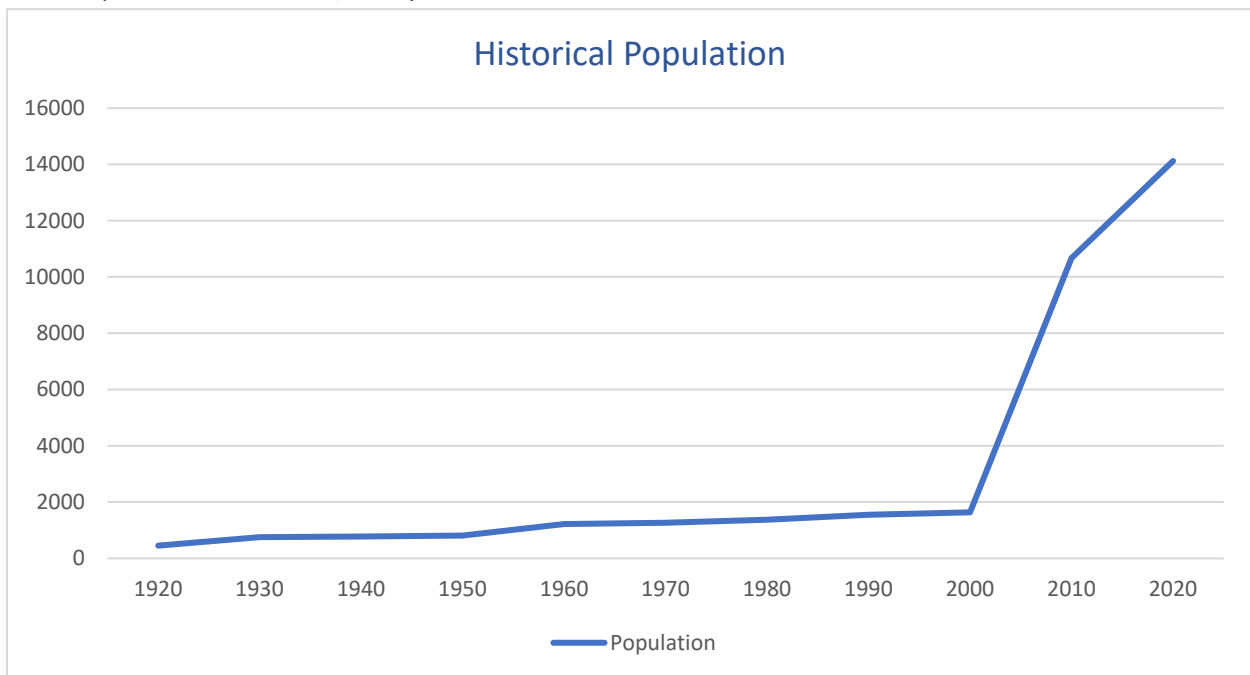
Government

Snoqualmie operates a mayor-council style government. The Mayor and City Council are elected separately. The Mayor is the chief executive and administrative officer of the City and serves as

the official and ceremonial head of the City on ceremonial occasions. The seven-member City Council is the legislative and policy making body of the City.

Collectively, they hire a City Administrator who acts as the Chief Administrative Officer (CAO) for day-to-day operations.

Capability Assessment Summary

In an effort to undertake its due diligence to provide the City's residents and visitors with services, programs, and structure, Snoqualmie has assessed its capabilities. The result of these assessments might indicate limitations that may exist because of finances, personnel, equipment, training, location, among others.

Demographics and Culture

| Population	
Total (U.S. Census Bureau July 2022 est.)	13,621
Persons under 5 years	7.0%
Persons under 18 years	32.7%
Persons 65 years and older	6.7%
Foreign born persons, 2017 – 2021	13.2%
Veterans, 2017 – 2021	362
Race	
White alone	81.7%
Black or African American alone	0.4%
American Indian and Alaska native alone	0.1%
Asian alone	11.7%
Native Hawaiian and other Pacific Islander alone	0.0%
Two or more races	5.6%
Hispanic or Latino	4.8%
White alone, not Hispanic or Latino	77.7%
Family & Living Arrangements	
Households, 2016 – 2020	4,381
Persons per household, 2016 – 2020	3.13
Language other than English spoken at home (ages 5+) 2017 -2021	15.3%
Education	
High school graduate or higher 25+ years, 2017 – 2021	98.7%
Bachelor's degree or higher 25+ years, 2017 – 2021	66.2%
Health	
With a disability, under age 65 years, 2017 - 2021	2.3%
Persons without health insurance, under the age of 65 years	1.0%
Economy	
In civilian labor force, population age 16+ years, 2017-2021	81.8%
Computer and Internet Use	
Households with a computer, 2017 – 2021	99.3%
Households with broadband internet subscription, 2017 – 2021	99.7%

Income	
Median household income (2021 dollars), 2017 – 2021	$171,241
Per capita income in past 12 months (2021 dollars), 2017 – 2021	$62,984
Language	
English	84.7%
Spanish	1.3%
Other Indo-European	7.9%
Asian and Pacific Islands	5.9%
Other languages	0.3%
Geography	
Population per square mile, 2020	1,967.5
Population per square mile, 2010	1,666.1
Land area in square miles, 2020	7.18
Land area in square miles, 2010	6.40
FIPS code	536505

Source: (U.S. Census Bureau, 2023; American Community Survey, 2021)

Neighborhoods

In the City of Snoqualmie's early days, residential development was compact and close to retail services, allowing easy access for pedestrians. Newer areas in the City, such as Snoqualmie Ridge, have been designed to offer a similar compact, pedestrian-friendly development pattern, with modified grid streets and mixed land-use. Many of the residential neighborhoods mimic the historical city pattern, with smaller lots. The business park represents a large-scale contemporary commercial development designed to promote residents to live and work in close proximity.

Snoqualmie is divided into various neighborhoods as shown in the City's Comprehensive Neighborhood Map below.

TETRA TECH

City of Snoqualmie
City Limits & Echo Glenn
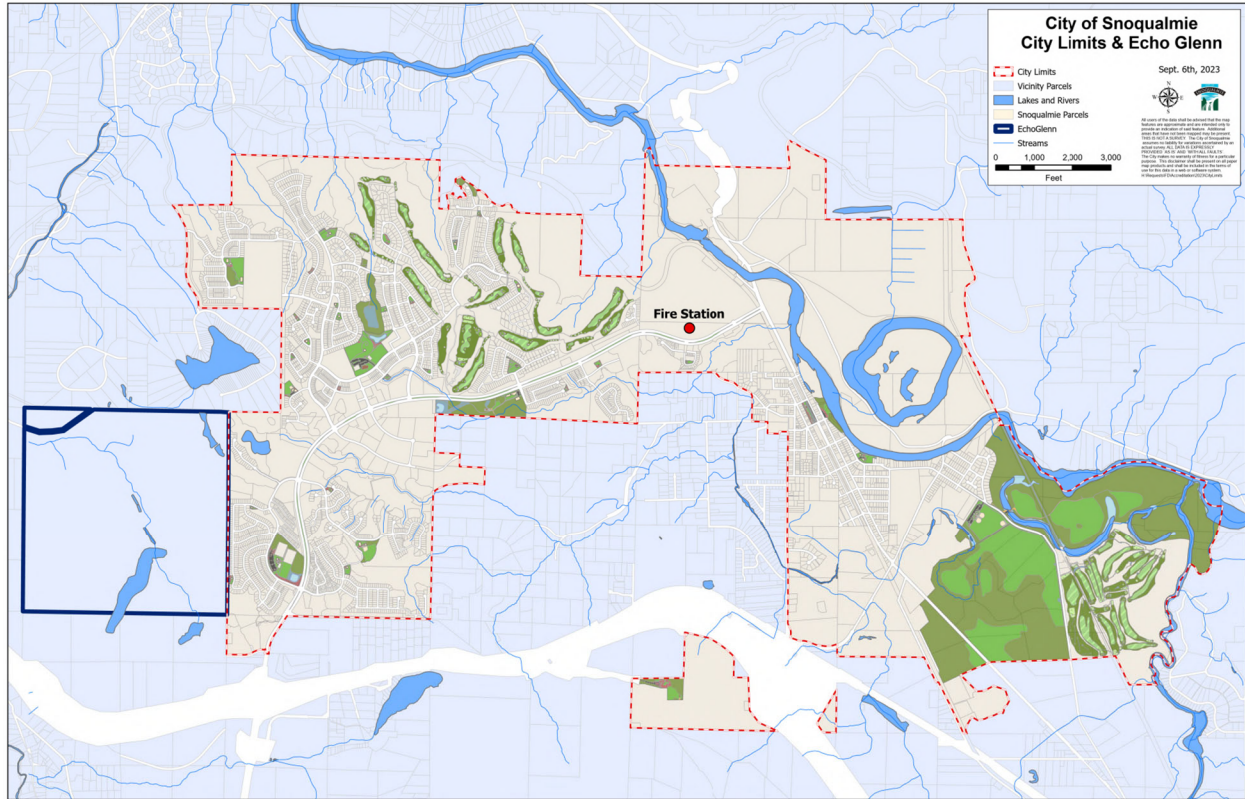
Parks and Trails

With its scenic surrounding and proximity to rivers, trails, and outdoor areas Snoqualmie offers opportunities to enjoy various sporting activities such as team sports, hiking, fishing, climbing, river sports, walking, and biking, among others. The City operates a number of parks and trails that are listed below:

- Fisher Creek Park
- Jeanne Hansen Park
- Snoqualmie Community Park
- Snoqualmie Point Park
- Centennial Fields
- Azalea Park
- Carmichael Park
- Ironwood Park
- Railroad Park
- Riverview Park
- Sandy Cove Park
- Stellar Park
- Swenson Park
- Whitaker Park
- Autumn Park
- Borden Park
- Bybee Park

- Cascade Park
- Chanticleer Park
- Cottonwood Park
- Crestview Park
- Curtis Park
- Denny Peak Park
- Dogwood Park
- Eagle Park
- Fury Park
- Hoff Park
- Jacobia Park
- Kinsey Park
- Koinonia Park
- Raven Park
- Satterlee Park
- Silent Creek Park
- Sister Cities Park

TETRA TECH

- Thompson Park
- Veterans Memorial Park
- Woody Creek Park
- Business Loop Trail
- Centennial Trail
- Deep Creek Trail

- Fisher Creek Trail
- Meadowbrook Trail
- Silent Creek Trail
- Whitaker Park Trail
- Deer Park Trail
- Snoqualmie Parkway (Ridge) Trail

There are also a number of nearby county, state, and federal parks and recreation areas.

- King County Tanner Landing Park and Whitewater Access
- Mt. Si Natural Resource Conservation Area
- Olallie State Park
- Rattlesnake Lake
- USFS Mount Baker Snoqualmie National Forest
- Summit at Snoqualmie Ski Resort

Environmental Profile

Geography

Known for the natural wonder of Snoqualmie Falls, Snoqualmie is a destination for travelers worldwide. Located 25 miles east of Seattle in the upper Snoqualmie Valley, this small town is rooted in natural beauty. With the Snoqualmie River running through City limits, numerous creeks flowing through the City, and beautiful surrounding mountain views such as that of Mount Si, Snoqualmie is rich in environmental features. Just southeast of the City, near neighboring North Bend, is Rattlesnake Ridge.

Climate

The City's climate tends to be warm and generally dry during the summer months with temperatures in the 70s and in the 30s and 40s during winter months. Because of its location in the western foothills, the areas can receive higher winter precipitation than other area suburbs averaging about 62 inches of rain and 8 inches of snow per year. The wet season tends to occur from October through April.

Utilities

Snoqualmie utilities are provided by various public and private providers; additional information and details are provided in the Emergency Support Functions (ESFs).In some cases utility providers' services areas may extend beyond the geo-political boundaries of the City.

Natural Gas

- Natural gas utilities is provided throughout the area by Puget Sound Energy (PSE).
  - https://www.pse.com/

Internet

- The primary provider of internet service in the City is Xfinity (a Comcast company).
  - https://www.xfinity.com/

Waste and Recycling

- Republic Services provides these services to City residents and businesses.
  - https://www.republicservices.com/locations/washington/snoqualmie-trash-pickup-and-recycling

Power

- Power utilities is provided throughout the area by Puget Sound Energy (PSE).
  - https://www.pse.com/

Water

- The City of Snoqualmie provides residents and businesses with water as managed by the Parks & Public Works Department.

- o https://www.snoqualmiewa.gov/130/Water-Services

Wastewater / Sewer

- The City of Snoqualmie provides residents and businesses with wastewater and sewer services and is managed by the Parks & Public Works Department
  - o https://www.snoqualmiewa.gov/249/Sanitation-Division

Hazard Assessment Summary

The King County Regional Hazard Mitigation Plan (King County, WA, 2020) and the City's Plan Annex (King County, WA, 2020) provides a Hazard Risk and Vulnerability Summary that identify various hazards that might impact the City. Further, it notes the change in vulnerability over the last five years and some of the advances the City has made to mitigate identified hazards.

The hazards that are as outlined in the HMP can be integrated into planning efforts when developing trainings and exercises whereby targeting the most likely scenarios.

These information – risk and impact – provide useful information and data when conducting public education sessions making sure residents are informed on possible to likely occurrences and how better to plan for, respond to, and recovery from them.

Hazard	Risk Summary	Vulnerability Summary	Impact Summary
Earthquake	Earthquakes are generally short in duration but can cause widespread destruction. The Puget Sound region is susceptible to earthquake threats. The City of Seattle, the largest City in the Region has identified earthquakes as the most serious hazard facing the City.	The City of Snoqualmie is located 30 miles east of Seattle. The region and City are at risk to a Cascadia subduction earthquake and or the Seattle fault earthquake. Located in or around the City, the Rattlesnake Faultline, South Whidbey Faultline and Tokul Creek Fault line create risks for the region	Impact and damages would be dependent on the severity of the earthquake. Damages would range from little impact with a few injuries, to widespread damages, liquefaction of the downtown area, and multiple fatalities and injuries.
Flood	22% of the total land area of the city is within the Special Flood Hazard Area (floodway/floodplain). The city has stringent floodplain management regulations and limits development in the floodway. However, there are numerous structures already present in the floodplain.	Historic Downtown Snoqualmie is in the floodway/floodplain. Approximately 400 residences lie in the Special Flood Hazard Area, including repetitive-loss properties along the Snoqualmie River. Tributaries of the Snoqualmie River, including Kimball Creek, contribute to flood risk.	In 2006, historic flooding damaged several residential structures, including historic structures. As climate change and development has changed the floodplain, more structures are thought to be at risk to a similar event today. Other historic flooding events occurred in 2009 and 1990.
Landslide	Being in the foothills of the Cascade Range, and in a river valley, the City is susceptible to landslide risk. These slides could begin either within the City limits	According to the Landslide threat map, areas surrounding the northern portions of Snoqualmie Ridge	In 2017, the City experienced a small landslide in an undeveloped area of the community. This

TETRA TECH

	or be affected by slides beginning in the County area around the City.	(mostly outside the City limit) are at potential risk.	slide did unearth a sanitary sewer line north of a portion of the golf course on Snoqualmie Ridge. No other large slides have been reported in recent history.
Severe Weather	The upper Snoqualmie Valley is susceptible to significant severe weather. Most frequent weather events include windstorms and significant rain events. The region is also somewhat at risk to tornados.	October and November are the months when the risk of windstorm is most frequent. These incidents topple trees, knock out power, and put residents and visitors at risk.	High wind events are frequent in the fall and early winter months. On January 1, 2019, the High wind events are frequent in the fall and early winter months. On January 1, 2019, the region was hit by a major windstorm that left 100 residents without power. The two neighboring cities had 1/3rd of their communities without power.
Severe Winter Weather	Severe winter weather continues to be a threat to the community. Large rain events hit the community each year. Snow events hit the region on an occasional basis. The foothills of the Cascade Range are a rugged area, and these storms can be unpredictable.	The City averages 54 inches of rain (US Average is 38 in.), and 6 inches of snow (US average is 28 in) each year. November through January are the wettest and coolest times of the year. December is the most likely season for snowfall.	Raining events during the winter months is a regular occurrence and the community is resilient to these events. Each year the city has one to two events that cause local flooding and road closures. About once a year the City experiences a significant snowfall event. Both rain and snow events create disruptions to the community and the snow events can last over week and require extensive clearing resources.
Wildfire	Wildfire risk is a contemporary fire service issue, growing in concern. Western Washington is becoming drier, and the risk of these events is increasing. Red-flag days (high heat, low humidity, dry fuels) are becoming more frequent, and	Wildfire in western Washington is becoming more frequent. In 2019, Washington experienced 1,006 wildfire events with	If a wildfire were to hit the WUI area, the event could be devastating. Many of the homes that sit in outer parts of the City are higher-end homes

TETRA TECH

	diminished air quality caused by wildfire smoke from Canada and Alaska, as well as Oregon, California and Eastern WA, is becoming more frequent. Wildfire events are destructive and cause millions of dollars in damage each year.	30% occurring on the western side of the state. The City is surrounded on all sides by open space and larger timber filled areas. These areas, if not managed appropriately, can create large fast burning fires. Also, the city's densely populated areas butt-up against or jet out into these wilderness areas. These areas, known as the wildland urban interface (WUI), are at greater risk to urban loss if a fire were to burn through the region. The region has seen an increase in wildland fire risk, believed to be related to climate change. These risks are related to drought events, with strong eastern winds and high heat conditions.	with higher assessed valuations. The Washington State Department of Natural Resources have identified the WUI areas around the City and staff is planning to better manage these areas. Within the City boundaries, other areas experience limited wildland threat because of full development. In recent history, there have been two wildland fires that have occurred in the immediate region. One occurred in 2013 behind Mount Si – an area outside the City. This fire burned within 10-20 miles of the City. The other incident was the Sawmill Creek Fire in 2017. This fire burned in a remote area north of Mount Rainier, about 30 miles south of the City.
Civil Disturbance	Living in a densely populated area, and within the Puget Sound Region, the threat of civil disturbance is a potential. Annually, the City of Seattle experiences events of civil disobedience or social protest.	Civil disobedience events occur throughout the area and are generally confined to larger metropolitan areas. The threat or probability for a civil disturbance occurring within the City remains low.	There have been no known civil disturbances reported within the City. If an event were to occur the City can respond as needed and appropriate.
Cyber Attack	Cyber-attacks and ransom requests for lost data is becoming an increasing challenge for many governmental agencies. Attacks from bots and other sources occur at a disturbing rate across the country. Attack remains a real threat and challenge for many agencies, including the City of Snoqualmie.	Cyber-attacks are an increasing threat for the community. These incidents can cause many days or even months of lost productivity. Stalling of government activity or the breeching of sensitive information can cost local governments hundreds	In 2015, one of the City's contract agencies sustained a ransomware attack that required a significant expense. Since then, the City has shored up the network systems to minimize this from occurring. Cyber threats have the

		or even millions of dollars.	potential to cost the City hundreds of thousands of dollars and require diligence, preparation, and backup resources.
Hazardous Materials Incident	A hazardous materials incident can occur at any time and without warning. These incidents can arise from fixed facilities where hazardous chemical are used, along freeways involving freight accidents, or along railway lines.	The highest risk areas within Snoqualmie are either along SR 202, along Snoqualmie Parkway, or in the Snoqualmie Ridge Business Park. SR 202 carries traffic which includes a high volume of trucks potentially transporting chemicals regionally. SR 202 is a shorter route for vehicles traveling from Monroe to I-90. The Snoqualmie Ridge Business Park is home to some light industry who potentially use hazardous chemicals. These agencies comply with Tier 2 reporting. The City is a partner agency with the Eastside Hazardous Materials Team. In a major hazmat incident, this team of highly trained responders would respond to contain and mitigate an incident. The City is also located just north of Interstate 90 and SR 18. Both of these transportation routes are major carriers of freight traveling from or to the Seattle Metropolitan and Tacoma Metropolitan area. These routes also connect the Port of Seattle and Port of Tacoma to freight traveling east or from the east.	The present, the risk of a hazardous materials incident occurring within the City is low. There have been no reported incidents in the recent past.

TETRA TECH

Public Health Emergency	Public Health emergencies can be devastating to a community and create widespread fear. Mass spread of a communicable disease or fear of this can cause hysteria and stress on a community. These events rely on mass inoculation, education, and efforts led by local public health officials.	35% of the City of Snoqualmie residents are 18 years old or younger. Disease spread that threatens the young or infirmed could have a large impact to the community. Additionally, an event of this magnitude would impact the region and have a major impact on surge capacity at all local hospitals as well as EMS resources.	The region and world are currently deep into a public health emergency with the emergence and continued spread of the COVID-19 pandemic in 2020. This current public health emergency may be in its infancy and cannot be fully evaluated at this time, though it clearly has impacted the country, region, and City of Snoqualmie.
Structure Fire	Structure fires are a regular occurrence in most communities. These fires cause many dollars in fire loss and threaten the lives of residents. It also threatens neighboring properties and can create widespread fire damage and panic.	Historically, the City has experienced approximately 10 structure fires per year. These events range in damage from a few dollars and upwards of $1 million.	The City experienced less than 10 fires per year. Over the past three years the City has experienced two significant fires, over the past five years have experienced three significant fires. These events all occurred in the Ridge neighborhoods and were to homes over $1 million in assessed value. The total value of all three of these incidents neared $3 million in damage. These events are common and remain a real threat to the community.
Terrorism	Terrorist type events have become a modern challenge to many local communities throughout world. These threats are both domestic and international. Additionally, these events strike with little warning and often striking target hazards within the community and creating widespread panic.	The City has identified the potential target hazards within the community to better prepare for a terrorist attack. Most of the hazards that have been identified are part of the community and region's critical infrastructure and include: - PSE power plant - Schools - City buildings - Water and	There have been no known terror attack attempts on the City of Snoqualmie

| | | waste-water systems -
Pumping stations -
Network systems | |
| | | | |

Illustrated below is the City's earthquake fault map:
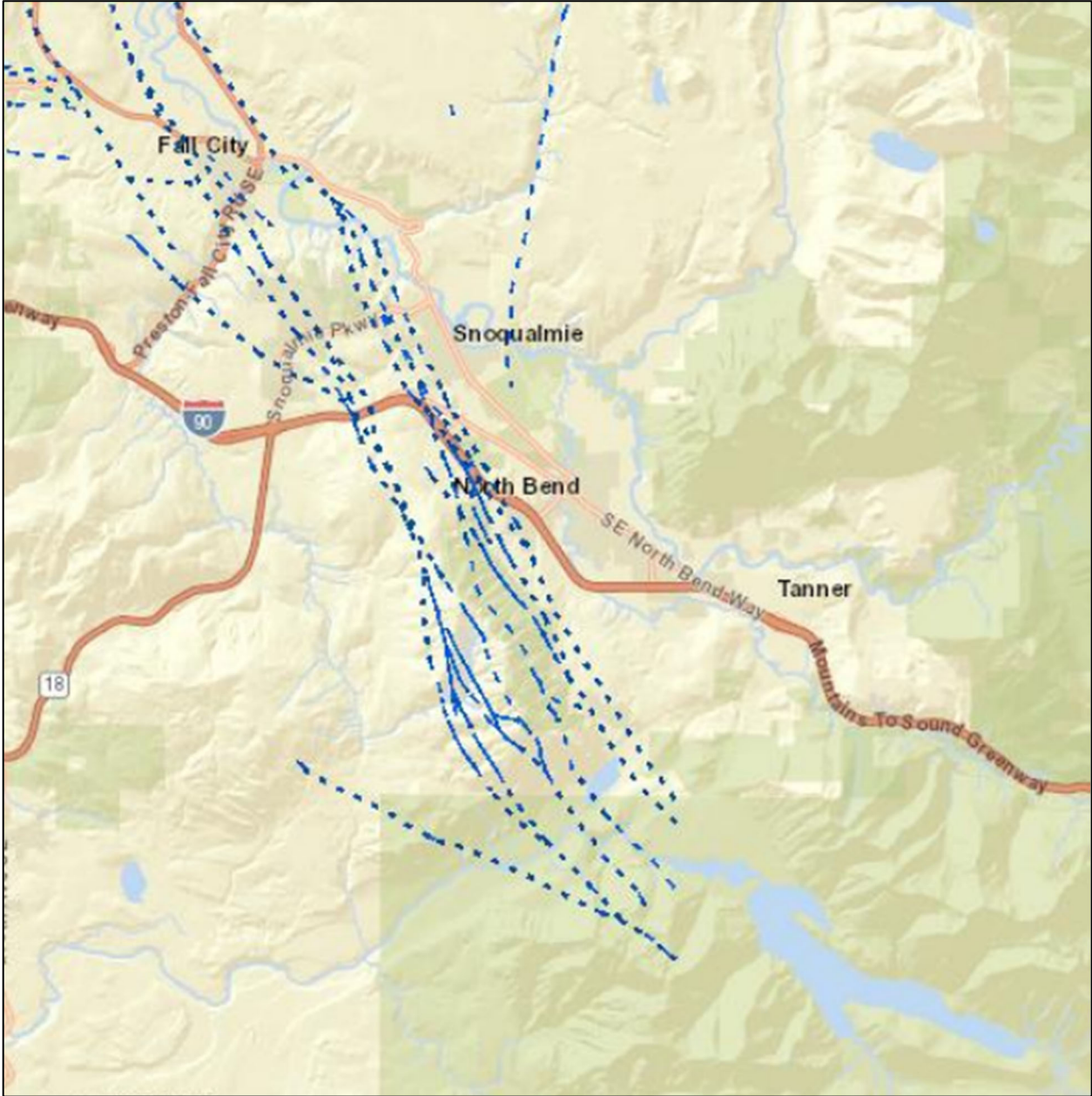
Source: (King County HMP, 2020)

Shown below is the City of Snoqualmie flood map and the associated Washington Resource Inventory Area (WRIA) map.
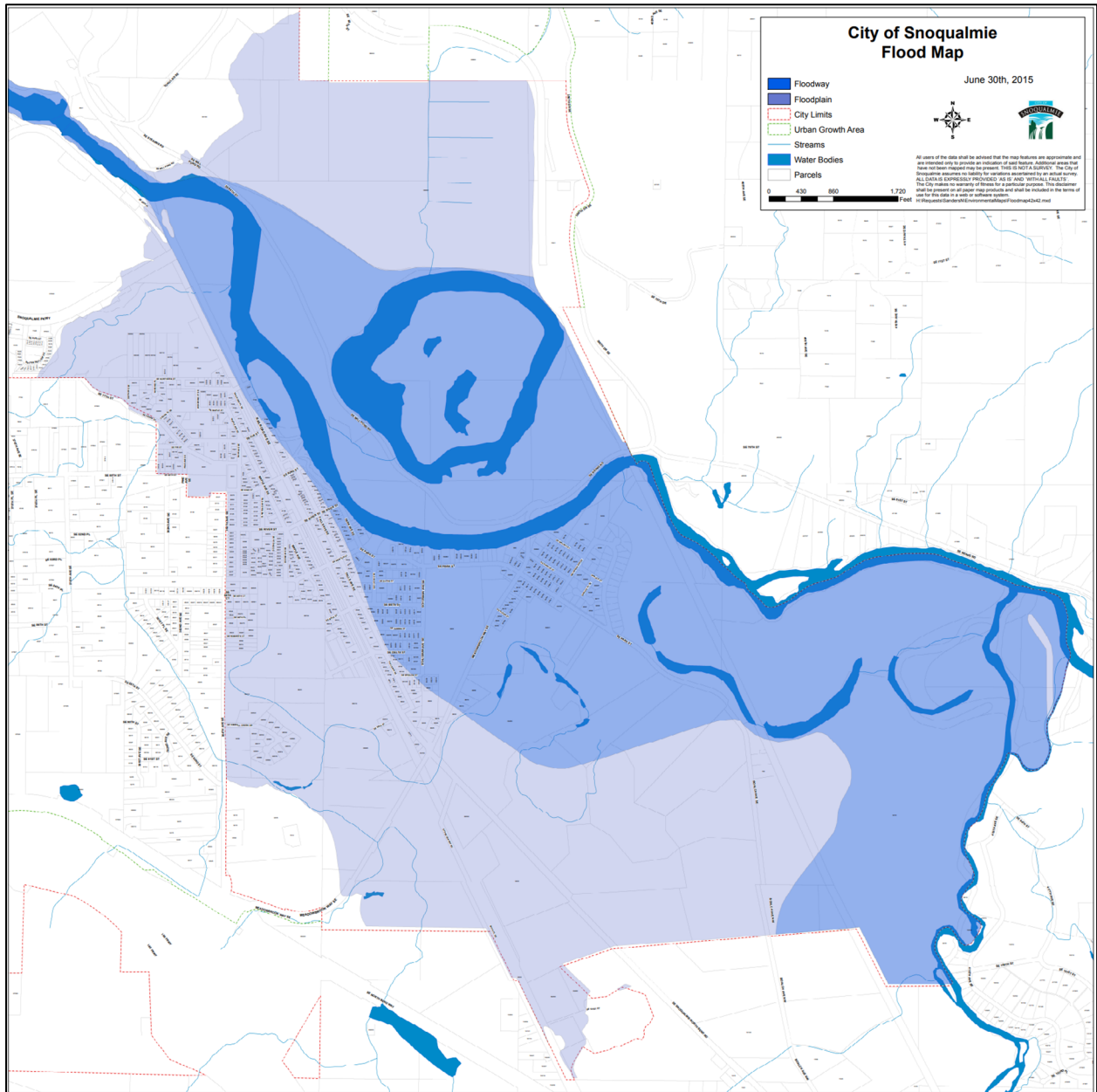
Source: (City of Snoqualmie, 2023)
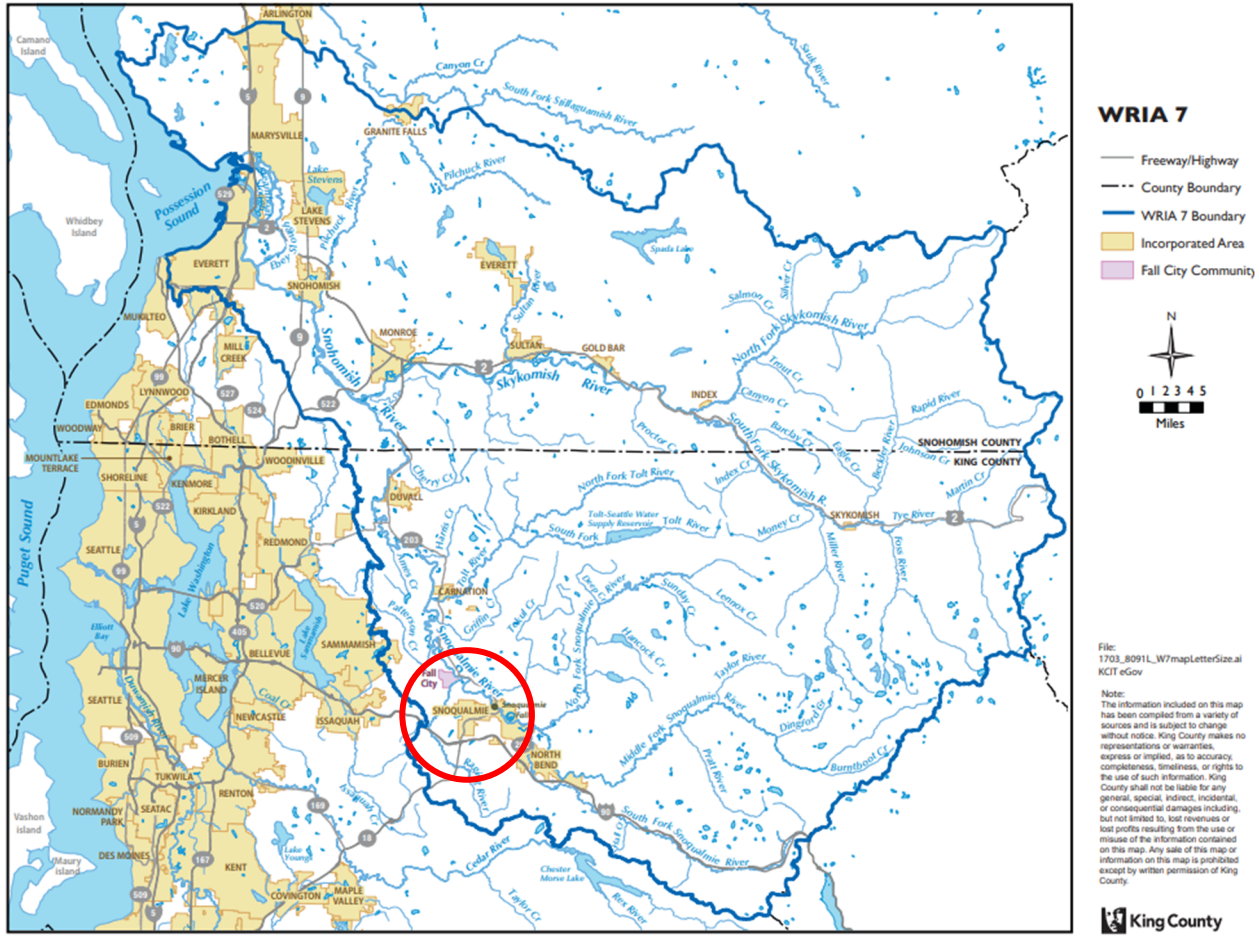
Source: (King County HMP, 2020)
Note: The red circle indicates the approximate location of the City of Snoqualmie.

The City's FEMA 100-year floodplain map is also shown below:
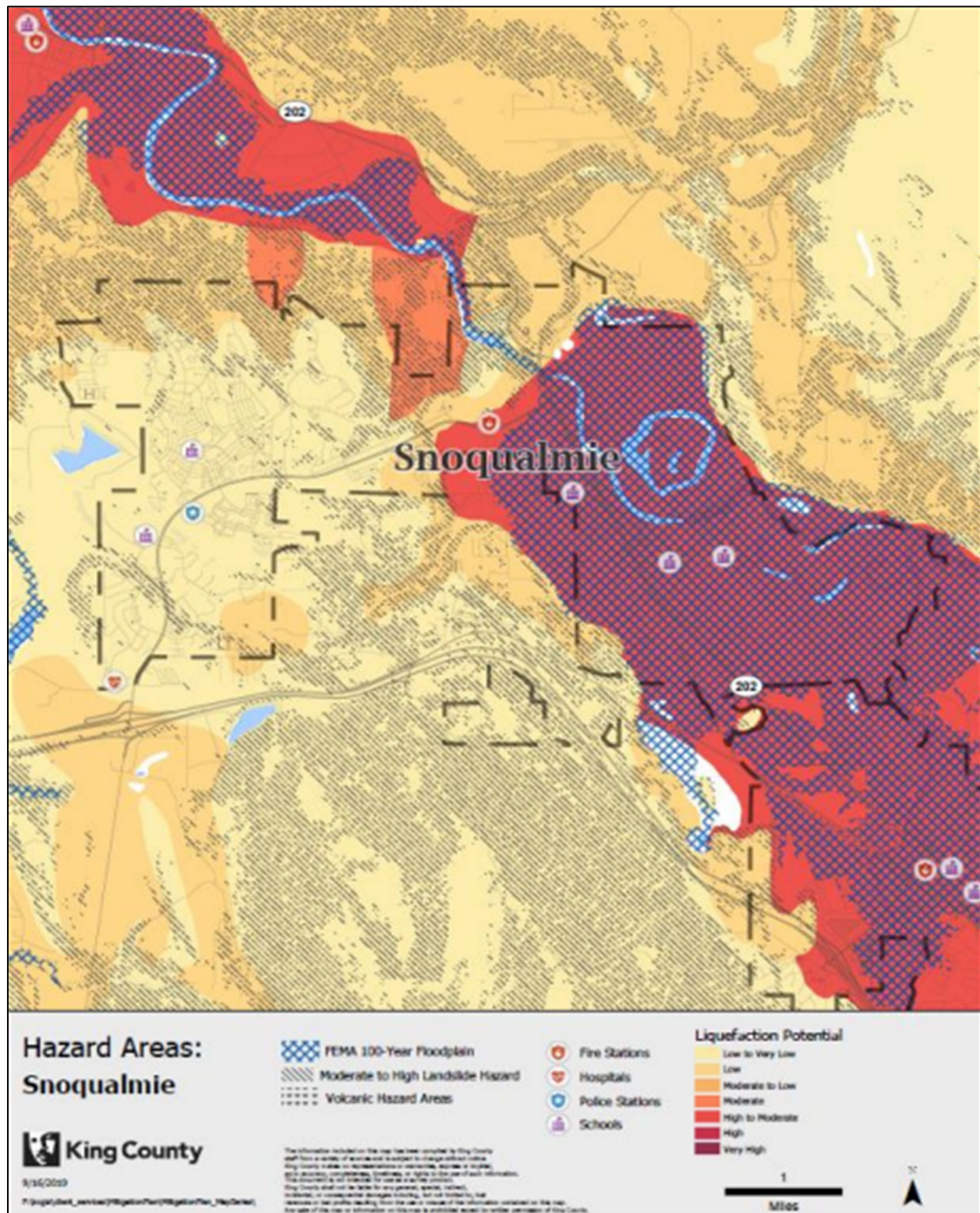
Source: (King County HMP, 2020)

Listed below is Snoqualmie's WUI (Wildland Urban Interface) Risk map:
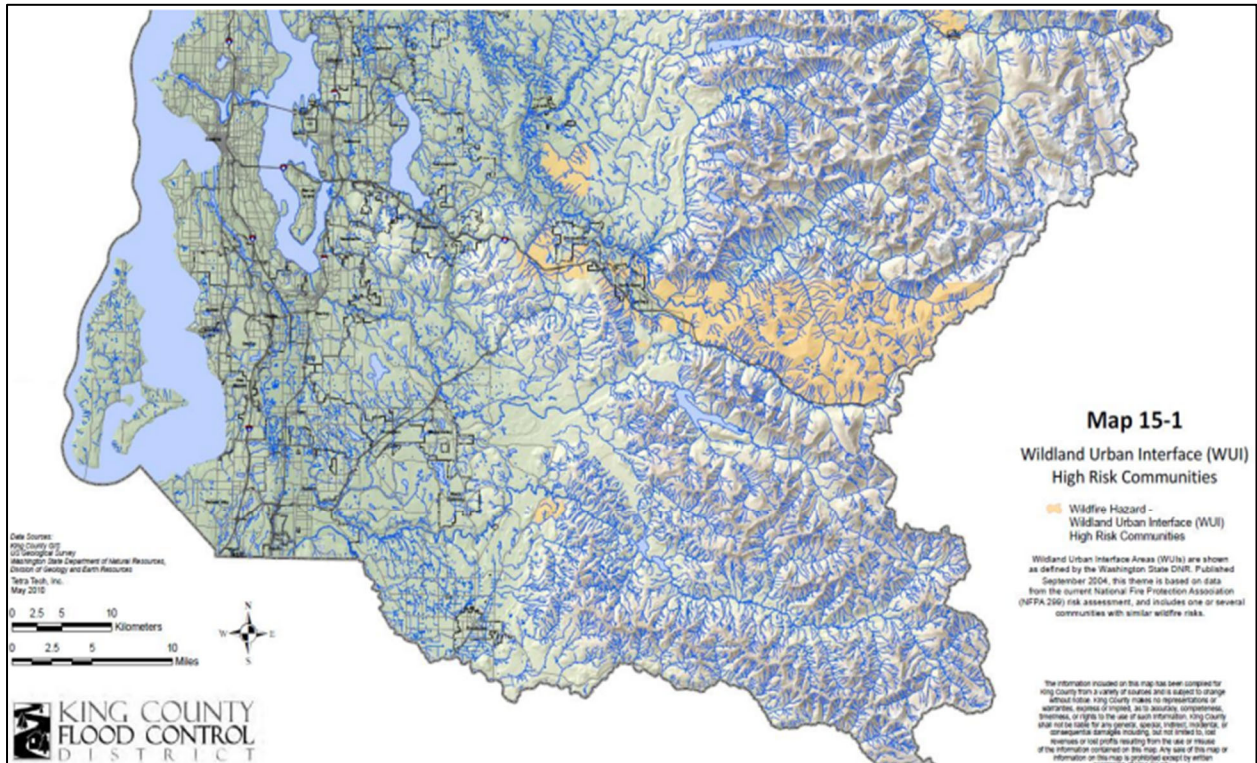
Source: (King County HMP, 2020)

Along with Snoqualmie's WUI (Wildland Urban Interface) Risk Map, the locations of all fire hydrants within the City are included in the map below:
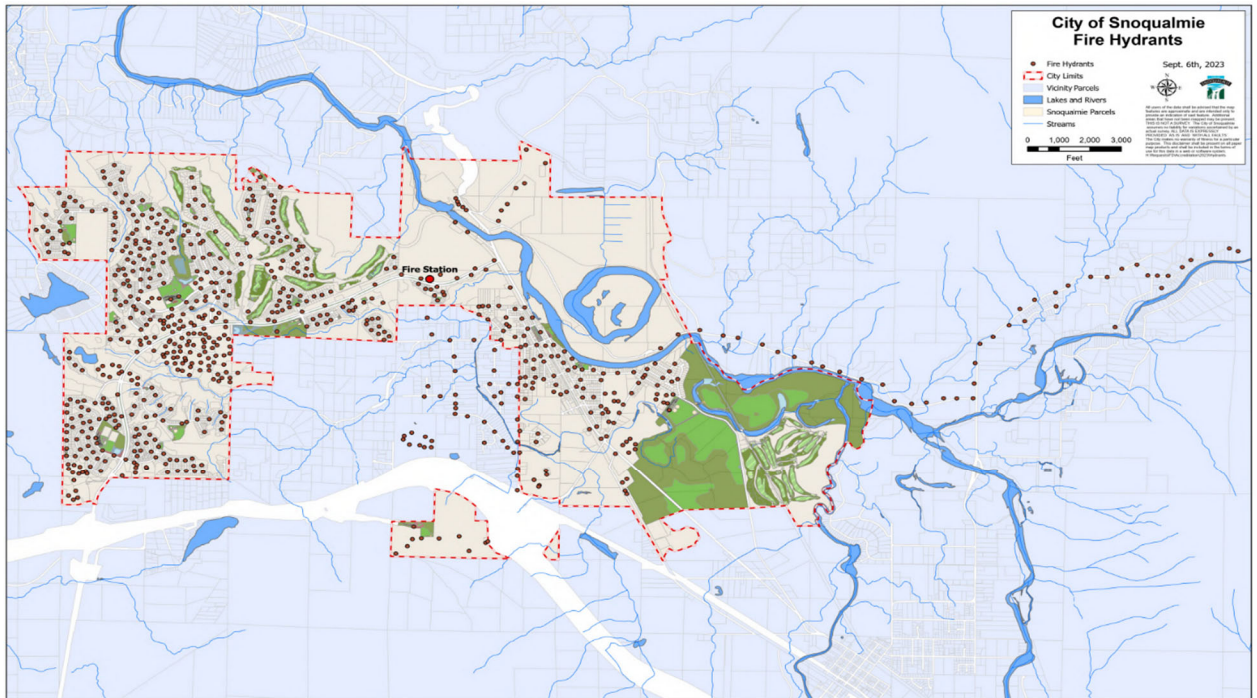
Concept of Operations

Incident Management

Incidents may occur in Snoqualmie suddenly or develop over a longer period of time, which escalate or exceed the regular operational capacity of the City. These situations may require an increased level of response or management and support because of their size and complexity. City staff or incident leadership may make use of this CEMP for guidance.

The City's Office of Emergency Management (OEM) is part of the Fire Department and responsible for overall orchestration of the program and management of the Emergency Operations Center (EOC). City code designates the Fire Chief as the Director of Emergency Management (City of Snoqualmie, 2023). OEM will oversee and manage the various programs and related plans in conjunction with the Community Development Department. The City utilizes National Incident Management System (NIMS) and Incident Command System (ICS) in its incident management operations.

Incident objectives are based in the following mission priorities:

- Life Safety
- Incident stabilization
- Protection of property
- Protection of the environment

To achieve these priorities, incident personnel implement components of the NIMS including, but not limited to, the use of ICS, in accordance with the guiding principles of flexibility, standardization, and unity of effort.

- *Flexibility* – allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.
- *Standardization* – defines standard organizational structures that improve integration and connectivity among jurisdictions to work together effectively and foster cohesion among the various organizations involved and includes common terminology to enable effective communication.
- *Unity of Effort* – coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

The desired outcome of an incident can be described as a *new normal.* The City and community may not be able to return to pre-incident status but should be able to achieve delivery of essential services, with staff and community members performing their jobs. It is the intent of City leadership that the CEMP, and other associated plans, be designed and implemented in a way to support the mission priorities.

TETRA TECH

## Proclamation of an Emergency

If a circumstance necessitates the utilization of emergency powers granted by applicable State and local legislation, the Director of Emergency Management, or their designee, may request a Proclamation of Emergency from the City Administrator. The Director of Emergency Management drafts the Proclamation of Emergency in coordination with the City Attorney and delivers it to the City Administrator for signature and to be ratified by the City Council.

The proclamation will remain in effect until such a time when the City Administrator notifies the City Council that the incident has been resolved and the powers provided under the proclamation are no longer necessary to support incident response and or recovery efforts. The City Council will vote to end the proclamation, and subsequently the use of emergency powers by the City for incident management.

When the City proclaims an emergency, the director of emergency management, or designee, will provide the King County Office of Emergency Management and the Washington State Emergency Management Division with a copy of the proclamation. The City may request that the County and/or State issue a Proclamation of Emergency on behalf of the City if additional support for incident management is required.

Whole Community

The City extends its commitment of inclusion to all-hazards incident management and describes the concept as "whole community involvement." This refers to a strategy where community members, civic leaders, and the local government purposely consider the unique needs of the community and work together to mitigate and plan for, respond to, and recover from incidents. In doing so, the City complies with all laws related to fair, equitable, and nondiscriminatory treatment and access to all services for all members of the community, regardless of race, ethnicity, national origin, religion, sex, gender expression or orientation, sexual orientation, economic status, age, ability, functional needs, or English proficiency status.
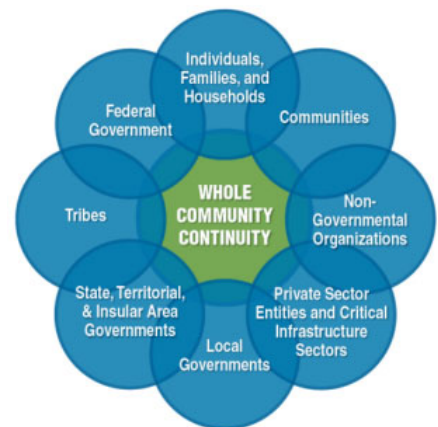
Successful implementation of this approach requires meaningful and ongoing engagement with the City's public, private, and non-profit partners. These partners include a wide spectrum of organizations and populations, such as volunteer groups, private businesses, faith and community-based organizations, and the general public.

Whole Community has been incorporated throughout the CEMP, including all appendices, attachments, and annexes.

Considering Diversity, Equity, and Inclusion (DEI)

Inherent in emergency management is the knowledge that it does not exist independently from the issues that exist in a society the moment before an incident occurs. Social conditions that cause inequity, injustice, and lack of access to essential services can be exacerbated in readiness, response, and recovery operations. Disasters lead to disparate outcomes. Therefore, it is important for emergency managers to take deliberate action and make conscious decisions to look at the structure of emergency management programs. Examining policies, laws,

regulations, and assumptions that may have unintended constraints is important before incidents occur.

The goal of examining diversity, equity, and inclusion is to consider how the structure of emergency management program impacts who is and is not participating in or being served by the program. The first step is to examine taken for granted structures that could encourage community engagement, or cause tokenism, or even nonparticipation. Efforts should be ongoing to apply and operationalize principles of DEI to leading more resilient communities.

The City of Snoqualmie is committed to the four principles for a just emergency management program (Jerolleman, 2019):

- AGENCY - The whole community is able to make informed choices about their personal well-being because opportunities for engagement and information is available, understood, and accessible.
- EQUALITY - Individuals and community members impacted by risk and disasters do not have to prove or justify their deservedness or need for equal treatment.
- COMMUNITY CAPACITY – Embracing how community members define risk, recovery, and resilience is part of mitigation. Risk reduction begins by acknowledging and working to eliminate existing patterns of unequal distribution of risk so underlying structures and patterns are openly questioned. Historic elements of race, class, and gender can influence inequality, and should be addressed with new policies.
- ACCESS – All community members have equitable access to resources and programs, including full participation in decision making processes that govern resource allocation, future development, and related functions.

Individuals with Disabilities / Access and Functional Needs (DAFN)

DAFN is a broad term that describes individuals who may be especially vulnerable to or have additional needs during incidents; the determination of access and functional needs may vary depending on the nature and scope of an incident. In general, this grouping includes individuals with disabilities, living in congregate housing or assisted living facilities, elderly community members, children, persons in lower socio-economic classes, people experiencing homelessness, and those with limited English proficiency (LEP). The City recognizes that various populations may require specialized support during an incident; therefore, the City's approach to incident support assesses the wholistic Snoqualmie population to identify needs, and based on finding for a given incident, creating plans to support the whole community, as resources allow.

Limited English Proficiency Program (LEP)

According to the American Community Survey - U.S Census 85 per cent of residents speak English and about 15 per cent speak a language other the English in the home. To assist residents with limited English proficiency, the City's website contains a Google Translate option allowing residents and visitors to select from more than 200 languages. County resources may be available to assist with additional translations and services.

Essential Needs of Children

Special considerations and accommodations may be necessary to address the essential needs of children during an incident. Areas of specialized support may include but are not limited to, reunification efforts for children that are or become separated from their parents or guardians, sheltering services or medical care for unaccompanied minors, mental/emotional health

concerns, limited communication capabilities, educational sustainment, appropriate nutritional needs, and/or other identified unique aspects of supporting children during an incident.

Service Animals and Household Pets

City incident management objectives and mass care services incorporate the needs of individuals with trained service animals and/or household pets, as appropriate. Trained service animals, per the ADA, are defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability, the task(s) performed by the dog must be related to the person's disability. Trained service animals will be allowed to accompany their handler, consistent with daily ADA compliance. Accommodations for trained serviced animals and pets can be found in ESF 6: Mass Care, Housing, and Human Services.

The PETS Act 2006 (Pets Evacuation and Transportation Standards Act) amended the Stafford Act and through FEMA requires local emergency preparedness operational plans address the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency. (FEMA, 2006)

Direction, Control, and Coordination

The City Administrator directs and controls incident management and delegates to responsibility to department directors and Section Chiefs. Coordination among departments and agencies is done on a regular basis as well as during incidents through department participation and responsibilities.

Shown below is the City's current organizational chart:

City of Snoqualmie
Organization Chart 2023-2024
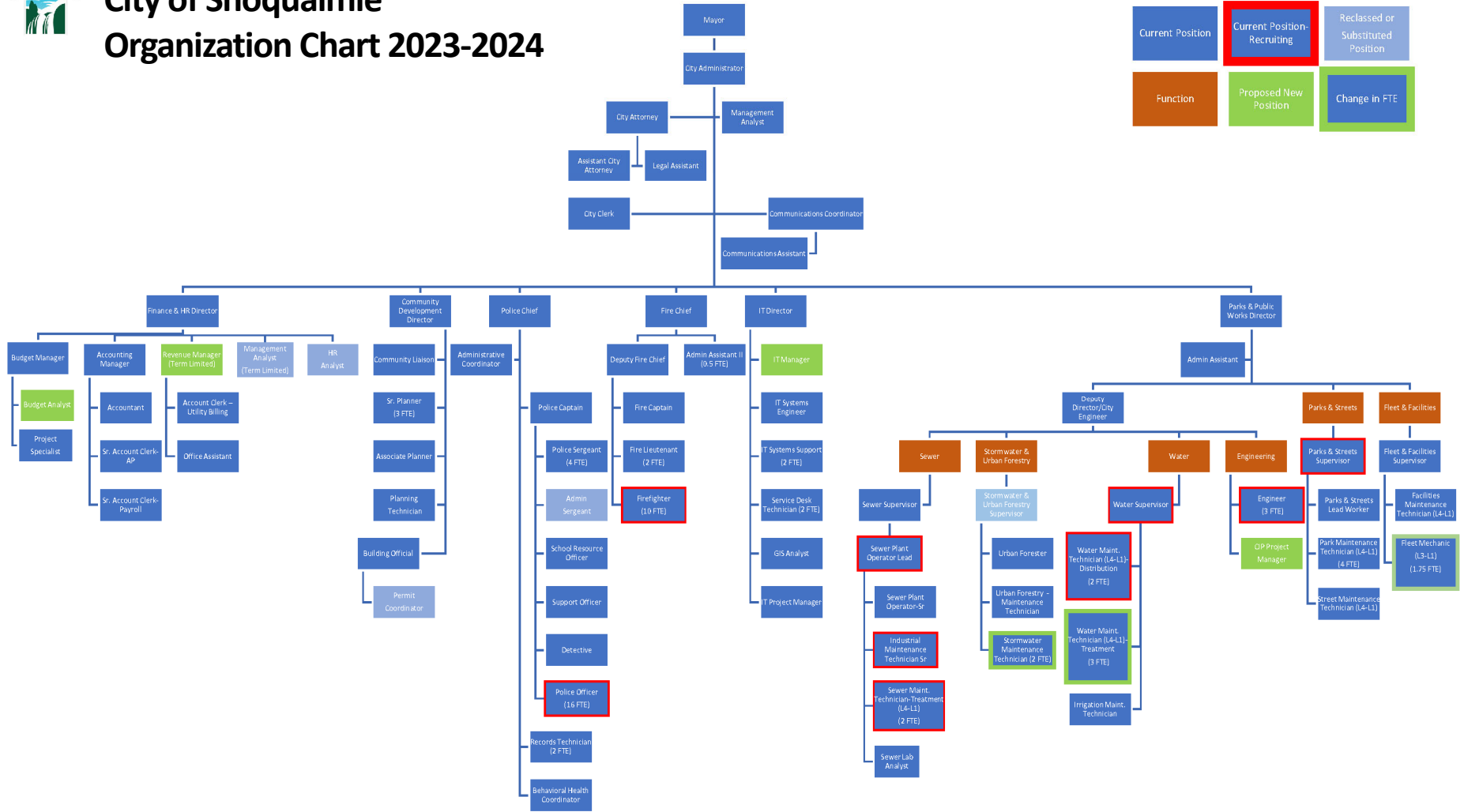
City Department Structure

The city government organization structures its departments as outlined below:

- Administration
  - City Administrator
  - City Clerk
- Administrative Services
  - Communications
  - Events
  - Human Resources
  - Human Services
- City Council (elected)
- Community Development
  - Planning Division
  - Building Division
- Finance
- Fire
  - Emergency Management
- Information Technology
- Mayor (elected)
- Police
- Parks & Public Works Department
  - Fleet / Facilities Division
  - Parks and Street Division
  - Sanitation Division
  - Water Division
  - Sewer Division
  - Stormwater and Urban Forestry Division

Delegation of Authority. Decision making authority resides with the department head. In their absence, the delegation of authority would pass to the next senior department official.

City Administrator's Office

The City Administrator (CAO), under the general direction of the Mayor, acts as the chief administrative officer of the City for day-to-day operations. The City Administrator also directs, administers, and coordinates the activities and functions of the various city offices, departments, and boards in implementing the requirements of city ordinances and policies of the City Council.

- Responsible for overall City incident management.
- Responsible for internal and external public information related to the City.
- Leads intergovernmental relations and recovery efforts during incidents.

Mayor

The Mayor is the chief executive and administrative officer of the City and serves as the official and ceremonial head of the City on ceremonial occasions.

City Council

The City Council is the legislative and policy making body of the City.

- Responsible for adjustments and/or changes to City governance during an incident.
- Ratify proclamation of emergency drafted by CAO.
- Makes necessary budgetary allocations in support of emergency incidents.
- Serve as City representatives sharing approved incident messaging and information throughout the various Snoqualmie communities.

Clerk

The City Clerk is an appointed official who serves as the clerk of the City Council and public information officer providing public access to city records, the administration, and policy-making processes. The Clerk preserves the legislative history of the City, serves as the custodian of the city seal and official city documents, and serves as a conduit between the City Council, administration, and public by providing information on actions of the council.

Fire Service & Emergency Management

The Snoqualmie Fire Department provides fire, emergency medical, technical rescue, and emergency management services to the City.
- Fire Chief serves as City's Emergency Manager
- Coordinates and provides fire service, technical rescue, hazmat, inspection, fire investigation, special operations, swift water rescue, and emergency medical operations related to an emergency incident.
- Provides service to the Echo Glen Children's Center and other facilities.
- Participates in the King County Interlocal Cooperation Agreement for Automatic Aid (ILA) (Valley Regional Fire Authority, 2019) referred to as "The Agreement".
- Orchestrate the emergency management program.
- Maintain the CEMP and other emergency management plans
- Maintain and facilitate the City's EOC locations.

Police Services

The Snoqualmie Police Department provides law enforcement services for the Cities of Snoqualmie and North Bend, serving approximately 22,000 upper Snoqualmie Valley residents, as well as visitors and businesses. The Department also provides public education on topics that support community safety, sponsors community events, and offers various youth programs.
- Conducts law enforcement activities, including but not limited to, responding to crimes in progress, traffic management, investigations, intelligence gathering, crowd management, security assessment, and other law enforcement-related activities.

Public Works

The Parks & Public Works Department is responsible for a wide range of services, whether it is a damaged water line, new traffic signal, needed sewer line, new development proposal, or testing of the City's water supply.

Additional services include:

- Capital facilities planning
- Maintain City's public buildings, fleet of vehicles and equipment; maintenance and operation of City's park systems.
- Design and construction administration of transportation system, stormwater collection system, water supply and distribution system, sanitary sewer collection, and park improvements.
- Maintain environmental services including enhancement to waterways and water quality, water conservation, solid waste recycling and collection, floodplain management programs.
- Permit and inspect of repairs and construction on City property, City buildings, and City roadways.
- Maintain and coordinate City utilities and services.

Emergency Management Organization

Responsibility by Emergency Management Phase

All City departments share common responsibilities aligned with emergency management phases as part of the implementation of NIMS and incident management. These phases create a continuous holistic cycle of emergency management.

Emergency management is organized into four phases to facilitate an overall incident management capacity. These phases include:

- Preparedness – preparing for hazards that cannot be prevented or lessened.
- Response – responding to incidents.
- Recovery – recovering from incidents and establishing a new normal.
- Mitigation – developing strategies and actions the attempt to minizine or eliminate risks from hazards, damage, or disruption.

Preparedness Phase

Being prepared is an important element in the emergency management cycle. It includes planning for incidents and events, such as:

- Providing residents with useful preparedness material and information, emergency supply check list, classes, trainings (CERT and PEP), and informational reminders and updates

- Updating city website with emergency preparedness information and tips
- Conduct regular situational assessments and adjust response accordingly
- Ensure City staff is trained and equipped in the event of disaster
- Ensure response resources and equipment has been maintained and are usable

Preparedness activities are steps taken to increase the ability to respond when an incident occurs. City-wide preparedness activities include:

- Training staff in their incident-specific roles, including participating in EOC training and exercises.
- Developing Standard Operating Procedures (SOPs) and continuity plans intended to reestablish or maintain department operations during an incident, including notification of critical personnel, assessment of damage and resources, and the identification of critical department functions.
- Educating staff on incident procedures and preparedness, including NIMS-mandated training for all benefitted employees.
- Participating in training, drills, and exercises to test department and City emergency plans and procedures.
- Assisting and coordinating in the development of plans, operating procedures, and other guidance to be utilized during an incident.
- Training the department line of succession on their role during incidents.
- Maintaining an updated inventory of key department personnel, facilities, and equipment resources.
- Maintaining current contact information for employees.

State EMD recommends that all citizens on the western side of the Cascades be prepared for two weeks based on the results from the 2016 Cascadia Rising Exercise.

Public Information and Warning – Information is an essential element before, during, and after an incident. The City strives to ensure residents have access to useful information. The City's Emergency Management webpage provides updates and information on specific hazards, how to prepare, what to do, and how to recover.

During an incident residents can be notified by registering for the City's alert system "Notify Me®." This system can provide directions, updates, and relevant information before, during, and after.

Continuity Planning

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency/disaster situation. Continuity of government is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities. All levels of government share a constitutional responsibility to preserve the life and property of their citizens.

A major emergency or disaster could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

TETRA TECH

In the aftermath of a major emergency, law and order must be preserved and essential government services must be maintained. To this end, it is particularly essential that local units of government continue to function.

Disasters or major emergencies have the potential to disrupt or interrupt critical and essential City services that are vital to the health and welfare of its residents. Planning for such possibilities addresses the continuation of government and succession of officers. To ensure this continuity the City will address the following:

- Identification and prioritization of essential services
- Establishment, promulgation and maintenance of orders of succession
- Identification of delegation of authority
- Identification of continuity of communication
- Identification and maintenance of continuity of facilities
- Maintenance of vital records
- Establishment of process of reconstruction
- Development of an effective test, training and exercise program to support continuity efforts
- Development of a Continuity of Operations Plan (COOP) – detailed and comprehensive information is contained in the COOP plan; the COOP Plan should be used in concert with the CEMP

Preservation of Vital records

The City Clerk is responsible for managing the preservation of vital City records. Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations, and other entities. Example documents may include:
  - Vital statistics and public records
  - Land and tax records
  - License registers
  - Articles of incorporation
  - Payroll information
  - Contracts and leases
  - Plans, policies, and procedures for critical processes
  - Ordinances and resolutions
- Conduct emergency response and recovery operations. Example documents may include:
  - Utility system maps
  - Locations of emergency supplies and equipment
  - Emergency operations plan and procedures
  - Personnel rosters
- Re-establish normal governmental functions and protect the rights and interests of government. Example documents may include:
  - Constitutions and charters
  - Statutes and ordinances
  - Court records
  - Official proceedings
  - Financial records

Each department within the City should identify, maintain, and protect its own essential records, plans, procedures, documents, and other important operating functions and coordinate efforts with the City Clerk.

TETRA TECH

Response Phase

Response activities are actions taken to achieve incident stabilization. City-wide response activities include:

- Facilitating incident management and communications across City departments and with partner agencies.
- Staffing the EOC.
- Conducting operational impact assessments and monitoring departmental operational capability for changes.
- Maintaining detailed documentation of response activities including personnel and resource costs.
- Utilizing continuity plans to prioritize the restoration of essential City functions.

Various policy-level groups may be involved during the response phase. These groups may include city council, county council, multi-agency coordination (MAC) groups. Their decisions may impact the allocation of resources, broader response and/or recovery coordination, messaging, among others.

Recovery Phase

Recovery activities assist the City and/or community in moving to the "new normal" and regaining the desired level of societal, governmental, and/or commercial activity and stability. The recovery phase may last weeks to years depending on incident impacts. City-wide recovery activities include:

- Establishing City post-incident operational levels.
- Preparing damage assessment information.

Mitigation Phase

Mitigation activities are proactive steps taken to reduce the impact of incidents. Department-specific mitigation strategies are outlined in the City of Snoqualmie annex to the King County Hazard Mitigation plan (King County, WA, 2020). City-wide mitigation activities include:

- Considering resiliency, redundancy, and risk reduction strategies in all projects and operations.
- Establishing a line of succession for key department positions.
- Cross-training staff to fill identified critical continuity operation positions.
- Maintaining a surplus of basic operational and emergency supplies at City facilities.
- Working with residents to understand hazards and potential impacts to communities.

Emergency Operations Organization

City Organization

The City's Office of Emergency Management is tasked with keeping residents, business, and visitors safe with county and City Alerts, an emergency management plan, and resources for floods and winter storms. The City was part of the most recent multijurisdictional Hazard Mitigation Plan (HMP) coordinated by King County. The City is also part of the National Flood Insurance Program (NFIP). (City of Snoqualmie Emergency Management, 2023)

Leadership & Orchestration

Emergency management is overseen and managed by the City's Fire Department. The Fire Chief serves as the City's Emergency Manager. The City maintains a website with informational links to Emergency Alerts, CEMP, Floods/Storms, HMP, and CERT.

The City is proactive in its approach to emergency management and keeping residents updated as changing conditions warrant.

Snoqualmie Emergency Management	
Item	*Detail*
Leadership & management	Fire Chief
Alerts (City Emergency Management Webpage)	• Registration • Information about ALERT King County • Preparedness information
Flood & Storm Resources	City Emergency Management Webpage
Flood Hazard Regulations	City Emergency Management Webpage
Hazard Mitigation Plan	Information and link on City Emergency Management Webpage
CERT	Community Emergency Response Team - Information and registration on City Emergency Management Webpage
SECAST	Snoqualmie Emergency Communication and Support Team – community volunteers trained in emergency communications

Overview

During all phases of emergency management, the operations begin at the local level and, when needed, expand to include the county, state, or federal resources as the affected jurisdiction requires additional support.

This response model is a critical feature of the National Incident Management System (NIMS) (FEMA. 2017). It utilizes response at the most local level first before requesting assistance from each additional partner. NIMS assumes all response partners utilize a shared vocabulary, system, set of doctrine, principles, terminology, and organizational processes to successfully deliver the capabilities described. This enables effective, efficient, and collaborative incident management at all levels (FEMA 2019).

Response – Incident Management

National Incident Management System

In response to the events of September 11, 2001, President George W. Bush issued Homeland Security Presidential Directive 5 (FEMA - U.S. Government, 2003) which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

Incident Command System

The Incident Command System (ICS) is a standardized approach to incident management that allows coordination among various jurisdictions and agencies. ICS establishes common practices and terminology for planning and managing resources. It allows for the integration of facilities, equipment, personnel, procedures, and communications within a common organizational structure. This allows for a quicker and smoother response, sharing information quickly between partners, with more accountability. ICS allows for a flexible, dynamic response structure. The coordination of objectives, information, and resources is efficient and protects the safety of responders, community members, and others. ICS can be used to respond to any type of natural or human caused incident requiring multi-agency support. In ICS, communication is critical.

Once a response reaches a level of multi-agency response, an incident commander takes responsibility for managing the on-scene incident. Any additional agencies will be incorporated into this response and will all be organized under one incident commander. This allows for the consolidation of decision-making regarding objectives, assignments, and resource allocation. It removes redundancies and miscommunications. The established chain of command allows for information flow up and down the chain. Authority and responsibilities given in the ICS in an incident supersede the protocol for an individual department; for instance, one would report to their superior under the incident commander rather than their typical day-to-day supervisor. The ICS organization is unique to the incident and does not reflect an administrative structure. Transfer of command is another vital aspect of ICS. When the response expands or someone more qualified for a position arrives, a transfer of command occurs. This allows for smooth continuity of responsibility and management. In this transfer, the incoming responder receives a command briefing of the situation. This briefing can be written, oral, or a combination of both. This transfer ensures those delegated the authority are fully aware of the situation, limitations, and decisions that have been made so far.

Unity of Effort

It is the policy of the City that incident management activities be conducted in accordance with NIMS as directed by the HSPD – 5, NIMS (FEMA - U.S. Government, 2003). NIMS components that the City prioritizes for implementation include ICS, Emergency Operation Centers, and Mutual Aid. The use of NIMS facilitates a standard approach to incident management allowing for inclusion and coordination of internal and external responders to operate in a defined unified organizational structure.

Multi-Jurisdictional Coordination

During routine operations, the City coordinates emergency management programs with other jurisdictions through peer interaction, cooperative agreements, and joint efforts. In addition, the OEM participates in meetings, workgroups, and projects facilitated by the King County Office of Emergency Management, and/or the Washington State Emergency Management Division.

During an incident, the City coordinates incident management efforts and requests with neighboring jurisdictions and/or partner agencies through mutual aid agreements, the use of Unified Command, direct verbal or written contact, and/or sharing of situation reports. The City participates in multi-agency coordination groups, at the incident command and/or EOC levels, and regional stakeholder conference calls, often facilitated by the King County Office of Emergency Management and/or the Washington State EMD.

A facet of multijurisdictional coordination would be establishing logistical staging areas and community points of distribution. Determination of such locations may hinge on the location of the incident / incidents. For incoming emergency equipment and apparatus, the on-scene incident commander would select an appropriate location.

For points of distribution, locations such as schools, the community center, parks (in good weather) could serve as beneficial and local locations for residents. Orchestration for such location would be coordinated by the EOC.

Emergency Operation Center

The EOC coordinates and supports incident management for the City. This role includes connection with government and non-government local, county, state, and federal agencies.

The primary functions of the EOC are to support field operations through the coordination and dissemination of incident information; the identification, procurement, and allocation of requested resources implementation of continuity planning efforts; and the provision of guidance on incident priorities and policy decisions as provided to and received from the Policy Group. The EOC coordinates city operations and response partners responding to the consequences of an incident, as needed and given available resources. Additionally, the EOC serves as a coordination point for local, county, state, and federal support and/or assistance.

EOC functions include:

- Facilitation, support, and coordination of incident activities.
- Coordinate with departments, agencies, and jurisdictions.
- Facilitate coordination of outside resources.
- Establish and maintain resource management.
- Establish and maintain situational awareness.
- Collect, evaluate, and disseminate incident information.
- Coordinate short-term recovery activities.
- Facilitate and support operational communications.
- Support continuity of operations and continuity of government actions.

- Brief City leadership on incident status.
- Implement policy decisions.

EOC Organization

Shown below is a sample ICS chart that can be expanded and condensed as necessary and warranted.
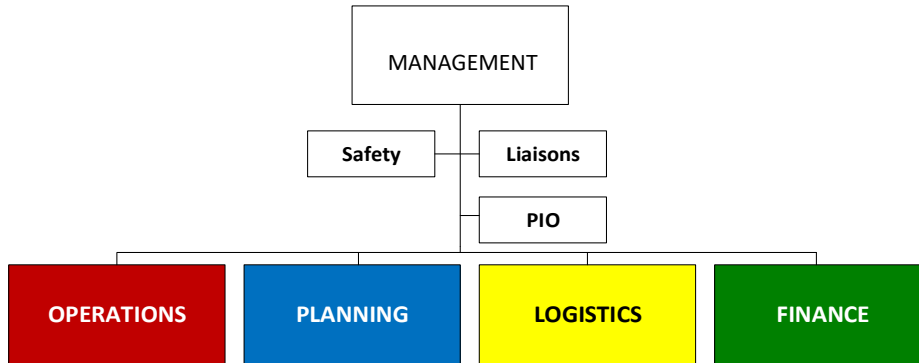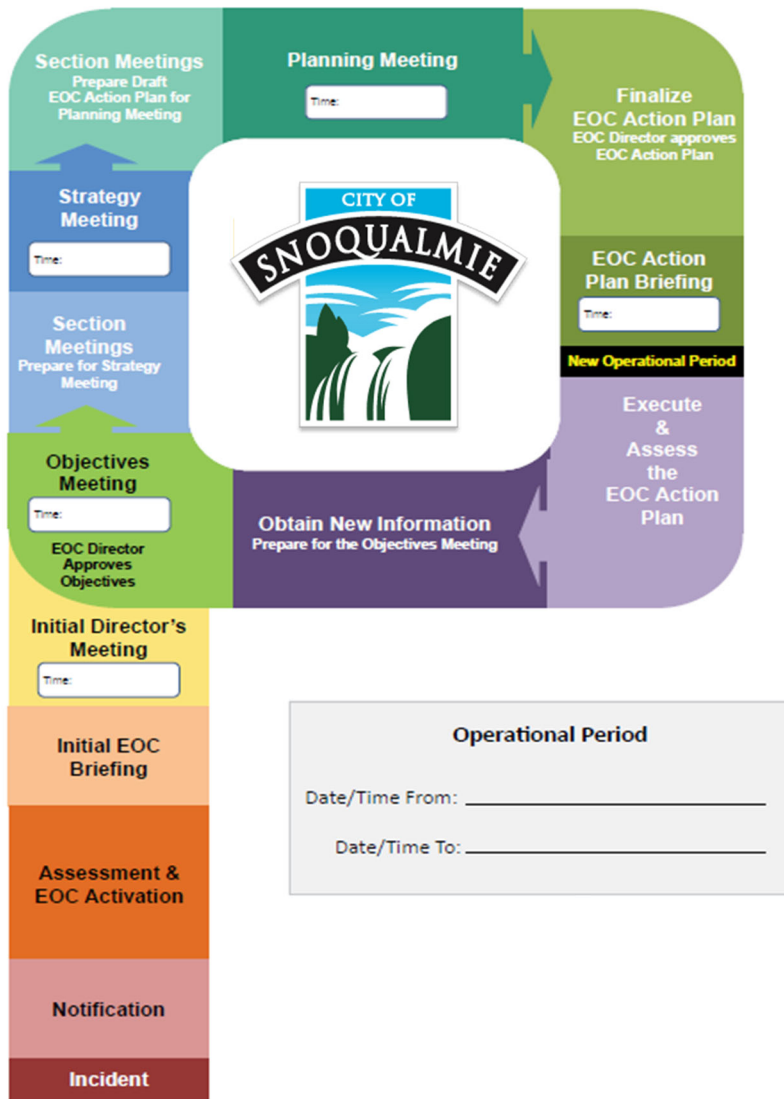
As part of the workings of the EOC, the Planning P (shown above) can be a useful EOC operational tool.

EOC Location

The primary EOC location is: **37600 SE Snoqualmie Pkwy, Snoqualmie, WA 98065** (Snoqualmie Fire Department)
The alternate EOC location is: **34825 SE Douglas St., Snoqualmie, WA 98065** (Snoqualmie Police Department)

EOC Activation

Activation of the EOC is authorized by:

- City Administrator
- Fire Chief / Director of Emergency Management

The EOC may be activated because of an escalating (e.g., flood) or forecasted (e.g., winter storm) incident or a planned event such as a citywide Independence Day activity. The incident commander of an escalating filed incident should be keeping city staff informed of the changing status.

If the City activates the EOC for an incident, City EOC staff should notify King County OEM. When informing Washington Emergency Division of an EOC activation, a State mission number will be requested for incident documentation and tracking purposes.

EOC / CEMP Activation examples include:

- Sustained disaster incident (flooding, winter storm, wildfire)
- Major earthquake
- Multiple moderate to major simultaneous incidents
- Large scale evacuations
- Regional countywide disaster
- State of War

EOC Activation Levels

Illustrated in the chart below are common activation levels, EOC staffing options, incident triggers and associated activities:

EOC Level	Operational Status (Minimum Positions)	Trigger Event/Situation (Examples include but not limited to)	Activities
Not Activated	Daily Operations		Normal daily operations including OEM staff monitoring conditions and addressing short-term or narrow-scope requests for assistance, in addition to regular work.

Level 3 Minimal Staffing	Emergency Services Coordinator	• Small incident or event
		• One site
		• Potential threat of:
		  o Flood
		  o Severe storm
		• Escalating incident
			• Situational Analysis
			• Public Information
			• Response Coordination
			• Resource Coordination
			• Reporting to State

Level 2 Partial Staffing	Management, EOC Section Coordinators Branches/Divisions/Units Liaison/Agency reps	• Large scale evacuations • 2+ incident sites • Severe Weather Warning • Earthquake with minor damage • Major scheduled event	• Situational Analysis • Public Information • Response Coordination • Resource Coordination • Logistics Support • Reporting to State
Level 1 Full Staffing as needed	All positions (as required)	• Large Winter Storm • Terrorist incident • Major Earthquake • Regional Disaster • Major Wildland Fire in Urban interface	• Situational Analysis • Public Information • Response Coordination • Resource Coordination • Logistics Support • Recovery Operations

			• Sustained Operations
			• Reporting to State

EOC Demobilization

The decision to demobilize the EOC is made by the EM in coordination with the City Administrator and, if established, field command. The EOC will begin demobilization planning when incident stabilization has been established. The EOC Manager position will be the last of the EOC staff to demobilize, verifying that the EOC is at pre-activation operational readiness before closing the facility. Included in closing the EOC is the notification to King County Emergency Management and Washington State Emergency Management Division of the date and time of closure. Demobilization may be a phased process based on incident recovery efforts.

Information Collection, Analysis, and Distribution

The City endeavors to maintain situational awareness and distribution of accurate information before, during, and after an incident.

Information Collection

The EOC collects information to establish and maintain situational awareness, form a common operating picture, and inform incident management objectives and actions.

Under routine operating conditions, the OEM monitors and gathers information as it relates to potential incidents. This information is collected from various sources, including, but not limited to, the following:

- City departments (e.g., road closures)
- National Weather Service (NWS)
- Washington State Fusion Center (WSFC)
- Neighboring jurisdictions, King County Office of Emergency Management (OEM), and Washington Emergency Management Division (WAEMD)
- Puget Sound Energy (PSE)
- Utility providers
- Digital and broadcast media
- Public reports

During an incident, collecting information may include reports from the incident command post, incident action plans, response partners messages, reports from volunteer and community groups, among others. Incident information assists with response planning, allocation of resources, community assistance, and long-term planning for response and recovery.

Information Analysis

When the EOC is activated, the EOC Planning Section will collect, validate, and compile incident information. Information received from trusted and/or official sources will be accepted as verified. All other information will be verified by City staff before being accepted as valid; this information may be included but tagged as awaiting validation.

The EOC may receive sensitive or classified information depending on a situation or incident. The EOC Director may establish a section or group tasked with authenticating and managing such information or intelligence.

Alert and Warning

The City will utilize existing communication and warning systems as much as possible during an incident to notify City residents and other impacted people and organizations.

Residents can register for the City's alert system on the City's Emergency Management Webpage.

Information Distribution

While the City strives to keep staff and stakeholders apprised of situations with updated information, not all information is appropriate for distribution. During routine situations emergency management will distribute necessary situational awareness to city officials and leaders and response partners through normal/usual methods of communication.

When the EOC has been activated, the EOC will assign a staff member or members, potentially the PIO (Public Information Officer) to develop and distribute any public messaging. For area wide incidents or ones that affect neighboring jurisdictions, a Joint Information Center (JIC) might be established to coordinate consistent and accurate area messaging. The PIO and JIC may utilize ESF 2 and ESF 15.

The Planning Section is tasked with maintaining the situational awareness (Sit Stat Unit) of the incident or incidents affecting the City. The Sit Stat Unit may be tasked with providing regular reports as directed by the EOC Director or Planning Section Chief. At least one situational report will be generated every operational period. The Planning Section will record, and document all generated reports during the Response and Recovery Phases.

Situation Reports will be distributed to appropriate EOC sections, and city staff as determined by the EOC Director. The Sit Stat Unit may provide periodic updates as conditions and situations change or as warranted.

Communications

The City utilizes a variety of communication systems that includes regular desktop telephones, cellular phones, radios, emails, social media, distribution lists, digital media, among others. Snoqualmie intends to use routine communication technology, to the extent possible, during an incident.

Based on the American Community Survey / U.S. Census at least 85 per cent of residents speak English. The City recognizes that communication plays an integral role in programmatic and implementation support needed to provide ADA /

EXERCISE CAUTION

THE SNOQUALME RIVER IS STILL DANGEROUSLY COLD AND RUNNING FAST
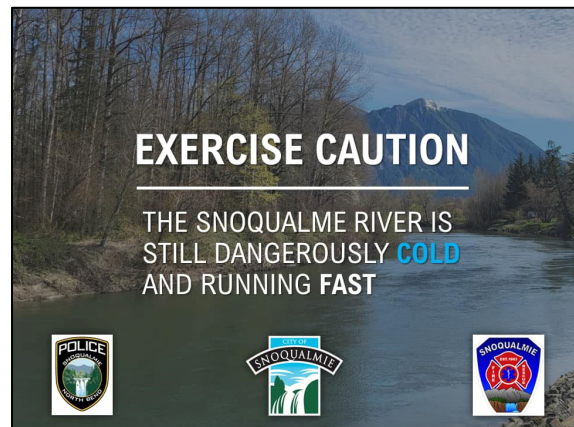
AFN / LEP communication outreach. The City continues to explore avenues to improve its efforts to these groups.

During an incident, or when routine communications methods are not in service, amateur radio operators may be leveraged as a backup form of communications for City operations. Mobile amateur radio equipment is staged at various city locations of need based on the incident.

For larger or countywide incidents, the City may participate in a Joint Information Center (JIC) to provide consistent and timely informational updates to affected people and others. King County Office of Emergency Management (KCOEM) may facilitate and or coordinate JIC efforts.

Administration, Finance and Logistics

Administration and Documentation

EOC activation related documentation will be maintained and archived for at least 10 years according to the City's archiving policies and in compliance with RCW 40.10.010 regarding the protection of essential records. The EOC Planning Section, with assistance from the City Clerk's Office, is responsible for organizing and maintaining incident documentation. Retention items include physical and electronic EOC documents, maps or visual displays, and incident-related emails. Records of incident operational activities are kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records.

When appropriate, incident reports and expenditure are coordinated, and documentation for state and/or federal reimbursement and/or assistance programs are prepared and submitted to the appropriate state and federal agencies by F&A with support from OEM.

Finance

The City will follow routine financial practices whenever possible during incident management; however, approval procedures for expenditures may be modified based on incident needs. Incident-related obligations and expenditures may be incurred in accordance with Chapter 3.20 KMC and RCW 38.52.070, RCW 35.33.080, and RCW 35.34.140, which outline emergency expenditures. Financial records are kept in a manner that distinguishes between day-to-day operations and incident expenses and alternate methods of payment/payroll processing may be established if necessary.

The EOC Resourcing Section coordinates the documentation and reporting of citywide incident financial records, leveraging an established resource management process to document incident-related expenses. Pre-incident, F&A establishes one or more budget project codes for tracking EOC and department incident-related expenses to facilitate the delivery of actual and projected incident costs to the EM and/or City Manager as requested.

Incident-related expenditures may be reimbursed through local, county, state, and/or federal programs. The City uses the ICS Resource Request Form 213 (213-RR) to document, approve, and track purchases to facilitate cost recovery if that opportunity is presented. Depending on the nature and scope of an incident, the City may qualify for federal disaster relief. The most common FEMA relief grant programs are Public and Individual assistance. Eligibility for these programs is contingent upon having a Presidential Declared Disaster:

TETRA TECH

- **Public Assistance:** Provides funds to aid communities who are responding to and recovering from an incident that has resulted in a Presidential Disaster Declaration. The program provides temporary emergency assistance to help save lives and protect property, as well as to help restore community infrastructure that may have been damaged or otherwise disrupted by the federally declared incident.
- **Individual Assistance:** Federal assistance to individuals, families, and businesses. These programs are designed to help meet disaster applicants' needs, which may include disaster housing assistance (temporary housing, repair, replacement, etc.) and other needs assistance including medical, funeral, clean-up, moving, and other expenses.

In addition to Public and Individual Assistance, the federal government offers Other Needs Assistance, through FEMA, to support individuals and facilitates the Small Business Administration program for businesses impacted by an incident.

During response and recovery efforts, City departments are responsible for tacking potentially reimbursable incident costs related to emergency actions and damages incurred to public facilities and infrastructure as a result of the incident. If incident impacts are perceived to potentially be eligible for support, the King County OEM sends instructions to the City for completing an official preliminary damage assessment (PDA) worksheet. The PDA is compiled by F&A, acting as the Applicant Agent, with coordination and support from OEM and affected City departments.

Following a declared disaster, either state and/or federal resources may be available to assist with recovery for individuals, businesses, territorial, and government agencies. FEMA provides useful Recovery Resources information for emergency managers that includes a "Recovery Roadmap," Community Recovery Management Toolkit," and Recovery Library. The website also includes information on how to "Get Assistance After a Disaster" for individuals and families, government and private non-profits, and businesses. For businesses information can also be obtained from the www.disasterassistance.gov link. Instate recovery information is located at www.mil.wa.gov/recovery. This link provides useful information for individuals, planning, locals, trainings, grants and resources, and the State's Restoration Framework.

Grants

Grants are available from various agencies that can include both public and private organizations. Grants can be used to, for example, mitigate hazards identified in the hazard mitigation plan (such as BRIC and HMGP grants), support and/or enhance emergency management (EMPG grants), assist fire service (SAFER grants), and for law enforcement (DOJ grants).

The application process can be complex, and grants are often competitive. Grant funding, however, can provide useful and beneficial assistance to the City. Application for grants may be a collaborative efforts due to limited city staff.

Logistics and Resource Management

City departments facilitate resource management at the department level, until such a point that the operational need may exceed the department's capability and/or supply. This situation initiates contact by the department to the Office of Emergency Management (OEM) and/or EOC if activated, to request additional resource support. OEM may work directly with the department to provide support or (if the EOC is activated) the EOC Resourcing Section will provide resource management, including logistics support, following established resource requesting procedures

to the department. Every effort will be made to source necessary resources from City departments, through City mutual aid agreements and contracts, and from City-based commercial providers before seeking support from other sources. Additional information can be found in ESF 7: Logistics Management and Resource Support for additional information.

Incident volunteers will be registered in accordance with Washington Administrative Code (WAC) 118-04 (Washington, 2000) Emergency Workers Program and City volunteer guidelines.

Resource analysis and preparation. A part of emergency preparedness is planning for incidents and events based on past occurrences and anticipated future ones. Factors to be considered for future incidents may include climate change, weather patterns, recent incidents, environmental changes, population shifts, among others. The City evaluates its preparedness efforts in anticipation of upcoming situations, such as winter storms, flooding, or wildfires. There may be circumstances when, because of limited resources – equipment and/or personnel – the City would need to request assistance from neighboring. If the City is unable to meet the resource needs of an incident, the City may request resources and/or support through the KCOEM. Assistance may be requested of neighboring cities according to the Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County (King County, 2014) and/or the Washington State Intrastate Mutual Aid System (WAMAS). If KCOEM is unable to support the City's resource request or if out-of-state resources are needed, KCOEM may forward the City's request to WAEMD for assistance and/or the implementation of the Emergency Management Assistance Compact (EMAC).

Other areas in resource gaps might include a turn-over of staff potentially resulting in a lapse in training and exercises.

Options to remedy these gaps could include:

- review and update any agreements or understandings between government agencies, non-profits organizations, private entities
- review, update, maintain, and implement adequate trainings, exercises, plans, protocols, and procedures
- monitor changing conditions in weather, environment, situational analysis that might impact the City differently

Plan Development and Maintenance

The Snoqualmie Office of Emergency Management (OEM) is responsible for overall CEMP development and maintenance. To support a collaborative and holistic planning process, the OEM engages internal and external partners during CEMP reviews and update efforts. In addition to City staff participation, the OEM leverages After Action Reports/Improvement Plans to inform the development and maintenance of the CEMP and its supporting documents. The City employs HSEEP guidelines.

After Action Reports / Improvement Plan

After Action Reports

After Action Reports (AARs) capture observations and identified gaps during exercises and incidents and assist the City in identifying issues for correction prior to future incidents. The OEM

will conduct an After-Action review process following incidents and exercises by inviting representatives from City departments and involved partner organizations to provide feedback regarding the exercise or incident. The information provided related to what went well and areas for improvement will be incorporated into the AAR and guide the development of recommended improvement actions. Improvements will be integrated into the OEM's CEMP planning and review process as appropriate.

Improvement Plans

Coupled with an AAR is an improvement plan (IP). This links the findings captured in the AAR and develops an action items. Action items are assigned to a person, team, or department; list a specific task or task and timeline.

Examples of improvement action items include:

- Additional training or specific trainings
- Additional exercises associated with most likely hazards
- Review and update communication plan
- Update alert and warning protocols and procedures

Planning and Approval Process

The Emergency Management Assistance Team (EMAT) representatives may provide input into the CEMP, ESFs, associated annexes, procedures, and department level plans. The OEM facilitates meetings with City staff responsible for CEMP and/or ESF content and provides guidance, templates, and requirements for ESF development.

The OEM reviews and edits submitted CEMP and ESF content to produce a comprehensive draft document. The draft is provided to department directors/Chiefs, the City Attorney, the City Administrator, and the City Council for review, input, and agreement prior to submission to the WAEMD for review and approval. After State approval, the director of emergency management presents the State approved CEMP to the City Council for formal adoption.

CEMP Maintenance

The City completes a formal holistic CEMP review and update at least every 5 years per the requirements of RCW 38.52; however, the City recognizes that AARs may identify opportunities to update and/or change the CEMP within the 5-year revision process.

Changes to the plan may be administrative (minor edits with limited impact to incident management processes and/or roles and responsibilities) or substantive (significant modifications that change incident management processes and/or roles and responsibilities) in nature. Administrative changes may occur throughout the 5-year revision process and are approved by the director of emergency management. Substantive changes will be submitted through the full approval process, including to WAEMD and the Council, regardless of where the CEMP is in the 5-year revision process.

The status of the CEMP in the 5-year revision process as of June 2024 is outlined in the table below:

Section	Year Reviewed	Year Updated	Year Approved	Next Review	Next Update
CEMP		2024	2025	2026	2028

Once the CEMP has been approved, it will be posted on the City's website.

The Emergency Manager or his designee is tasked with ensuring the emergency management program, which includes the CEMP, remains current with the most recent State and Federal guidance. This can be accomplished in several ways including recurring with the State's Emergency Management Division, receiving email updates, attending meetings, among others and implementing and updating appropriate procedures and documents.

Training and Exercise Program

The City, facilitated by Snoqualmie's Office of Emergency Management (OEM), will train and exercise staff regularly to validate plans and improve readiness to prevent, mitigate, respond to, and recover from incidents.

Training

Snoqualmie OEM provides public outreach and education to train the whole community on emergency preparedness through printed material, community programs, public classes, presentations to community and neighborhood groups, hosting forums, staffing booths at public events, and taking advantage of other outreach opportunities as they are presented.

OEM conducts employee preparedness programs intended to educate employees on personal preparedness at home and work. These programs include new employee orientation, new director/Chief/Councilmember orientation to emergency and incident management, participation in the Great Shake-Out, testing of the employee notification system, and engagement in regional, state, or federal preparedness programs and exercises when appropriate.

OEM facilitates and/or conducts an annual training session with city leaders and senior officials and invited participants, on emergency management topics, including but not limited to, City plans, their role in an incident, and crisis communications.

OEM will maintain emergency management training records for City staff members. Staff will be informed of their responsibilities during an incident upon their employment and promotion. At a minimum, all City staff members are required to complete IS 100 and IS 700 independent study courses upon completion.

- IS 100 – Introduction to Incident Command System
- IS 700 – Introduction to National Incident Management System

Courses may be taken through FEMA's Independent Study program (training.fema.gov). Staff are encouraged to take additional FEMA courses related to their incident roles and responsibilities.

Exercise

Snoqualmie OEM designs, develops, and conducts exercises to test EOC equipment, processes, staff, and Policy Group capabilities. The City strives to conduct at least one EOC exercise occurs annually, except in years when one or more actual EOC incident activations occur. During years with real-world activations, exercises may be altered or suspended to allow for the implementation of and training on AAR identified improvements. OEM conducts full-scale exercises for City staff and stakeholders and may invite City volunteers and/or community members to participate in

these exercises. Exercises are designed and conducted using Homeland Security Exercise and Evaluation Program (HSEEP) guidance.

Accreditation

An optional activity available includes various accreditations, such as EMAP (www.emap.org) . The Emergency Management Accreditation Programs is a set of 73 standards by which standards by which programs that apply for EMAP accreditation are evaluated. The voluntary accreditation process is for local, state, federal, higher education, and tribal emergency management programs.

The emergency management standard covers:

- Program management, administration and finance, and laws and authorities
- Hazard identification, risk assessment and consequence analysis
- Hazard mitigation
- Prevention
- Continuity planning and procedures
- Operational planning and procedures
- Incident management
- Resource management, mutual aid and logistics
- Communication and warning
- Facilities
- Training
- Exercises, evaluations and corrective action
- Emergency public education and information

Accreditation is primarily focused on the methods used to train, exercise, and track all relevant data and information.

Acronyms

AAR	After Action Report
ADA	Americans with Disabilities
AECS	Auxiliary Emergency Communications Services (Amateur Radio)
AFN	Access and Functional Needs
ARC	American Red Cross
CAO	City Administrative Officer (Snoqualmie)
CBO	Community-based Organizations
CERT	Community Emergency Response Team
CEMP	Comprehensive Emergency Management Plan
COG	Continuity of Government
COOP	Continuity of Operations Plan
DOC	Department Operations Center
DSW	Disaster Service Worker
EAP	Emergency Action Plan
EOC	Emergency Operations Center
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
ESF	Emergency Support Function
FBO	Faith-Based Organization
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Material
HMP	Hazard Mitigation Plan
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
IC / ICP	Incident Command / Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LEP	Limited English Proficiency
KCOEM	King County Office of Emergency Management
MACS	Multi Agency Coordination System
NGO	Non-governmental Organization (Non-profits)
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPD	Presidential Policy Directive (National Security Directive)
RCW	Revised Code of Washington
SPD	Snoqualmie Police Department
WAC	Washington Administrative Code
WAEMD	State of Washington Emergency Management Division
WASMAS	Washington State Intrastate Mutual Aid System
WMD	Washington Military Department / weapons of mass destruction

EMERGENCY SUPPORT FUNCTIONS

Emergency Support Functions

Emergency Support Functions (ESF) bring together the capabilities of various City departments, support agencies, and other entities that work on and support incident response efforts during a major incident. Listed below is information that utilizes information regarding coordination and operational roles.

Emergency Support Function	Lead Department/Agencies
ESF 1: Transportation	Parks & Public Works
ESF 2: Communications, Information Systems, and Warning	Communications
ESF 3: Public Works and Engineering	Public Works
ESF 4: Fire Protection	Fire Department
ESF 5: Information and Planning	Emergency Management
ESF 6: Mass Care, Housing, and Human Services	Parks & Public Works
ESF 7: Logistics Management and Resource Support	Finance and Human Resources
ESF 8: Public Health and Medical Services	Fire Department
ESF 9: Search and Rescue	Fire and Police Departments
ESF 10: Hazardous Materials	Fire Department
ESF 11: Agriculture and Natural Resources	Parks & Public Works
ESF 12: Energy and Utilities	Parks & Public Works
ESF 13: Law Enforcement	Police Department
ESF 14: Long Term Recovery[1]	City Administrator
ESF 15: Public Information and Affairs	Communications
ESF 16: Evacuation	Police Department
ESF 21: Recovery[2]	City Administrator

[1] FEMA ESF 14 – Superseded by development of National Disaster Recovery Framework.
[2] WAEMD ESF 21 – Recovery coupled with the Washington Restoration Framework and accompanying Recovery Support Functions.

Purpose

This document is a supporting annex of the Comprehensive Emergency Management Plan (CEMP) and operates in conjunction with all its annexes. The Snoqualmie CEMP applies a functional approach that groups the capabilities of county and municipal departments and some volunteer and non-governmental organizations into ESFs) to provide the planning, support, resources, program implementation and emergency services that are most likely to be needed during incidents. The ESFs serve as the coordination mechanism to provide assistance to county departments or municipal governments or agencies conducting missions for response to an incident.

Introduction

The Federal Government and the State of Washington organize their response resources and capabilities under the Emergency Support Function construct. ESFs have proven to be an effective way to bundle and manage resources to deliver core capabilities.

Scope

Not all incidents result in the activation of all ESFs, or even all agencies within a particular ESF. It is possible that an incident can be adequately addressed through activation of certain EOP elements without the activation of ESFs. Local ESFs will coordinate with respective Federal ESFs for support as required.

Situation Overview

Emergency Support Functions are not solely attributed to any one organization. Each ESF is composed of a department or agency that has been designated as the ESF Coordinator along with a number of primary and support agencies. Primary agencies, if required, are designated on the basis of their authorities, resources and capabilities. Support agencies are assigned based on resources or capabilities in a given functional area.

Planning Assumptions

Planning assumptions identify what the planning team assumes to be facts for planning purposes to make it possible to execute the EOP. During operations, the assumptions indicate areas to adjust in the plan as the facts of the incident become known.

- A local declaration of emergency has been made by the Mayor of Snoqualmie or their official designee.
- The incident requires deviation from normal operations and an implementation of an emergency support function structure will address the needs of the community more effectively and efficiently.
- All activities within each ESF will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and use the Incident Command System (ICS).
- As a signatory of the King County Regional Hazard Mitigation Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions

through the Zone 1 ECC and KC ECC, whenever possible.

- An incident could cause significant loss of life, injury, property damage, and disruption of daily life and/or services in Snoqualmie. These incidents may also create significant financial, psychological, or sociological effects on residents, businesses, and the City's governmental organization.
- The information and procedures in the CEMP are the best information available at the time of documentation.
- City assets and systems may be damaged, destroyed, or overwhelmed by a major incident, and the City can only endeavor to make the best possible effort to respond and recover based on available information, resources, and the situation at the time.
- Mitigation and preparedness efforts may not be adequate to address all situations; existing knowledge will be leveraged and adapted to a specific incident.
- The City may not receive any or only limited assistance from regional partners, including nearby communities, federal, state, or county agencies during an incident.
- Initial response activities will rely on available City resources.
- It is reasonable to assume that, with impending incidents such as storms, a warning may be issued to enable some preparation prior to the incident. Other incidents such as earthquakes, may occur with little or no advance warning.
- No-notice incidents may cause a delay in EOC activation.
- City Councilmembers may not be immediately available or reachable during an incident, and it may be necessary for them to meet when possible at an alternative location and/or remotely.
- City departments have responsibility for helping support all phases of emergency and/or incident management.
- City staff are personally prepared for emergencies and understand that they may have to come to work during or after an incident.
- Some City staff may be personally impacted by an incident and unable to timely respond.
- The City may not have enough resources to respond to all requests for assistance or to meet all community needs and will need to acquire resources from the private sector, mutual aid partners, non-governmental organizations (NGOs), and federal, state, or county organizations.
- Most community members will have the resources and ability to shelter-in-place at their residence for at least 48 hours, including special needs or DAFN populations and the people or facilities that care for them.
- The public will expect timely communications from the City about emergency instructions, available assistance, resources, and City actions to protect life, property, and the environment, provided in a method or language they can understand.
- The City will attempt to leverage as many communications and warning systems as appropriate during an incident.

Organization and Assignment of Responsibilities

Primary Agencies

ESF Primary Agencies have significant authorities, roles, resources and capabilities for a particular function within an ESF. Primary agencies are responsible for:
- Coordination before, during, and after an incident, including pre-incident planning.
- Maintaining ongoing contact with ESF support agencies through conference calls, meetings, training activities, and exercises.

- Coordinating efforts with corresponding private-sector, Non-Governmental Organizations (NGOs) and Federal partners.
- Monitoring the ESF's progress in meeting the targets of the core capabilities it supports
- Ensuring the ESF is engaged in appropriate planning and preparedness activities.
- Coordinating with public information officials to provide emergency information to the public.
- Orchestrating support within their functional area for the appropriate response core capabilities.
- Notifying and requesting assistance from support agencies.
- Managing incident assignments and coordinating with the EOC, support agencies, and other stakeholders.

Support Agencies

Support agencies are those entities with specific capabilities or resources that support the coordinating and primary agencies in executing the mission of the ESF. Support agencies are responsible for:
- Furnishing available personnel, equipment, or other resource support as requested.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response.

Common Tasks

Each ESF will be assigned unique duties that relate to the capabilities they have been assigned to provide. However, there are some common tasks that all ESFs are expected to complete. The following is a list of some of the more vital common tasks.
- Participate in exercises and training.
- Designate agency and organization personnel with emergency authority to work on planning, mitigation, preparedness, and response issues and commit resources.
- Ensure agencies maintain appropriate records of costs incurred during the event.
- Recruit, train and designate personnel to staff the EOC.
- Document equipment or personnel accidents, loss, damage, injuries or fatalities.
- Maintain appropriate listings of staff members to notify for response activities.
- Maintain inventories and resource directories of equipment, supplies and personnel required to sustain emergency operations.
- Conducting operations consistent with their own authority and resources.
- Participating in planning for short- and long-term incident management.
- Assisting in the development of operational plans, SOPs, checklists, or other job aids.
- Assisting in the conduct of situational assessments.

ESF / Primary and Supporting Agencies

Emergency Support Function	Lead Department/Agencies
ESF 1: Transportation	Parks & Public Works
ESF 2: Communications, Information Systems, and Warning	Communications
ESF 3: Public Works and Engineering	Public Works

TETRA TECH

ESF 4: Fire Protection	Fire Department
ESF 5: Information and Planning	Emergency Management
ESF 6: Mass Care, Housing, and Human Services	Parks & Public Works
ESF 7: Logistics Management and Resource Support	Finance and Human Resources
ESF 8: Public Health and Medical Services	Fire Department
ESF 9: Search and Rescue	Fire and Police Departments
ESF 10: Hazardous Materials	Fire Department
ESF 11: Agriculture and Natural Resources	Parks & Public Works
ESF 12: Energy and Utilities	Parks & Public Works
ESF 13: Law Enforcement	Police Department
ESF 14[1]: Long Term Recovery	City Administrator
ESF 15: Public Information and Affairs	Communications
ESF 16: Evacuation	Police Department
ESF 21: Recovery[2]	City Administrator

[1] FEMA ESF 14 – Superseded by development of National Disaster Recovery Framework.
[2] WAEMD ESF 21 – Recovery coupled with the Washington Restoration Framework and accompanying Recovery Support Functions.

Emergency Support Function Summaries

Emergency Support Functions have proven to be an effective way to bundle and manage resources to deliver core capabilities and support an effective response. ESFs are expected to support one another in carrying out their respective roles and responsibilities. All emergency support functions involve direction and coordination, operations and follow-through during an emergency or disaster.
%

ESF #1 - Transportation
Key Response Core Capability: Critical Transportation
The Emergency Support Function of Transportation includes the mass transportation of citizens, emergency personnel, equipment and supplies as dictated by the scope of the emergency or disaster. Functions include, but are not limited to: • Support and assist municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential incident.

- Assist city and county agencies and other ESFs with the emergency efforts to transport people.
- Evacuating persons from immediate peril.
- Transporting personnel for the support of emergency activities.
- Transporting relief personnel necessary for recovery from the emergency.

ESF #2 – Communications, Information Systems, and Warning

Key Response Core Capability: Operational Communications

The Emergency Support Function of Communications, Information Systems, and Warning has been established to assure the provision of communications support to municipal, county, and private-sector response efforts during an incident. Functions include, but are not limited to:
- Identification of communications facilities, equipment and personnel that could be made available to support disaster recovery efforts.
- Identification of planned actions of telecommunications companies to restore services.
- Will coordinate the acquisition and deployment of communications equipment, personnel and resources to establish temporary communications capabilities following a disaster.

ESF #3 – Public Works and Engineering

Key Response Core Capability: Infrastructure Systems, Damage Assessment, Debris Management

The Emergency Support Function of Public Works and Engineering has been established to remove debris from streets, eliminate hazards, manage storm damage, provide rapid restoration of water/sewer services, repair essential services, immediately provide damage assessment information and cooperate with other emergency agencies. Functions include, but are not limited to:
- Technical evaluation and infrastructure inspection
- Damage assessment evaluation
- Debris clearance and disposal
- Restoration of transportation facilities
- Flood control associated with a catastrophic disaster

ESF #4 – Fire Protection

Key Response Core Capability: Fire Fighting, Public Health and Medical Services

The Emergency Support Function of Fire Protection involves providing a comprehensive mechanism to ensure appropriate utilization of local fire resources before and after the impact of a disaster. Functions include, but are not limited to:
- Support to wildland, rural and urban firefighting operations

ESF #5 – Information and Planning

Key Response Core Capability: Situational Assessment, Planning, Public Information and Warning

The Emergency Support Function of Information and Planning facilitates and coordinates the overall activities of response and recovery to an incident including the operation of the Emergency Operations Center. Functions include, but are not limited to:
- Incident Action Planning
- Information collection, analysis and dissemination

ESF #6 – Mass Care, Housing, and Human Services

Key Response Core Capability: Mass Care Services

The emergency Support Function of Mass Care, Housing and Human Services involves the coordination of activities involved with the emergency provision of temporary non-medical shelters, housing, and human services to include emergency mass feeding and disaster welfare information of individuals and/or families impacted by an incident. Functions include, but are not limited to:

- Mass Care
- Emergency Assistance
- Disaster Housing
- Human Services

ESF #7 – Logistics Management and Resource Support

Key Response Core Capability: Public and Private Services and Resources

The Emergency Support Function of Logistics Management and Resource Support has been established to provide logistical and resource support networks to entities that are engaged in response and recovery efforts during an emergency or disaster. This includes managing vendor contracts and implementing a system of resource request and delivery. Functions include, but are not limited to:

- Plan, coordinate and manage resource support and delivery.
- Provide supplies and equipment from county and municipal stocks, commercial sources and donated goods.

ESF # 8 – Public Health and Medical Services

Key Response Core Capability: Public Health and Medical Services, Fatality Management, Mass Care Services

The Emergency Support Function of Public Health and Medical Services provides for coordinated assistance and resource support in response to public health and medical care needs; develops procedures for the identification, recording, transportation, sheltering and care of persons requiring special needs in anticipation of or during an emergency or disaster. Functions include, but are not limited to:

- Public health
- Medical surge support including patient movement.
- Behavioral health services
- Mass fatality coordination

ESF # 9 – Search and Rescue

Key Response Core Capability: Mass Search and Rescue Operations

The Emergency Support Function of Search and Rescue coordinates the rapid deployment of search and rescue resources to provide specialized lifesaving assistance. Functions include, but are not limited to:

- Structural collapse (Urban) search and rescue
- Land search and rescue
- Maritime/waterborne search and rescue
- Locating, extricating and providing immediate medical assistance

ESF # 10 – Hazardous Materials

Key Response Core Capability: Environmental Response

The Emergency Support Function of Hazardous Materials ensures a coordinated response by local resources and initiates requests for state and federal resources when necessary to minimize adverse effects on the population and environment resulting from the release of or exposure to hazardous or radiological materials. Functions include, but are not limited to:
- Environmental assessment if the nature and extent of contamination
- Coordination of environmental decontamination and cleanup

ESF # 11 – Agriculture and Natural Resources

Key Response Core Capability: Animals, Animal Industry and Wildlife

The Emergency Support Function of Agriculture and Natural Resources has been established to oversee all operations involving animals and wildlife, agriculture and the food sector, highly infectious/contagious animal or plant disease or pest infestation. Functions include, but are not limited to:
- Nutrition assistance
- Management of diseases
- Food safety
- Protection of historically significant properties.

ESF # 12 – Energy and Utilities

Key Response Core Capability: Infrastructure Systems

The Emergency Support Function of Energy and Utilities' mission is to coordinate the response activities of energy and utility organizations in responding to and recovering from fuel shortages, power outages and capacity shortages that impact or threaten to impact citizens during and after a potential or actual incident. Functions include, but are not limited to:
- Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted.
- Maintain communication with utility representatives to determine emergency response and recovery needs.
- Coordinate with schools and other critical facilities to identify emergency shelter power generation status/needs.
- Maintain lists of energy-centric critical assets and infrastructures, and continuously monitor those resources to identify and correct vulnerabilities to energy facilities.
- Address significant disruptions in energy supplies for any reason

ESF # 13 – Law Enforcement

Key Response Core Capability: On-scene Security and Protection

The Emergency Support Function of Law Enforcement provides public safety and security capabilities and resources to support the full range of law enforcement, victim recovery, and deceased identification and mortuary services. Functions include, but are not limited to:
- Facility and resource security
- Security planning and technical resource assistance
- Public safety and security support
- Support to access, traffic and crowd control

ESF # 14[1] – Long Term Community Recovery
Key Response Core Capability: Community Recovery
The Emergency Support Function of Long Term Community Recovery supports governmental entities, nongovernmental organizations, and the private sector to enable long-term community recovery from the consequences of an incident. Functions include, but are not limited to: • Address impacts on housing, business and employment, community infrastructure and social services
ESF # 15 – Public Information and Affairs
Key Response Core Capability: Public Information and Warning
The Emergency Support Function of Public Information and Affairs includes direction, policies, responsibilities, and procedures for disseminating timely, accurate, and easily understood information to the public before, during, and after an incident. Functions include, but are not limited to: • Public affairs, the Joint Information System and a Joint Information Center if necessary • Private sector outreach • Community relations
ESF # 16 – Evacuation
Key Response Core Capability: Operational Coordination
The Emergency Support Function of Evacuation 16. Functions include, but are not limited to: • Facilitate necessary evacuation • Coordinate with local law enforcement and allied agencies • Liaison with EOC.
ESF # 21 – Recovery
Key Response Core Capability: Recovery; operational coordination and situational assessment
The Emergency Support Function of Recovery. Functions include, but are not limited to: • Recovery Planning • Coordination of critical infrastructure • Health and social science recovery • Housing recovery • Natural and cultural resources recovery • Individual assistance preliminary damage assistance coordination • Preparation of Presidential Disaster declaration and other federal requests for assistance

[1] FEMA ESF 14 – Superseded by development of National Disaster Recovery Framework.
[2] WAEMD ESF 21 – Recovery coupled with the Washington Restoration Framework and accompanying Recovery Support Functions.

The following ESFs outlines the primary agency and any supportive agencies for the specific function. There are various actions and responsibilities listed. The table at the end of each function lists the possible hazards (from the HMP) that might impact that function, potential resource requirements, and plans and /or references. Some of the plans are public facing while other are not. The plans listed have been ones identified by the City.

ESF 1: Transportation

PRIMARY AGENCY: Snoqualmie Parks & Public Works Department

SUPPORT AGENCIES: Snoqualmie Police Department
Snoqualmie Fire Department
Snoqualmie Finance Department

Introduction

This purpose of this ESF annex is to address the following activities: assessment and reporting of damage to all transportation systems within the City; requesting and coordinating assistance from the county, state and federal governments; coordinating alternate Transportation services; and coordinating the restoration and recovery of the City's Transportation infrastructure.

Concept of Operations

Implementation of this ESF will be the mechanism through which logistical and resource support is coordinated between all emergency operations plan partners. Actions undertaken in conjunction with this ESF will be coordinated with local jurisdictions, agencies, and organizations through the Snoqualmie Emergency Operations Center.

ESF Actions

Mitigation and Preparedness
1. Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures, detour route markings, etc. in the case of an emergency.
2. Plan and coordinate with support agencies and organizations.
3. Maintain a current inventory of transportation resources.
4. Establish policies, procedures, plans and programs to effectively address transportation needs.
5. Maintain liaison with the state, adjacent county and municipal transportation officials.
6. Participate in training exercises designed to validate this annex and supporting Standard Operating Guidelines.

Response
1. Coordinate ESF 1 activities with appropriate agencies and jurisdictions.
2. Facilitate the initial assessment of all Transportation routes and report information to the EOC.
3. Take action to appropriately close or adjust routes deemed unsafe and identify alternate routes.
4. Coordinate with the surrounding jurisdictions' Police Departments to provide temporary traffic control measures/devices and operational control of traffic signals.
5. Immediately notify transportation agencies, schools, police, fire and other agencies of routes affected by partial or total road closures and detours.
6. Whenever possible, make temporary emergency repairs, bypasses, or alterations to critical Transportation routes to ensure movement of emergency responders.
7. Provide for the safe and effective operation of streets and walkways through the removal of debris.

Recovery

TETRA TECH

1. Through close coordination with the EOC, decide when to reopen roads that have been closed and coordinate activities required in accomplishing this task.
2. Conduct minor street and structure repair after the decision to perform such services in-house has been made or whenever immediate restoration is critical and possible.
3. Coordinate the use of alternative Transportation routes and assist with the restoration and recovery of the Transportation infrastructure.

Responsibilities

Primary Agency

Snoqualmie Parks & Public Works Department

1. Provide personnel to staff the EOC.
2. The Snoqualmie Parks & Public Works Department is the lead agency to coordinate ESF 1 transportation functions during an EOC activation.

Support Agencies

Snoqualmie Police Department

1. Notify Snoqualmie Emergency Management, the EOC, and the Snoqualmie Public Works Department of system deficiencies as soon as possible and make recommendations to reduce the impact of these damages on emergency responders and residents.
2. Provide support for traffic control and damage assessment operations.
3. Work with Snoqualmie Parks & Public Works Department to identify and resolve high hazard vehicle accident locations and other safety concerns.
4. Coordinate with Snoqualmie Parks & Public Works Department on the movement of equipment, personnel and additional assets to ensure the arrivals for these assets in a timely manner.
5. Provide security for critical Transportation routes.
6. Assist with the dissemination of Transportation information to the public, as appropriate.

Snoqualmie Fire

1. Notify the EOC of any damage to Transportation services and make recommendations to reduce the impact of these damages on emergency responders and residents.
2. Provide support for hazardous material incidents.
3. Whenever possible, assist Snoqualmie Parks & Public Works Department in the initial assessment of Public Works routes.

Snoqualmie Finance Department

1. Coordinate with other local, county, state, and federal agencies, through the EOC, to ensure that resources are accurately accounted for throughout the disaster.
2. Track disaster expenditure and facilitate the completion and submission of appropriate forms required for State and Federal assistance relating to the reimbursement of expenses incurred by the City during a disaster.

Washington Emergency Management Division

1. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
2. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
3. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

Washington State Department of Transportation (WSDOT)

1. Provide damage assessment, emergency repairs and periodic status reports of state highways and bridges, as appropriate.
2. Coordinate emergency transportation resources, as appropriate.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, landslide, hazmat,
Resource Requirements	• Staffing, vehicles, traffic closure or diversion equipment and signage • Law enforcement
Supporting Plans and References	• Transportation Element • Transportation Improvement Plan • WRF Operation and Maintenance Plan • Engineering Report • Capital Improvement Plan • Staffing Plan • Municipal Code • Stormwater Management Plan • Fire response procedures and protocols • Police response procedures and protocols • Public Works response procedures and protocols • CEMP • King County MJHMP • Snow Removal Plan
Policies and Authorities	• Municipal code • WAC 480, 308 • RCW 45, 46, 47 • Washington State Department of Transportation • U.S. Department of Transportation • King County Roads Division

TETRA TECH

ESF 2: Communications, Information Systems, and Warning

PRIMARY AGENCY:	Snoqualmie Communications Department
SUPPORT AGENCIES:	Snoqualmie Emergency Communications & Support Team Washington Emergency Management Division

Introduction

The purpose of this ESF is to organize, establish and maintain the communications capabilities necessary to meet the operational requirements to respond to disasters and emergencies and to provide guidance regarding the dissemination of warning information.

Concept of Operations

Communications is the transfer of information and involves the technology associated with the representation, transfer, interpretation and processing of data among persons, places and machines. It includes transmission, emission or reception of signs, signals, writings, images and sounds or intelligence of any nature by wire, radio, optical or other electromagnetic systems.

Agencies and organizations operating in conjunction with ESF 2 will plan, coordinate, and assist with the provision of communication support to county disaster response elements. Additionally, these agencies and organizations will coordinate the delivery of alerts, notifications, and warnings utilizing communications equipment and services from local, county and state agencies, volunteer groups and the telecommunications industry. ESF 2 serves as the focal point of contingency response communications activity in Snoqualmie before, during and after the activation of the EOC.

ESF Actions

Mitigation and Preparedness

1. Tests of the warning system will be conducted periodically to familiarize government, citizens, and employees with the system.
2. Develop and maintain warning procedures for the City thru the EOC
3. Maintain all available emergency services and EOC communication equipment in serviceable and ready condition.
4. Assure proper working order of all equipment and frequencies through tests or normal day-to-day operations.
5. Be prepared to activate a 9-1-1 transfer to the County's backup 911 service operator, should the County's 9-1-1 lines fail.
6. Establish communications capabilities with all Tribal departments and outside agencies, as necessary.
7. Develop and maintain an inventory of departmental communications capabilities and resources.
8. Provide communications support as requested.

Response

1. Implement response communications interoperability plans and protocols.
2. Identify actual actions of commercial telecommunications companies to restore services.
3. Communicate internal incident response information.

4. Verify immediately that critical communication links among first responders are functioning.
5. Establish communication capability between and among the EOC, agencies and organizations with ESF responsibilities, and other jurisdictions.
6. Coordinate communications with response operations, shelters, lodging and food facilities.
7. In conjunction with ESF 15, provide a system for designated officials to communicate with the public, including individuals with special needs or DAFN populations.
8. Coordinate and initiate emergency alerts.
9. Coordinating notification of effected or potentially effected neighboring or nearby jurisdiction. The 911 Center may be tasked with this assignment.
10. If the EOC has been activated and the Situation Status (SitStat) position staffed, this position would be tasked with maintaining the Common Operation Picture (COP). This information could be displayed on a monitor or projected onto a large image.

Recovery

1. Continue to coordinate communications to achieve a rapid recovery.

Responsibilities

Primary Agency

Snoqualmie Communications Department

1. Identify staff to report to the EOC.
2. Disseminate warning information received through NWS or NAWAS to local emergency officials in accordance with Dispatch/ Communication Center standard operating procedures.
3. Arrange for additional or alternate communications capabilities, as necessary.
4. Activate staff of primary communications center.
5. Provide assistance with dissemination of warning information through all available communication systems.
6. Direct emergency communications support activities of the EOC.
7. Advise EOC on the status and capabilities of whole emergency communications system.

Support Agencies

Washington State Emergency Management Division

1. Maintain overall responsibility for planning and coordinating the emergency communications program within the state as identified in the Washington State Comprehensive Emergency Management Plan and the Washington State Emergency Communication Development Plan.
2. May facilitate emergency communications through other state communications assets.
3. Operate the WA State alert and warning center 24 hours a day as the primary warning point for the FEMA National Warning System (NAWAS), with operational assistance provided by the Washington State Patrol.
4. May activate the EAS to disseminate emergency information to the public.
5. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional, and county resources have been expended.
6. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
7. Request and coordinate Federal resources through the FEMA.

The Snoqualime Police Department manages the 911 center (PSAP). In addition to coordinating incoming emergency calls, it can assist with providing useful and essential information. The Department also maintains a non-emergency telephone number 425-888-3333. Locals can also email the City's Police Department.

Individuals needing additional assistance for telecommunication, including DAFN, WATRS (Washington Telecommunication Relay Service) is available for use by calling 711 or 800-833-6885. The City continues to explore avenues to expand services to ADA, AFN, and LEP populations.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, landslide, hazmat, civil disturbance, terrorism, structure fire, public health emergency, hazmat, cyber attack
Resource Requirements	• 911 Dispatch center • PIO • Communications Officer • Situational awareness and/or common operating picture • King County OEM
Supporting Plans and References	• Alert and warning protocols and procedures • Fire response plans • Police response plans • Mutual aid agreements, as necessary • Evacuation Plan • CEMP
Policies and Authorities	• Municipal code • Social media policy • WA PAWS • Alert King County • Washington State Emergency Management Division • RCW 82

ESF 3: Public Works and Engineering

PRIMARY AGENCY: Snoqualmie Parks & Public Works Department

SUPPORT AGENCIES: Washington Emergency Management Division
Community Development Department
Building Department

Introduction

The purpose of this ESF is to provide for the coordination and organization of capabilities and resources to ensure the delivery of services, technical assistance, engineering expertise, construction management, and other support to prevent, prepare for, respond to and recover from natural and human-made disasters within Snoqualmie.

Concept of Operations

The Snoqualmie Parks & Public Works Department will serve as the primary agency for the Public Works and Engineering function. Agencies with ESF 3 support responsibilities will provide technical advice and evaluations on the status of critical infrastructure and key resource restoration.

ESF Actions

Mitigation and Preparedness

1. Identify sources and develop appropriate agreements for obtaining the chemicals necessary to maintain a potable water supply.
2. Develop and maintain a listing of commercial and industrial suppliers of services and products associated with the public works and engineering function.
3. Establish and maintain an alerting list to include points of contact and telephone numbers of the county and municipal agencies and private organizations that support the public works and engineering function.
4. Emergency management software to maintain a current inventory of equipment and supplies required to sustain emergency operations.
5. Plan engineering, contracting and procurement assistance for emergency debris, snow or ice clearance, demolition, public works repair, maintenance of potable water supply and wastewater management.
6. Regularly inspect the City's two bridges and conduct repairs as needed. This ensures access to both side of the City. Develop and maintain an inspection schedule.

Response and Recovery

1. Conduct an immediate damage assessment to identify the requirements for the restoration of water and sewer services, repair of critical infrastructure and debris management.
2. Coordinate with ESF 12 for public utility damage assessment information.
3. Coordinate with ESF 5 for assistance regarding initial disaster debris quantification
4. Evaluate the status of support resources.
5. Establish priorities to clear roads, repair damaged water/sewer systems in coordination with ESF 12.
6. Procure equipment, specialized labor, and transportation to repair or restore public works systems.
7. Coordinate through ESF 5 for the use of state resources.
8. Coordinate with ESF 8 and ESF 11 regarding the disposal of debris containing animal carcasses.

9. Coordinate with ESF 10 for assistance regarding the disposal of hazardous materials.
10. Coordinate with ESF 4 regarding the water supply for firefighting operations.
11. Following an incident complete necessary documentation and return it to Department office and EOC Plans Section.
12. Following an incident attempt to restore areas, roadways, bridges, buildings, and others to the pre-disaster status.
13. Following an incident cordon off or barricade any unsafe area, building, roadway, and others. Communicate with PIO to potentially send notification regarding unusable of unsafe locations.

Responsibilities

Primary Agency

Snoqualmie Parks & Public Works Department

1. Identify staff to report to the EOC.
2. Maintain operation of the City storm drain and street systems.
3. Coordinate with regional water and sewer departments as appropriate to identify and resolve issues where regional and local facility operations could affect one another. The department will communicate health and environmental hazards to the EOC and other appropriate agencies.
4. Provide damage assessment of facilities, transportation routes, and essential City owned and leased buildings. The department will provide for emergency repair and restoration of City owned facilities.
5. Provide debris removal, emergency protective measures, emergency temporary repairs and/construction to:
   a. Maintain passable vehicular circulation on priority routes;
   b. Control flooding on City drainage ways or resulting from the failure of City drainage ways;
   c. Mitigate damage to City utilities;
   d. Mitigate damage to any facility, City or private, resulting from the failure of City utilities.
6. Coordinate with private utility companies and other private Non-Governmental Organizations (NGOs) responsible for drinking water, sanitary sewer, electricity, natural gas, telephone and solid waste collection services to ensure all response and recovery operations within the City are done in an efficient and effective manner.
7. Coordinate the containment and recovery efforts of leaks and spills that are determined to be of a non-emergent nature: i.e., oil sheen on waterways, diesel spills on roadways and parking lots. Snoqualmie Fire Department will coordinate efforts that are determined to be of an emergency nature (i.e., hazards to life or property).
8. Perform and/or contract for major recovery work as appropriate for City-owned buildings and City facilities infrastructure.
9. Provide expertise and recommendations for stability of slopes and sensitive areas.
10. Coordinate all operations and resources in the field from the incident command post during response and recovery efforts.
11. Provide personnel to operate back-up communication equipment from the EOC when requested by the EOC Manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of resources.

Support Agencies

Community Development and Building Departments

1. Support initial inspection of structural conditions and safety as requested.
2. Provide building inspections of City owned and City leased buildings as requested.
3. Provide planners and technical staff to support fire, and public works, with assessment, mapping and technical support.
4. Assist Police with enforcement actions: closing buildings, limiting entry, etc. (as requested)
5. Coordinate with the EOC and PIO on warnings, closures, and other Tribal information.
6. Provide expertise and recommendations for reconstruction, demolition and mitigation during the recovery period including stability of slopes and sensitive areas.
7. Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.
8. Assess and make recommendations for environmental damage to streams, bluffs, shorelines, and riverbanks.
9. Review repair, reconstruction, and replacement of structures for compliance with building, land use, and environmental regulations.
10. Where necessary and appropriate, issue emergency permits to protect threatened Tribal and private improvements.
11. Document damages and costs.

Washington Emergency Management Division

1. Provide coordination of State resources to provide support, when all local, regional and county resources have been expended, as appropriate.
2. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
3. Request and coordinate Federal resources through the FEMA.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, landslide, hazmat, civil disturbance, terrorism, structure fire, hazmat
Resource Requirements	• Public
Supporting Plans & References	• Public Works response plan • General Sewer Plan • CEMP • Engineering Report • Refuse Plan • WRF Operations and Maintenance Plan • Stormwater Management Plan • Water Systems Plan • Construction Phasing Plan • Comprehensive Plan • Transportation Improvement Plan • Parks and Open Space Plan
Policies and Authorities	• Municipal Code

	- RCW 39, 43 - Washington State Building Code - Washington State Fire Code - NFPA - ADA

ESF 4: Fire Protection

PRIMARY AGENCY: Snoqualmie Fire

SUPPORT AGENCIES: Snoqualmie Police Department
Snoqualmie Parks & Public Works Department
King County Fire Service Coordinators
Washington State Emergency Management Division
South Puget Sound Regional Fire Resources Coordinator

Introduction

This document is designed to provide guidance to qualified personnel for activities including firefighting, rescue, and emergency medical services and to effectively coordinate fire response resources within the City of Snoqualmie.

Concept of Operations

Snoqualmie Fire Department will coordinate with appropriate agencies and organizations to facilitate operational readiness.

ESF Actions

Mitigation and Preparedness

1. Develop plans, programs, and agreements on fire-related public safety protection activities, including region-wide or interstate mutual aid response protocols.
2. Organize and train fire service emergency teams to rapidly respond to requests for assistance.
3. Conduct fire code inspections and coordinate with appropriate personnel for building inspections and compliance strategies
4. Conduct fire education and life safety training and education programs.
5. Develop plans for establishing alternative water supply.
6. Conduct building plan reviews to reduce or eliminate hazards.
7. Performs detection and monitoring activities for hazardous material releases.

Response

1. Establish and implement on-scene management for firefighting utilizing ICS.
2. Establish objectives, assess resource requirements, and request additional resources as needed.
3. Establish initial Rapid Intervention Team, as necessary.
4. Coordinate victim rescue with fire attack and suppression operations.
5. Initiate or request treatment for victims.

Recovery

1. Provide for responder safety and maintain personnel accountability system.
2. Complete responder rehabilitation.
3. Conduct overhaul operations while preserving incident scene for investigators.
4. Collect and preserve evidence and investigate fires.

Responsibilities

Lead Agency

Snoqualmie Fire Department

1. Utilize the ICS for all incident response activities in accordance with the NIMS and NRP.
2. Provide fire suppression and control, and immediate life safety services for the City, city facilities and fire service contract areas.
3. Maintain a list of resources, which includes apparatus, equipment, personnel, and supply sources.
4. Implement the King County Wildfire Risk Reduction Strategy when appropriate (separately published documents).
5. Develop and maintain departmental standard operating procedures (SOPs) for use during major emergencies and disasters.
6. Provide regular status reports and information regarding operational and resource needs to the Snoqualmie EOC.
7. Provide a representative to the EOC to assist in the prioritization and coordination of citywide response efforts as well as regional coordination with the Zone1 ECC and/or KCECC, when appropriate.
8. Provide Basic Life Support and Advance Life Support with medical units located at the Snoqualmie Fire Station.
9. Assist coordination of private ambulance and EMS resources.
10. Coordinate with the Incident Commander and the EOC.
11. Provide death and injury assessment information to the EOC.

Support Agencies

Snoqualmie Police Department

1. Provide support for firefighting activities including security, traffic control, and crime scene support.
2. Provide evacuation coordination, assist in door-to-door notifications, and provide security to evacuated property.

Snoqualmie Parks & Public Works Department

1. Utilize the ICS for all incident response activities in accordance with the NIMS and NRF.
2. Coordinate with local water purveyors to ensure adequate water supply for fire suppression.
3. Assist with technical rescue, if requested.
4. Manage debris removal.

Washington State Emergency Management Division

1. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional, and county resources have been expended.
2. Facilitate the requisition of resources from other states through the EMAC.
3. Request and coordinate Federal resources through the FEMA.

South Puget Sound Regional Fire Resources Coordinator

1. Coordinate mobilized resource assistance to regional jurisdictions per the *Washington State Mobilization Plan* and the Regional Fire Defense Plan.

SFD has a minimum staffing level of only 3 firefighters per day. It must rely on neighboring departments to provide enough personnel for the more complex incidents (e.g., structure fire or wildfires). Through countywide mutual aid agreements, all departments have agreed to provide resources to manage calls involving multiple units or subsequent calls for service within a

jurisdiction. (www.snoqualmiewa.gov/911/Fire-Services) Neighboring jurisdictions could include Eastside Fire, Fall City, Redmond, Bellevue, among others.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, landslide, hazmat, civil disturbance, terrorism, structure fire, public health emergency, hazmat, cyber attack
Resource Requirements	• 911 Dispatch center • PIO • Communications Officer • Situational awareness and/or common operating picture • King County OEM
Supporting Plans and References	• Alert and warning protocols and procedures • Fire response plans • Police response plans • Mutual aid agreements • Comprehensive Plan • Evacuation plan • Search and rescue protocols and procedures • Water Systems Plan • Spill Control Plan • Hazmat response protocols • CEMP • Confined Space Entry Plan • Sanitary Sewer Overflow Response Plan • Biosolids Operations Plan
Policies and Authorities	• Municipal code • NIMS • ICS • Stafford Act • PPDs • National Response Plan • National Recovery Plan • WA State EMD • Washington State Fire Code • WAC • RCW (exceptions and amendments to International Fire Code) • Washington State Building Code • Building and Fire Codes – King County • NFPA standard codes

ESF 5: Information and Planning

PRIMARY AGENCY: Snoqualmie Fire Department (Emergency Management)

SUPPORT AGENCIES: Snoqualmie IT Department
                             Snoqualmie Parks & Public Works Department

Introduction

ESF# 5 Information and Planning is responsible for supporting overall activities of Snoqualmie relating to large scale incident management. Snoqualmie Emergency Management provides the core management and administrative functions in support of the EOC and the City's CEMP.

Concept of Operations

The Snoqualmie Emergency Management will coordinate with appropriate agencies and organizations to facilitate direction, control, and coordination, along with operational readiness.

ESF Actions

Mitigation and Preparedness

1. Develop and maintain the Snoqualmie CEMP using an all-hazards approach, to include annexes for hazard specific responses where required.
2. Identify, develop coordination among, and convene local preparedness planning organizations and integrate all response/recovery agencies and organizations in the planning process.
3. Coordinate and provide direction for administration and finance activities for emergency management functions. Define and implement the responsibilities for a standardized emergency management program.
4. Coordinate and integrate Non-Governmental Organizations (NGOs) and private sector entities into the emergency management planning and decision-making process.
5. Develop and maintain scalable strategic plans to prevent, prepare, mitigate, respond to and recover from natural and man-made disasters.
6. Develop a preparedness planning and review cycle that encompasses planning, training, exercising, evaluation and the incorporation of after-action reviews and lessons learned.
7. Conduct a hazard analysis to identify threats, vulnerabilities, and consequences to be addressed by emergency management and/or preparedness plans.
8. Develop and execute mutual aid assistance agreements and compacts.
9. Ensure that trained, exercised, and equipped personnel are available to execute all planning requirements.
10. Develop an exercise and training program that is compliant with the Homeland Security Exercise and Evaluation Program (HSEEP) standards.
11. Develop NIMS-compliant plans and standard operating procedures for emergency response operations.
12. Assist agencies/organizations with ESF responsibilities in developing emergency plans, Continuity of Operations Plans and Standard Operating Procedures that are compatible and integrate support for unified command during emergency operations.
13. Pre-identify resources available to supplement command and control capabilities.
14. Develop processes to order, track and assign incident resources.
15. Incorporate NIMS in all training and exercises.
16. Coordinate appropriate NIMS training all for agencies/organizations with ESF responsibilities.
17. Establish and maintain the primary and alternate EOC.
18. Conduct EOC training for all agencies/organizations with ESF responsibilities.

19. Coordinate information collection, analysis, and distribution to appropriate channels.

Response

1. Activate the EOC.
2. Alert EOC personnel and ensure appropriate staffing for all functional areas.
3. Coordinate with county emergency management operations.
4. Coordinate with ESF 2 and determine the status of communication links between the EOC and all participating communication centers.
5. Coordinate with county and municipal agencies and NGOs to collect/share data on the incident.
6. Collect, analyze and disseminate information to appropriate channels.
7. Assist agencies/organizations with ESF responsibilities in following their standard departmental administration and finance procedures during and after response operations.
8. Assist in coordination and implementation of Snoqualmie's Comprehensive Plan
9. Coordinate the activation of mutual aid agreements to obtain resources.
10. Provide direction, information and/or support as appropriate to the incident command.
11. Support incident response operations by providing resources requested by the Incident Management Team through the EOC.
12. Coordinate resource logistics and distribution.
13. Coordinate damage assessment activities.

Recovery

1. Facilitate demobilization plans and procedures.
2. Re-assess and implement EOC demobilization and deactivation plans.
3. Rehabilitate and re-supply the EOC and return to a state of readiness.

Responsibilities

Primary Agency

Snoqualmie Emergency Management

1. Activates and convenes City assets and capabilities to prevent and respond to a disaster and coordinates with regional, county, state and federal emergency management organizations as needed.
2. Coordinate planning activities including immediate, short-term and long-term planning. The response planning and operations implementation priorities are development in coordination with the Incident Commander (IC).
3. Coordinate the overall staffing of the EOC and field, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the EOC, incident command post, and response personnel.
4. EOC staff will be determined by the City Administrator in consultation with the Emergency Manager and based on the extent of the incident. Staffing may increase or decrease as the incident escalates or deescalates. The EOC Director will determine what positions (e.g., ICS section chiefs, PIO, EOC Manager) need to be staffed and for what time period.
5. Based on the extend and anticipated length of operations, the EOC Director will determine the EOC operational periods. Should operations become a 24-hour period, the EOC Director will decide which essential positions/functions need to be staffed overnight.

6. In case of convergent volunteers (groups or individuals, the Logistics Chief is tasked with how to manage their volunteer assistance and service based on current City policies and protocols.
7. The EOC Director and/or City Administrator is tasked with communicating with department heads and elected officials to keep them abreast of current situations.
8. The EOC will designate a liaison position to interact with any VIPs.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, landslide, hazmat, civil disturbance, terrorism, structure fire, public health emergency, hazmat, cyber attack
Resource Requirements	• 911 Dispatch center • PIO • Communications Officer • Situational awareness and/or common operating picture • King County OEM
Supporting Plans and References	• Alert and warning protocols and procedures • Fire response plans • Police response plans • Mutual aid agreements • CEMP • Water Systems Plan • Stormwater Management Plan • Evacuation Plan • Spill control plan • Comprehensive Plan • Interim Operations Plan • Washington State CEMP • King County CEMP • King County MJHMP
Policies and Authorities	• RCW 40, 42 • WAC 42, 44 • Freedom of Information Act • Municipal code • RCW 38.52 • WAC 118-30 • Washington State CEMP

ESF 6: Mass Care, Housing, and Human Services

PRIMARY AGENCY: Snoqualmie Community Development Department

SUPPORT AGENCIES: American Red Cross (ARC)
Snoqualmie Parks Department
Snoqualmie Parks & Public Works Department
Snoqualmie Finance and IT Departments

Introduction

This document has been developed to provide for the coordination of efforts to address the non-medical mass care, housing and human services needs of citizens and employees following an emergency or disaster.

Concept of Operations

This ESF is structured to promote the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual disasters or emergencies. This includes the economic assistance and other services for individuals impacted by the incident.

ESF Actions

Mitigation and Preparedness

1. Develop plans, procedures, and protocols to manage evacuations and sheltering-in-place.
2. Coordinate with ESF 1 to develop evacuation procedures for populations and locations at risk (including high density areas, neighborhoods, high-rise buildings, special event venues, etc.) and institutions that should begin evacuations early (e.g., hospitals, nursing homes, long-term care facilities, and correctional facilities).
3. Coordinate with ESF 15 to develop and distribute public education materials on evacuation/shelter-in-place preparation, plans and procedures.
4. Participate in the establishment of public information announcements to be issued as part of evacuation/shelter-in-place orders.
5. Develop and implement plans and procedures to identify, in advance, DAFN populations that may require assistance during evacuation/shelter-in-place.
6. Coordinate with ESF 1 and ESF 8 to identify and arrange for transportation to accommodate immobilized individuals or others requiring special assistance during transportation.
7. Develop plans and procedures for DAFN populations with evacuation during an incident, including the identification of the type of assistance required.
8. Develop plans and procedures to get resources to those who have sheltered in place.
9. Coordinate with ESF 11 to develop plans and procedures for the evacuation/shelter-in-place of domestic (companion) animals.
10. Coordinate with ESF 11 to incorporate procedures to determine nutritional needs of City residents when feeding operation are provided considering such details as baby and infant food, religious diets, allergies, and other dietary restrictions.
11. Consider the possibility of operating a food-bank operation.

TETRA TECH

Response and Recovery

1. Identify at risk populations, institutions (e.g., hospitals, nursing homes, correctional facilities) and locations to be evacuated or sheltered in place.
2. Re-assess the location of pre-identified evacuation collection points and staging areas and make any necessary adjustments.
3. Coordinate with mass care services for the opening of shelter facilities.
4. Coordinate with mass care agencies for the feeding of evacuees.
5. Coordinate medical assistance for functional and access needs evacuees.
6. Notify appropriate agencies to coordinate for the medical assistance needs of evacuees upon arrival at temporary shelter locations.
7. Coordinate with ESF 10 for the decontamination of evacuees with HAZMAT exposure.
8. Coordinate with ESF 8 to monitor conditions at shelter locations.
9. Coordinate with EOC regarding the closing of shelters and the disposition and potential transportation of individuals.
10. Following the closure of sheltering activities, complete any documentation, including after action notes, and deliver them to the EOC Plans Section.
11. Following the closure of sheltering activities, coordinate with EOC Logistics Section regarding the disposition of resources and supplies

RESPONSIBILITIES

Primary Agency

Snoqualmie Community Development Department

1. Develop plans for and coordinate the utilization of City facilities and park sites for use as reception centers/staging areas or shelters and provide staffing, as available.
2. Coordinate with the ARC and other human services organizations in the development of plans for and coordinate the utilization of other public and private facilities for use as reception centers/staging areas or shelters and provide staffing as available.
3. Provide coordination of agencies and activities to ensure adequate shelter needs are met. Use the ARC Shelter Operations Workbook (separately published document) as the Community Development Department's standard operating procedure (SOP) to set up temporary emergency shelter until the ARC can take over if they are able.
4. Coordinate with the City's EOC to determine mass care needs. Coordinate with Z1 ECC and KC ECC for outside agency/organization support.
5. Provide staff, supplies, equipment and facilities to assist ARC or other support organizations to provide emergency reception, sheltering and feeding operations.
6. Coordinate resources of other providers such as other human service agencies, churches, schools and private businesses who can or want to assist in relief efforts.

Snoqualmie Parks Department

1. Coordinate the implementation of social services programs, as appropriate, during emergency operations.
2. Coordinate with social service organizations, relief agencies, the Red Cross, etc.
3. Maintain liaison with organizations that outreach to at risk populations; Seniors, people with disabilities, and/or those who do not speak English to identify ways to meet their needs during an emergency.

Support Agencies

Snoqualmie Fire Department

1. Provide fire suppression and coordinate emergency medical services at shelters and assist as needed.

Snoqualmie Police Department

1. Establish security, maintain law and order at shelters.
2. Provide crowd and traffic control at public shelters.
3. Assist in providing emergency communication between shelters and EOC.
4. Assist in identifying safe routes to shelters.

Snoqualmie Human Resources Department

1. Work in coordination with the Community Development Department to provide sheltering for City employees and their families as, if needed.
2. Coordinate registrations and use of City staff and temporary emergency workers at City operated shelter facilities.
3. Assist in locating suitable sites for Disaster Assistance Centers when requested.
4. Provide support to the Community Development Department for mass care, housing and human services operations as requested.
5. Identify sites for collection, storage and distribution of donated goods.

Snoqualmie Finance and IT Departments

1. Coordinate private donations and community offers of assistance.
2. Assist with computer and/or telephone services in shelters when appropriate.
3. Develop system for the tracking of necessary financial expenditures such as manpower, vehicles, food, water, etc.
4. Provide for installation and maintenance of computer, telephone, and other office equipment in the event that the Disaster Assistance Centers are activated.
5. Provide support to Parks & Public Works and Community Development in mass care, housing, and human services operations as requested.
6. Develop system for the tracking of necessary financial expenditures such as manpower, vehicles, food, water, etc.
7. Coordinates distribution of donated goods.

Snoqualmie Parks & Public Works Department

1. Coordinate disposal of solid waste from shelters.
2. Assist in emergency repairs at shelters as appropriate.
3. Assist in crowd control operations with signing and barricades.
4. Assist in identifying safe routes of travel for shelter staff and for the transportation of supplies.
5. Assist in providing emergency radio communication between temporary shelters and EOC.
6. When requested and prior to opening of a shelter, provide building safety inspections of the pre-designated building that will serve as shelters.

American Red Cross (ARC)

1. Act as the lead support agency for emergency shelter operations, when available.
2. Coordinate with the City, specifically the Parks & Public Works and Community Development on all mass care operations.
3. Provide food, clothing, temporary housing, mobile canteen service, medical service and other necessities to disaster survivors, when available.
4. Provide health and welfare inquiry services, when available.

Washington Emergency Management Division

1. Coordinate requests from local and county governments for state agencies and private organizations having emergency mass care capabilities local and regional resources have been expended.
2. Provide overall coordination for the provision of individual recovery assistance programs implemented within the state.
3. Alerts those tribal, state and local agencies with individual recovery assistance program responsibilities in the event of a large-scale incident that will expend the resources available within the affected communities.

Washington State Department of Health

1. Supplements local health agencies in the regulation and inspection of consumable foods at the point of consumption.

Sheltering

Should the City need to open a shelter for local residents and/or visitors the following factor should be considered:

1. Location – does the facility have the appropriate facilities (food service, restrooms and/or locker rooms, sleeping accommodations, ADA compliant.
2. Supervision/staffing – are there an appropriate number of trained staff in ratio to potential number of shelterees; is there a law enforcement presence to minimize any potential conflicts or situations.
3. Registration - maintain registration of shelterees for possible reunification purposes; procedures for addressing unaccompanied minors; procedures for managing any registered offenders; procedures for managing pets , including service animals or support animals.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, landslide, hazmat, civil disturbance, terrorism, structure fire, public health emergency, hazmat
Resource Requirements	• 911 Dispatch center • PIO • Communications Officer • Situational awareness and/or common operating picture • King County OEM • Shelter locations and staffing • Supplemental shelter support
Supporting Plans and References	• Alert and Notifications procedures • Mutual aid agreements (MOUs, MOAs) • CEMP • Evacuation Plan

TETRA TECH

Policies and Authorities	- Municipal code - RCW - WAC - King County OEM - King County Public Health - Washington State Mass Casualty procedures - FDA - State Board of Health - State Food Safety codes and regulations (Retail Food code)

ESF 7: Logistics Management and Resource Support

PRIMARY AGENCY: Snoqualmie Parks & Public Works Department

SUPPORT AGENCIES:

         Snoqualmie Finance Department
         Snoqualmie Human Resources Department
         Snoqualmie IT Department

Introduction

The purpose of ESF #7 – Logistics Management and Resource Support is to assist the Snoqualmie EOC, City Departments, and other organizations requiring administrative resource support prior to, during and/or after an incident.

Concept of operations

Resource management involves the provision of logistical and resource support during the response and recovery phases of an emergency or disaster. Agencies and organizations assigned to ESF 7 will identify and locate resources and facilitate the deployment of those resources during an emergency or disaster.

ESF Actions

Mitigation and Preparedness

1. In coordination with ESF 5, maintain a list of volunteer services, private organizations, local businesses, and individuals available to provide resources and donated goods.
2. Maintain NIMS-compliant inventory of resources across county agencies and municipalities.
3. Identify and develop plans for logistical staging areas for the collection, storage and distribution of supplies, donated goods, and volunteers.
4. Identify, type, and categorize, by material or services, all resources (facilities, equipment, personnel, and systems) available to support emergency operations.
5. Execute MOUs between King County and the supporting agencies and organizations.
6. Notify Volunteer organizations when an incident is threatening or underway.
7. Alert and request assistance as appropriate.

Response

1. Implement plans, procedures and protocols for resource acquisition and management in accordance with NIMS.
2. Develop methods and procedures for responding to and complying with requests for resources.
3. Provide facilities, transportation, supplies, equipment/equipment maintenance, fueling, food service and communications.
4. Track and record the movement of resources.
5. Coordinate the transportation for the distribution of resources with ESF 1.

Recovery

1. Facilitate the rehabilitation and re-supply efforts of expendable and nonexpendable resources.
2. Support the recovery of all deployed resources.
3. Account for all resource use and expenditure.
4. Implement demobilization and deactivation procedures.

5. Develop procedures for reimbursing private vendors for services rendered.

Responsibilities

Lead Agency

Community Development Department

1. Provide, direct, and coordinate ESF #7 operations.
2. Locate and procure resources for the EOC and field operations to support emergency response and recovery or to promote citizen and employee safety.
3. Coordinate the transfer of excess personal property and assist in its disposal when requested.
4. Locate and coordinate the use of available space for incident management activities.
5. Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and supply centers when available.
6. Procure required stock from vendors or suppliers when City resources are unavailable or have been expended.
7. Coordinate the procurement of communications equipment and services.
8. Provide support to the EOC for all ESF #7 Resource Support activities.
9. Provide for the procurement of contractor services when necessary.
10. Estimate the cost of providing resources, record purchases and track expenditures.

Human Resources Department

1. Provide technical personnel to assist in the identification and recruitment of individuals with specialized occupations needed to support incident response and recovery operations.
2. Coordinate human resource activities during an incident including, but not limited to; hiring temporary workers and registering temporary emergency workers.
3. Provide a representative to the EOC, as needed, to monitor human resources and volunteer status.
4. Develop a process for the completion and tracking of claims for injuries or invoices (for gas, equipment, among others) of volunteers, for submission to King County ECC, WA EMD, and/or FEMA.

Resource allocation - The EOC is tasked with the determining the allocation and/or prioritization of resources during a disaster. When resources are limited, the EOC must decide how best to allocate necessary and essential resources. Factors for determining allocation might include location(s), population segments, government functions and operations, access across bridges (eastern side of city).

Donations - Following a disaster, individuals, organizations, groups, or businesses may want to donate goods to support City's residents. The City will be responsible for developing a plan and procedure for managing any unsolicited donations.

Reimbursement – the City's Finance Department will oversee the process for disaster budget management and payments, repayments, and reimbursements following a disaster.

Credentialing – The City recognizes FEMA's NIMS credentialing program and may incorporate it in the future. Currently, the City requires EOC staff to complete ICS 100, and IS 700.

Washington Intrastate Mutual Aid System (WAMAS) (RCW 38.56) - provides for mutual assistance among member jurisdictions that includes member jurisdictions that includes counties, cities, and towns. WAMAS website (https://mil.wa.gov/washington-mutual-aid-system-wamas) outlines the process for requesting assistance, notification, reimbursement, and more. The WAMAS mobilization checklist is linked here: https://mil.wa.gov/asset/5c9566f6c3169 and demobilization checklist here: https://mil.wa.gov/asset/5c9566e0eb1cb.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, landslide, hazmat, civil disturbance, terrorism, structure fire, public health emergency, hazmat, cyber attack
Resource Requirements	- Situational awareness and/or common operating picture - Public and private arrangements - Parks and Public Works Department - Community Development Department - Human Resource Department - Information Technology Department
Supporting Plans and References	- Mutual aid agreements - CEMP - Water Systems Plan - Stormwater Management Plan - Evacuation Plan - Comprehensive Plan - Capital Improvement Plan
Policies and Authorities	- Municipal code - RCW - WAC - Snoqualmie Procurement policies - Snoqualmie Finance management policies

ESF 8: Public Health and Medical Services

PRIMARY AGENCY: Snoqualmie Fire Department (Emergency Management**)**

SUPPORT AGENCIES: Snoqualmie Police Department
King County Sheriff's Office
Snoqualmie Fire Department
Seattle-King County Public Health Department
King County Medical Examiner
Puget Sound Blood Center
Washington State Emergency Management Division

Introduction

To coordinate the organization and mobilization of medical, health and mortuary services for emergency management activities within Snoqualmie which may include veterinary and/or animal health issues when appropriate.

Concept of Operations

The Seattle-King County Health Department will coordinate with appropriate agencies and organizations to facilitate operational readiness. Implementing processes and procedures will be developed to support the operation of this ESF. Upon request, ESF 8 will assess emergency health and medical service needs and coordinate assistance. Personnel, supplies, equipment, vehicles and facilities will be provided in accordance with established MOUs/MOAs.

ESF Actions

Mitigation and Preparedness

1. Develop plans, procedures, and protocols for the investigation and control of potential disease outbreaks.
2. Develop plans, procedures, and protocols to inventory and provide medical personnel, equipment, laboratories, and pharmaceuticals and supplies.
3. Identify, establish, and maintain working collaboration with Laboratory Response Network (LRN) Sentinel and LRN Clinical Chemistry laboratories.
4. Develop plans, procedures, and programs for environmental health support of response operations.
5. Develop plans, policies, and procedures for implementing isolation and quarantine.
6. Develop plans for establishing staging areas for internal and external medical response personnel, equipment, and supplies.
7. Create plans and systems for mass prophylaxis patient movement and tracking.

Response

1. Conduct detection and monitoring epidemiological surveillance activities to identify potential exposure and disease.
2. Coordinate laboratory activities with the Laboratory Response Network (LRN)
3. Identify environmental health specialties and mobilize personnel and equipment required to assess and support response.
4. Coordinate environmental health assessments of mass care and shelter operations.
5. Identify community sites suitable for quarantine and disseminate guidelines for isolation and quarantine restrictions.
6. Coordinate and integrate triage and pre-hospital treatment operations with the National Disaster Medical System (NDMS)

7. Assess need for additional medical resources/mutual aid.
8. Provide consistent, accurate and relevant public health and medical information to clinicians, other responders, and the public in a timely manner.
9. Activate medical surge plans, procedures, and protocols to ensure medical treatment for DAFN populations requiring specialized assistance.
10. Activate alternative care sites and overflow emergency medical care facilities to manage hospital surge capacity.
11. Request Strategic National Stockpile (SNS) assets from Centers for Disease Control (CDC) through appropriate channels.

Recovery

1. Monitor supply usage and stockpile levels of health facilities, mass prophylaxis sites, and other critical care venues.
2. Coordinate dispensing and administration of mass prophylaxis.
3. Coordinate with ESF 13 to facilitate fatality management and mortuary services.

Responsibilities

Primary Agency

Snoqualmie Fire Department (Emergency Management)

1. Provide personnel to respond to the Emergency Operations Center as requested.
2. Coordinate with the EOC regarding requests for County, State and Federal health and medical resources.

Support Agencies

Snoqualmie Police Department

1. Coordinate initial mortuary activities.
2. Provide assistance to the medical examiner in the identification of the deceased.
3. Provide security to field morgue operations and facilities.
4. Provide perimeter control at incident scenes when requested.

Seattle/King County Public Health Department

1. Organize and mobilize public health services during an emergency.
2. Track patients and patient care.
3. Coordinate with local or county private organizations for support and asset integration.
4. Establish emergency treatment centers or mass casualty collection centers.
5. Oversee decontamination of survivors and responders.
6. Monitor potential causes of communicable diseases and environmental health hazards.
7. Identify and coordinate activation of additional mental health professionals when needed.
8. Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate.
9. Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation and food.
10. Provide inoculation of individuals if warranted by threat of disease.
11. Provide information on health department activities to the EOC.
12. Serve as the lead agency across the county for the development and release of health messages to response partners, the media, and the public.
13. Implement and direct public health response actions including isolation and quarantine or patients, when needed.
14. Maintain critical public health functions (continuity of operations).

15. Support the response and recovery of health care system partners.
16. Lead mass fatalities planning and response efforts.
17. Manage vector control by assess the potential threat of vector-borne diseases, conducting field investigations, collecting relevant samples, providing vector control equipment and supplies.
18. Communication with Center for Disease Control as appropriate.

King County Medical Examiner

1. Coordinate with the local/regional morticians to expand mortuary services as appropriate for the situation.
2. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses.
3. Coordinate activities with the EOC, morticians, police, and incident commander.
4. Coordinate activities associated with the identification of victims with County, State and Federal agencies.
5. Provide liaison at the EOC to assist in coordination activities when appropriate.

Puget Sound Blood Center

1. Coordinate operations relative to collecting and distributing blood, based on local hospital and clinic facility needs.
2. Provide adequate planning for maintaining emergency capabilities under disaster conditions or other episodes of utility services interruption.
3. During an incident, assure adequate blood supply to meet demand and coordinate acquisition of additional resources if necessary.

Washington State Emergency Management Division

1. Coordinates supplemental emergency medical and logistics support as requested by local political subdivisions.
2. Emergency Medical Services are partially funded, licensed, and basically controlled by the State Department of Health, Emergency Medical Services/Trauma Division.

Washington State Department of Public Health

1. Coordinates with Snoqualmie Fire Department all public health and medical assistance efforts within the City.
2. Requests the activation of the Federal Emergency Support Function #8 – Public Health and Medical Services through the Homeland Security Operations Center (HSOC) as necessary.
3. Requests the deployment or pre-deployment of the Strategic National Stockpile (SNS) as deemed appropriate by State requirements.

Seattle/King County Public Health Medical Reserve Corp

1. To provide trained volunteer medical support

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, hazmat, structure fire, public health emergency,
Resource Requirements	• Situational awareness and/or common operating picture • EMS

	• Hospitals • Urgent care centers • Assisted living centers • Retirement centers • Nursing homes • Child care centers
Supporting Plans and References	• Finance management policies • Mutual aid agreements • CEMP • Comprehensive Plan • EMS response protocols and procedures
Policies and Authorities	• Municipal code • King County Public Health Agency • Washington State Healthcare Authority • RCW Public Health and Safety • WAC • Washington State Food Safety Rules and regulations • Infectious Disease protocols • Center for Disease Control • US Health and Human Services

ESF 9: Search and Rescue

PRIMARY AGENCY: Snoqualmie Police Department

SUPPORT AGENCIES: Snoqualmie Fire Department
                                King County Search and Rescue (KCSAR)
                                Community Development Department
                                Snoqualmie Parks & Public Works Department

Introduction

This ESF #9 Urban Search and Rescue (USAR) provides guidance for urban search and rescue operations during or following natural or humanmade disasters.

Concept of Operations

Snoqualmie Fire Department (Emergency Management) will coordinate with appropriate agencies and organizations to facilitate operational readiness. The purpose of this ESF is to provide the structure to rapidly deploy local search and rescue components to provide specialized life-saving assistance during an emergency or disaster.

ESF Actions

Mitigation and Preparedness

1. Develop plans and procedures for all-terrain search and rescue operations including, urban, light wilderness, and water.
2. Identify and integrate resources from all agencies that may assist with search and rescue.
3. Develop plans to incorporate nationally certified SAR volunteers and manage uncertified volunteers.

Response and Recovery

1. Establish and implement on-scene management for SAR utilizing ICS.
2. Establish objectives, assess resource requirements, and request additional resources as needed.
3. Conduct search for victims using physical, electronic, aviation and canine resources.
4. Identify and record potential/actual victim locations.
5. Initiate or request treatment for victims.
6. Coordinate extrication strategy with medical personnel.
7. Provide for responder safety and maintain personnel accountability system.
8. Coordinate with County Medical Examiner regarding the disposition of expired individuals discovered during a search and rescue. Include local law enforcement if any potential or suspected unlawful activity occurred.

Responsibilities

Primary Agency

Snoqualmie Police Department

1. Coordinates the City's USAR activities, including, pre-incident activities such as training,

equipment purchases, and evaluation of operational readiness.

2. Provide support to specialty rescue operations when appropriate.
3. Develops policies and procedures for USAR activities within the City.
4. Provides status reports to the City's EOC on USAR operations throughout the City.
5. Coordinates logistical supports for USAR assets during field operations.
6. Manages USAR team deployment to, employment in, and deployment from an affected area of the City.

Support Agency

Snoqualmie Fire Department

1. Provide operational support for USAR activities.
2. Provide trained staff and resources for USAR activities as appropriate.
3. Provide technical rescue (rope and Swiftwater)

Snoqualmie Parks & Public Works Department

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

Community Development Department

1. Provide technical expertise in the evaluation of damaged structures.
2. Provide resources for USAR activities when requested.
3. Facilitate communication with Z1 ECC, WA EMD, and local jurisdictions, as needed.

Washington State Emergency Management Division

1. Alerts appropriate state agencies of the possible requirement to assistant with USAR activities.
2. Coordinates incoming resources for deployment within the State, as needed.

Snoqualmie Fire Department

SFD maintains a Technical Rescue Program with two disciplines – Rope and Swiftwater. While the City has a very small number of rescue calls within its jurisdiction, it does have the potential for mutual aid response to neighboring jurisdictions for rescue calls. Natural attractions within the City such as Snoqualmie Falls, and the Snoqualmie River, as well as numerous nearby popular hiking trails, create a high potential for technical rescues in the Snoqualmie Valley.

Swiftwater Rescue

All career firefighters are trained to the Swiftwater Technician Level, and volunteer firefighters are trained to the operational level. The main difference between the two levels is technicians enter the water while operation level personnel are trained to support up to the water's edge.

Rope Rescue

All career firefighters are trained to the technician level for rope rescues. This allows the department to respond to any emergencies that include rescue from tall heights like Snoqualmie Falls or pack out from medium to low angle terrain located throughout the rugged terrain surrounding Snoqualmie and the numerous hiking and biking trails.

Firefighters train quarterly on a wide range of rope rescue topics to stay current on rescue techniques.

ESF 9 and ESF 16 Collaboration

During an incident which includes evacuations, responders assigned to Search and Rescue could also be assigned to assist with evacuation efforts ensuring residents have actually evacuated and/or assisting those needing additional support.

The field incident commander should orchestrate any collaboration.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, hazmat, structure fire, public health emergency, terrorism
Resource Requirements	• Situational awareness and/or common operating picture • Mutual aid – law enforcement, fire, EMS • King County OEM • Public Works • Department of Transportation, Aviation Division • Washington State Police
Supporting Plans and References	• Fire response plans • Police response plans • Mutual aid agreements • CEMP
Policies and Authorities	• King County Sheriff • Municipal code • RCW – defines search and rescue assigns responsibility • WAC – qualifications for search and rescue personnel

TETRA TECH

ESF 10: Hazardous Materials

PRIMARY AGENCY: Snoqualmie Parks & Public Works Department

SUPPORT AGENCIES: Snoqualmie Fire Department (Emergency Management)
                                    Snoqualmie Police Department

Introduction

This ESF provides for the response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials (HazMat) during an incident within Snoqualmie. (NOTE: For the purpose of this ESF, HazMat is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

Concept of Operations

The Snoqualmie Parks & Public Works Department will coordinate with appropriate agencies and organizations to facilitate operational readiness. This includes testing and identifying all likely hazardous substances onsite; ensuring that responders have protective clothing and equipment; conducting rescue operations to remove affected victims from the hazardous environment; conducting geographical survey searches of suspected sources or contamination spreads and establishing isolation perimeters; mitigating the effects of hazardous materials; decontaminating on-site victims, responders, and equipment; coordinating off-site decontamination with relevant agencies; and notifying environmental, health, and law enforcement agencies having jurisdiction for the incident to begin implementation of their standard evidence collection and investigation procedures.

ESF Actions

Mitigation and Preparedness

1. Develop plans, programs, and agreements for responding to hazardous material incidents.
2. Develop plans and protocols for conducting decontamination.
3. Assist in developing decontamination plans for self-presenting contaminated victims off-site (e.g., hospitals).
4. Assist in developing health guidance and educational materials to be used in a communications plan for hazardous materials incidents.

Response

1. Establish and implement on-scene management for HazMat response utilizing ICS.
2. Establish objectives, assess resource requirements, and request additional resources as needed.
3. Analyze weather conditions and establish perimeter and HazMat zones.
4. Provide required Personal Protection Equipment to HazMat responders.
5. Develop a site safety plan.
6. Conduct contamination surveys and assess HazMat release situation.
7. Identify, classify, and verify suspected HazMat samples.
8. Monitor movement of hazardous releases and formulate predictions on dispersion.
9. Determine the nature and priority of rescue operations and the numbers involved.
10. Implement safe and effective tactics to accomplish rescue operation objectives.

11. Coordinate on-site and support off-site decontamination activities.
12. Implement tactics to accomplish product/agent control objectives.
13. Provide for responder safety and maintain personnel accountability system.
14. Implement emergency decontamination operations.
15. Conduct technical decontamination operations for injured or contaminated victims.

Recovery

1. Conduct technical decontamination operations for injured or contaminated victims.
2. Coordinate with environmental authorities to ensure the appropriate decontamination area clean-up and disposal of waste materials.
3. Coordinate with Department of Ecology regarding waste removal
4. Work through IC/UC to ensure that incident specific evidence collection and investigation protocols are clearly understood and communicated to all responders.

Responsibilities

Lead Agency

Snoqualmie Parks & Public Works Department

1. Provide individuals to report to the EOC as requested.

Supporting Agencies

Snoqualmie Police Department

1. Provide traffic control at HazMat scenes.
2. Coordinate with the Snoqualmie Fire for evacuation, as necessary.
3. Provide incident command (as part of Unified Command) in the event of an intentional release or spill and coordinate crime scene operations.

Snoqualmie Fire Department

1. Provide perimeter at HazMat scenes.
2. Coordinate with the Snoqualmie Police for evacuation, as necessary.
3. Provide incident command (as part of Unified Command) in the event of an intentional release or spill and coordinate crime scene operations.
4. Provide environmental cleanup following current environmental health protocols.
5. Provide any waste disposal or storage process using current environmental health protocols
6. Coordinate with Department of Ecology for any waste removal.

Private Facilities

1. Each facility will appoint a facility emergency coordinator, who:
    a. Notify appropriate local, state, and federal entities in a reliable, effective, and timely manner of a release of HazMat (consistent with the emergency notification requirements of SARA Title HI, Section 304 and other state and federal regulations governing hazardous material incidents).
    a. Inform the City of any relevant changes taking place at their facility as the changes occur or are anticipated to occur.
    b. Promptly provide information to responders that may be needed for developing and implementing the emergency plan, upon request.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, hazmat, structure fire, public health emergency
Resource Requirements	- Situational awareness and/or common operating picture - EMS - Hospitals - Fire mutual aid - Department of Ecology - Public Works
Supporting Plans and References	- Mutual aid agreements - Fire response plans - CEMP - EMS response protocols and procedures
Policies and Authorities	- RCW Public Health and Safety - WAC - EPA - Department of Ecology - U.S. Department of Transportation - King County Roads Division - Washington State Department of Transportation - Hazmat codes – State of Washington - Municipal code

TETRA TECH

ESF 11: Agriculture and Natural Resources

PRIMARY AGENCY: Snoqualmie Parks & Public Works Department
                        King County Agriculture Program

SUPPORT AGENCIES: Snoqualmie Police Department
                        Snoqualmie Parks Department
                        Community Development Department
                        Snoqualmie Finance Department
                        Public Health-Seattle/King County
                        American Red Cross
                        Salvation Army

Introduction

The purpose of this ESF is to coordinate efforts to provide nutrition assistance; control and eradicate an outbreak of highly contagious or economically devastating animal/zoonotic or plant disease or plant pest infestation; assure food safety and security; and protect natural and cultural resources and historic properties prior to, during, and after a disaster. Agencies operating under this support function will coordinate the mitigation, preparation, operation, and recovery of such events occurring within the county, its municipalities, and surrounding agencies.

Concept of Operations

The identified primary agencies will coordinate with appropriate agencies and organizations to facilitate operational readiness.

ESF Actions

Mitigation and Preparedness

1. Identify high density areas of food production and distribution (animal and crop).
2. Establish a predetermined Community point of distribution (C-POD) site within the City's jurisdiction for the distribution of food and water, i.e., recreation center, schools, neighboring faith based facilities, etc.
3. Identify large containment areas for companion and livestock animals.
4. Implement a volunteer aid training program specific to agriculture, animal, and food disasters.
5. Identify support groups willing to donate medical aid, service, and supplies for injured animals.
6. Continue awareness and training programs for farmers, growers, and consumers.
7. Develop a list of contacts within State agencies who can provide additional support should local support be depleted.
8. Promote PETS ACT for companion animal owners.
9. Preparation for quarantine, if necessary, with assistance from ESF 10 and ESF 13.
10. Coordinate with ESF 1 and ESF 10 in removal, disposal, and decontamination of large amounts of animal, property, and agricultural waste.
11. Identify areas and methods for mass disposal and containment.
12. Identify all historical and cultural properties and those listed in the National Historical Register.
13. Locate repair and rebuilding guidelines for historical properties and develop a list of qualified contractors.
14. Continue educational exercises for primary, support, and volunteer groups.

TETRA TECH

Response

1. Activate trained volunteers and medical support (Veterinarian and Epidemiologist) to assist primary and secondary agencies responding to the animal, plant, or food disasters.
2. Remove / Place companion and livestock animals.
3. Distribute health and food supplies for animal and humans.
4. Access food and medical supplies at various storage sites.
5. Reunite animals and owners as soon as possible.

Recovery

1. Ensure volunteers and medical aids are located at shelters and individuals are ready to replace them if needed.
2. Obtain necessary permits for animal burial or disposal.
3. Activate awareness plans for historical and cultural properties (especially those on the Historical Register).
4. Follow historical guidelines during reconstruction and rebuilding of historical and cultural properties.

Responsibilities

Lead Agency

Snoqualmie Parks & Public Works Department
King County Agriculture Program

1. Provide an individual to report to the Snoqualmie EOC as requested.

Support Agencies

Snoqualmie Parks Department

1. In coordination with Snoqualmie Fire Department (Emergency Management), provide or distribution of food and water to City employees.

Snoqualmie Finance Department

1. Provide for the procurement of food and water.
2. Develop system for the tracking of necessary financial expenditures such as staffing, vehicles, food, water, etc.

King County Office of Emergency Management

1. Coordinate food and water distribution needs with appropriate county, state, federal and volunteer agencies.

American Red Cross (ARC)

1. Whenever possible, the ARC may assist the City to provide disaster survivors and first responders with food, clothing, shelter, first aid and supplementary medical/nursing care and assist the City to meet other urgent immediate needs.
2. Will maintain a list of ARC shelters within the City jurisdiction and surrounding communities and will open shelters in or around the area as needed.
3. May certify additional shelters as needed during an incident depending on the size and significance of the disaster.
4. Assess and maintain ARC equipment and supplies staged within the City.
5. Provide training related to mass care and sheltering to citizens and employees.
6. Provide a liaison to KC ECC during disasters and exercises, whenever possible.

TETRA TECH

Salvation Army

1. May provide mobile canteen services, as resources allow.
2. May provide emergency feeding services, as resources allow.
3. Whenever possible, will coordinate with ARC and the City EOC to collect and distribute food, clothing, and other supplies.
4. Maintain a resource listing of equipment, supplies and facilities and their availability.
5. Provide a copy of the resource listing to the Emergency Management office upon request.
6. Assesses equipment and training needs.
7. Coordinates activities with the City EOC.

Public Health- Seattle-King County

1. Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.
2. Develops procedures to notify the members and employees of the Snoqualmie Indian Tribe how to treat contaminated food and water.
3. Inspects (if available) donated goods with the Department of Agriculture.
4. Oversees the safe distribution of food, water, and donated goods.

Washington State Emergency Management

1. Requests the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.
2. Provides overall logistical support of nationally donated goods by managing the State Logistics Center 72 hours following its activation.
3. Alerts those state and local agencies that have the expertise needed with managing food (Agriculture), water (Department of Health), and donated goods (Government Surplus Administration).

Washington State Department of Health

1. Supplements local health agencies in the regulation and inspection of consumable foods at the point of preparation.
2. If available, coordinates and inspects appropriate response with all Group A water surveyors (15 or more homes or serves 25 people per day for more than 60 days).

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, hazmat, structure fire, public health emergency, terrorism
Resource Requirements	• Situational awareness and/or common operating picture • EMS • Hospitals • Urgent care centers • Assisted living centers • Retirement centers • Nursing homes • Child care centers
Supporting Plans and References	• Mutual aid agreements • CEMP

	• Parks and Open Space Master Plan
Policies and Authorities	• Municipal code • Snoqualmie Urban Forest Strategic Plan • RCW agriculture and natural resources • Washington State Department of Agriculture • U.S. Department of Agriculture • U.S. Department of the Interior • King County Groundwater Management • King County Livestock Program • King County Natural Resources • King County Forestry Program

ESF 12: Energy and Utilities

PRIMARY AGENCY: Snoqualmie Parks & Public Works Department

SUPPORT AGENCIES: Puget Sound Energy
Snoqualmie Fire Department
Snoqualmie Police Department

Introduction

ESF #12 - Energy and Utilities is intended to restore damaged energy systems and components during an incident and to provide for the effective utilization of available electric power and natural gas, as required, to meet essential needs in Snoqualmie during a disaster. This ESF provides for electricity and natural gas systems only. Other utilities such as water and sewer are coordinated through ESF # 3 Public Works and Engineering.

Concept of operations

Upon activation, ESF 12 will assess public utility needs and serve as liaison between various providers and emergency responders. ESF 12 will continue to provide operational support throughout the response and recovery phases. The mission of this ESF is to coordinate response activities of energy and utility organizations in responding to and recovering from fuel shortages, power outages, and capacity shortages which impact or threaten to impact Snoqualmie residents and visitors during and after a potential incident.

ESF Actions

Mitigation and Preparedness

1. Develop procedures and protocols in conjunction with utility providers to facilitate a coordinated rapid response to an emergency or disaster.
2. Establish liaison with support agencies and energy-related organizations.
3. Prepare damage assessment, repair and restoration procedures and reporting mechanisms.
4. Recommend actions to conserve energy and provide conservation guidance.
5. Develop procedures to notify Emergency Management staff when utilities have been restored in an area.

Response

1. Assess the condition of the utilities' infrastructure.
2. Prioritize the restoration needs of utilities' infrastructure.
3. Coordinate utilities restoration operations to critical facilities
4. Notify Emergency Management when utilities have been restored in an area.
5. Determine the critical energy supply needs of DAFN populations.
6. Gather, assess, and share information on energy system damage as well as estimate repair and restoration times.

Recovery

i. Conduct repair and maintenance operations until all utility services are restored.

Responsibilities

Lead Agency

Snoqualmie Parks & Public Works Department

1. The PW Director or designee will designate at least one EOC representative to coordinate communications, field operations, and resources for maintenance crews from the EOC when it is activated.
2. PW will provide damage assessments of public utility facilities. The department will also provide for emergency repairs and restoration of all City-owned facilities. Priority shall be given to facilities which provide critical and essential services.
3. Coordinate repair operations with outside agencies and private utility field representatives as appropriate.
4. Provide or contract major recovery work and/or services, as appropriate.
5. Provide debris removal, emergency protective measures, emergency temporary repairs and/or construction to (a) maintain passable vehicular circulation on priority routes, (b) control flooding on public drainage ways or resulting from failure of public drainage ways, (c) mitigate damage to public utilities caused by ground movement, and/or (d) mitigate damage to any facility, public or private, resulting from ground movement caused by the failure of public utilities.
6. Provide emergency public information through the EOC regarding matters of public health hazards related to damaged facilities.
7. Develop coordination mechanisms (i.e., franchise agreements, letters of understanding, contracts, and other formal documents) with private utilities and other private businesses responsible for electricity and natural gas services to ensure all response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.
8. Consider impacts of a significant disruption in energy supplies (gasoline/diesel, electricity, natural gas). Develop contingency plans for government and emergency response vehicles. Develop contingency plans for providing essential services.
9. Collaborate with neighboring jurisdictions and municipalities regarding possible energy supply disruptions.

Puget Sound Energy – Electricity

1. Provide for the rapid restoration of infrastructure-related electrical services after an incident occurs.
2. Coordinate with the City on matters relating to ESF #12 planning and decision-making processes.
3. Participate in disaster related training and exercise activities, when requested.
4. Provide for the continuation of service and energy resources will be used to meet immediate local needs, whenever possible.
5. Coordinate with the PW department and the EOC to ensure an effective, efficient response during a disaster.

Puget Sound Energy – Natural Gas

1. Provide for the rapid restoration of infrastructure-related natural gas services after an incident occurs. Coordinate with the City on matters relating to ESF #12 planning and decision-making processes.
2. Participate in disaster related training and exercise activities, when requested.
3. Provide for the continuation of service and energy resources will be used to meet immediate local needs, whenever possible.
4. Coordinate with the PW department and the EOC to ensure an effective, efficient response during a disaster.

Support Agencies

Snoqualmie Fire Department

1. Provide support in debris removal, emergency protective measures, and utility restoration when appropriate.
2. Provide support in establishing an ICP.

Snoqualmie Police Department

1. Provide assistance in implementing road closures and detours for roadways.
2. Provide support in field operations as appropriate.
3. Provide perimeter control due to unsafe conditions.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, hazmat, structure fire, terrorism, cyber attack
Resource Requirements	• Situational awareness and/or common operating picture • Power and utility providers to the city • Private resources for generators • Local suppliers and retailers
Supporting Plans and References	• Mutual aid agreements • CEMP • Comprehensive Plan
Policies and Authorities	• RCW Public Health and Safety • WAC • Municipal code • Washington Utilities and Transportation Commission • Washington State Energy Code • King County Energy Code

ESF 13: Law Enforcement

PRIMARY AGENCY: Snoqualmie Police Department

SUPPORT AGENCIES: Snoqualmie Fire Department

Introduction

This document has been developed to coordinate law enforcement, public safety, and security capabilities and resources to support the full range of incident management activities associated with a potential or actual natural or man-made disaster.

Concept of Operations

The Snoqualmie Police Department will coordinate with county and municipal law enforcement agencies to facilitate operational readiness.

ESF Actions

Mitigation and Preparedness

1. Identify all local authorities, to include non-law enforcement organizations, to participate in the information sharing process.
2. Develop and maintain procedures, systems, and/or technology to process the inflow of gathered information from all sources in a timely fashion.
3. Support incident management requirements including force and critical infrastructure protection, security, planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations.
4. Establish procedure/protocol for providing intelligence products or relevant information to appropriate stakeholders.
5. Develop coordination strategies for managing and possibly relocating incarcerated persons during a crisis response.
6. Analyze hazards and determine law enforcement requirements.
7. Train regular and support personnel in emergency duties
8. Establish and maintain standards and reporting procedures for the recovery of human remains.
9. Develop plans for recovery, transportation, examination, identification, and disposition of deceased victims.
10. Coordinate with ESF 8 to facilitate fatality management and mortuary services.
11. Coordinate with ESF 15 to establish a communications center for information regarding possible victims.
12. Identify agencies, organizations, and individuals capable of providing support services for the above capabilities.
13. Coordinate with ESF 16 regarding the planning, orchestration, and execution of evacuations

Response

1. Share information and/or intelligence at the Federal, State, and local levels by using clearly defined mechanisms/processes.
2. Coordinate and provide security for critical facilities.
3. Support evacuation plans with traffic control, communications, area patrols and shelter security.
4. Provide entry/exit control to incident areas.

5. Control access to restricted areas
6. Provide security at Mass Care & Shelter locations.
7. Continue daily operations necessary to protect life and property.
8. Coordinate public information with ESF 15 (External Affairs)
9. Support search and rescue operations
10. Document location and assist in the removal of bodies from incident area.
11. Facilitate notification of next-of-kin
12. Provide release or final disposition of bodies.
13. Provide final fatality assessment.
14. Coordinate with Medical Examiner's office for issuance of death certificates
15. Receive required death reports.
16. Support the notification of local businesses of the declared emergency and price gouging laws.
17. Provide information/assistance to the Governor's Office of Consumer Affairs in regard to assessment of price gouging claims.

Responsibilities

Lead Agency

Snoqualmie Police Department

1. Provide support to the Director of Emergency Management in the dissemination of emergency warning information to the public and in the operation of the EOC. (See ESF #2)
2. Provide command and control for field operations through established command posts as appropriate.
3. Provide law enforcement activities within the City that includes the enforcement of any special emergency orders issued.
4. Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.
5. Provide emergency traffic control.
6. Assist and support Snoqualmie Parks & Public Works Department in determining satisfactory evacuation routes. (See evacuation appendix)
7. Provide direction and control for evacuation efforts as appropriate. (See evacuation appendix)
8. Provide direction and control for urban search and rescue activities. (See ESF # 9 Urban Search and Rescue)
9. Assist the Fire Department(s) in locating and setting up possible temporary morgue sites and provide site security (See ESF #8 Medical, Health, and Mortuary Services).
10. Conduct windshield surveys and initial City-wide damage assessments in coordination with Snoqualmie Fire, as appropriate.
11. Document costs and activities.
12. Develop emergency and evacuation plans for facilities under department management.
13. Provide for the identification and preservation of essential department records.
14. Develop and maintain resource lists for equipment, personnel, and supply sources.
15. Develop and maintain departmental plans and standard operating procedures for emergency operations.
16. Coordinate with Snoqualmie Fire to develop and maintain a public warning system for the Cities (See ESF #2 Communications, Information Systems, and Warning).

Support Agencies

Snoqualmie Fire Department

1. Snoqualmie Fire Department will assist and support the Police Department as needed with activities within this ESF.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, hazmat, structure fire, terrorism, cyber-attack, public health emergency
Resource Requirements	• Situational awareness and/or common operating picture • Mutual aid – county and state • FBI and other federal agencies
Supporting Plans & References	• Police response plans • Mutual aid agreements • CEMP • Comprehensive Plan • King County Sheriff
Policies and Authorities	• King County Municipal Code • Municipal code • WAC • City policies and procedures • RCW Public Health and Safety

TETRA TECH

ESF 14: Long Term Recovery

PRIMARY AGENCY: Community Development Department

SUPPORT AGENCIES: Washington Emergency Management Division
American Red Cross
The Salvation Army

Introduction

The purpose of this ESF is to provide guidance for the implementation of federal, state, county, local, and private resources to enable the long-term recovery of the City, its citizens, and to reduce or eliminate risk from future incidents, whenever possible.

Concept of Operations

The Snoqualmie Fire Department (Emergency Management) will coordinate with appropriate agencies and organizations to estimate the economic impact, set priorities for recovery activities, minimize business disruption, and provide individuals and families with appropriate levels and types of relief with minimal delay. The mission of this ESF is to provide a framework for Snoqualmie Emergency Management support to municipal governments, Non- Governmental Organizations (NGOs), and the private sector designed to enable community recovery from the long-term consequences of an incident.

ESF Actions

Mitigation and Preparedness

1. Develop and maintain resumption, restoration, and recovery plans.
2. Develop systems to use predictive modeling to determine vulnerable critical facilities as a basis for identifying recovery activities.
3. Develop standards and procedures to identify qualified contractors offering recovery and/or restoration services.
4. Develop damage assessment procedures.
5. Develop mitigation plans and procedures.
6. Develop a preliminary temporary housing strategy.

Recovery

1. Participate in post-incident assessments of structures, public works and infrastructure to develop cost estimates, complete written project worksheets, determine priority or repair/reconstruction projects, and help to prioritize engineering and construction resources.
2. Recommend prioritization schedule of critical infrastructure services, facilities, and asset restoration based on structural damage and mitigation assessments.
3. Report and document the incident by completing and submitting required forms, reports, documentation, and follow-up notation.
4. Determine need for Public or Individual Assistance recovery programs and implement, as necessary.
5. Provide economic stabilization, community recovery, and mitigation support and/or financial restitution to key service sectors (e.g., medical, financial, public health and safety)

Responsibilities

Lead Agencies

Community Development Department

1. Coordinate the development of ESF 14 operational procedures.
2. Lead long term recovery planning efforts within the City.
3. Coordinate the post-incident assistance efforts within the City.
4. Coordinate with the EOC for the transition from response activities to long term recovery activities.
5. Coordinate with federal, state, county, local and private organizations involved in the long-term recovery activities.

ESF 15: Public Information and Affairs

PRIMARY AGENCY: Snoqualmie Communications Department

SUPPORT AGENCIES: Snoqualmie Fire Department
Snoqualmie Police Department

Introduction

To provide guidance for the development and delivery of accurate, coordinated, and timely incident-related information to affected audiences, including the citizens of Snoqualmie, City personnel (and families), government and public agencies, the media, and the private sector.

Concept of Operations

Snoqualmie Communications will coordinate with appropriate agencies and organizations to facilitate operational readiness. A Joint Information System (JIS) will be used to disseminate emergency public information and instructions through direct contact, briefings, news releases, and response to public and news media inquiries.

ESF Actions

Mitigation and Preparedness

1. Identify all pertinent stakeholders across all disciplines and incorporate them into the information flow through a clearly defined information sharing system.
2. Develop plans, procedures, and policies for coordinating, managing, and disseminating public information effectively under all hazards and conditions.
3. Develop crisis and emergency risk communication plan.
4. Develop plans to coordinate with international, national, state and local news media for emergency operations, before, during and after emergency situations.
5. Develop a public information program to educate the public regarding the effects of common incident types.
6. Develop emergency plans that take into account ADA and AFN populations to include the provision of information to the public in the dominant languages of the community.
7. Develop and maintain pre-scripted EAS messages, news releases, and public service announcements for various hazards.
8. Encourage development of disaster plans and kits for the public.

Response and Recovery

1. Activate plans, procedures, and policies for coordinating, managing, and disseminating public information.
2. Activate and deploy public information/affairs personnel.
3. Identify public information needs and media types and utilization of the affected area.
4. Coordinate with EOC for public safety concerns that need to be disseminated.
5. Activate Joint Information Center (JIC), to include nongovernmental and private-sector partners as appropriate.
6. Disseminate prompt, accurate information to the public in appropriate languages and formats that take into account demographics and special needs/disabilities.
7. Provide periodic updates and conduct regularly scheduled media conferences and monitor media coverage of event to ensure that information is accurately relayed.
8. Evaluate effectiveness of communication, including any technological challenges, during and after an incident making necessary notation in an After Action Report / Improvement

Plan.

9. Communication plan should identify the nature and importance of emergency notifications, services, and programs available to assist DAFN and LEP populations.

Public Information

During a major emergency, disaster, or significant event providing residents and the public with useful and updated information is essential. The EOC Public information Officer (PIO) will oversee messaging during an EOC activation. If the EOC is not activated, then either the lead department or City's PIO will be responsible.

Joint Information System

The Joint information System (JIS) is the broad mechanism that organizes, integrates, and coordinates information to ensure timely, accurate, accessible, and consistent messaging activities across multiple jurisdictions and/or disciplines with the private sector and non-governmental organizations (NGOs).

It includes the plans, protocols, procedures, and structures used to coordinate and share public information. Federal, State, tribal, territorial, regional, local, and private sector PIOs and established Joint Information Centers (JIC) are critical elements of the JIS.

The County may orchestrate JIS activities for larger or countywide incidents and events.

Joint Information Center

The Joint Information Center is the central location that facilitates the operations of the JIS during an emergency. This location houses personnel with public information responsibilities from multiple agencies, departments, and other local governments. They perform critical emergency information functions, crisis communications, and public affairs functions.

A JIC will be established at a suitable location in close proximity to provide for effective management of Public Information functions. When activated, the JIC will be staffed by personnel trained to conduct Public Information activities, including coordinating inter-jurisdictional media releases and management of rumor control and community communications functions. Regardless of where the JIC is established, Public Information functions will continue to be managed from the EOC.

ADA, AFN, LEP Groups

The City recognizes that communication plays an integral role in programmatic and implementation support needed to provide ADA / AFN / LEP communication outreach. The City continues to explore avenues to improve its efforts to these groups.

TETRA TECH

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, hazmat, structure fire, terrorism, cyber-attack, public health emergency
Resource Requirements	• Situational awareness and/or common operating picture • PIO • Communications Officer
Supporting Plans & References	• Communications Plan • Alert and warning procedures
Policies & Authorities	• RCW • WAC • CEMP • Municipal code • Alert and warning policies • Social Media Policy

ESF 16: Evacuation

PRIMARY AGENCY: Snoqualmie Police Department

SUPPORT AGENCIES: Snoqualmie Fire Department
Snoqualmie Parks & Public Works Department
Washington State Department of Transportation
Washington State Patrol
King County, Snohomish County

Introduction

This ESF has been developed to provide guidance to the City of Snoqualmie to affect an evacuation should a major disaster threaten or occur in the City. Evacuations may result from naturally occurring events such as earthquakes, mudslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism or illegal activities like drug labs and waste dumping. This ESF addresses evacuation activities to ensure an efficient and effective evacuation of people within the City and the authorization, direction, routing, and relocation of people from their homes, schools, and places of business.

Concept of Operations

The Snoqualmie Police Department will coordinate with county and municipal law enforcement agencies to facilitate operational readiness.

ESF Actions

Mitigation and Preparedness

1. Develop and maintain an Emergency (or Crisis) Communication Plan with pre-scripted messages. Designate authorization (who, when) to send messages. Communication plan should be pro-active in order to address rumors, misinformation, and media control.
2. Plan and coordinate with support agencies and organizations
3. Maintain a current inventory of transportation resources.
4. Establish policies, procedures, plans and programs to effectively address transportation needs.
5. Maintain liaison with the state, adjacent county and municipal transportation officials.
6. Plan for supporting all types of evacuations that could necessitate the suspension of normal operations.
7. Estimate logistical requirements (e.g., personnel, supplies, equipment, facilities, and communications) during the planning process and through exercises. Develop appropriate transportation packages to support likely scenarios identified in the county hazardous incident risk assessment.

Response and Recovery

1. Identify transportation needs required to respond to the emergency.
2. Identify, obtain, prioritize, and allocate available transportation resources.
3. Report the locations of damage to transportation infrastructure, degree of damage and other available information.
4. Assist emergency operations by determining the most viable transportation routes to, from and within the disaster area. Regulate the use of such routes as appropriate.
5. Plan for transportation support of mobilization sites, staging areas and distribution points
6. Continue to render transportation support as long as emergency conditions exist.

7. Provide information regarding family reunification (where and access to transportation).

Lead Agency

Snoqualmie Police Department

1. Provide direction and control for evacuation efforts.
2. Coordinate ESF #16 activities with appropriate agencies and jurisdictions.
3. Provide internal and perimeter security of evacuation zone.
4. Provide emergency traffic control in and around the evacuation zone.
5. Coordinate evacuation activities with police from adjacent jurisdictions and the State Patrol as appropriate.
6. Provide dissemination of evacuation information to the public as appropriate.
7. Coordinate with King County Sheriff's Office to obtain marine and/or air assets to support response and recovery, if needed.

Support Agencies

Snoqualmie Parks & Public Works Department

1. Working in conjunction, provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals.
2. Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including Snoqualmie Valley Transportation, Community Transit, School Districts, etc., through the EOC. Discussions on how to access transportation resources and any necessary written agreements should be in place prior to an event that would necessitate their need.
3. Provide for the removal of debris and vehicles abandoned or having mechanical problems from evacuation routes as requested.
4. Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to staging areas when requested.

Snoqualmie Fire Department

1. Provide support to the EOC in dissemination of evacuation information to the public.
2. Provide assistance, as possible, during the evacuation efforts.

Washington Emergency Management Division

1. Provide coordination of State resources to provide support to local jurisdictions, as appropriate, when all local, regional, and county resources have been expended.
2. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
3. Request and coordinate Federal resources through FEMA.

Washington Department of Transportation

1. Provide damage assessment, emergency repairs and periodic status reports of state highways and bridges, as appropriate to ensure efficient and effective evacuation activities.
2. Coordinate emergency transportation resources, as appropriate.

Condition	Details
Hazard Situation	Earthquake, flooding, wildfire, winter storm, severe weather, hazmat, structure fire, terrorism, public health emergency
Resource Requirements	• Situational awareness and/or common operating picture • Power and utility providers to the city • Private resources for generators • Local suppliers and retailers
Supporting Plans and References	• CEMP • Police response procedures • Fire response procedures • EMS response procedures • Evacuation Plan
Policies and Authorities	• RCW 38.52 • WAC 118-30 • Mutual aid agreements • Municipal code

TETRA TECH

ANNEXES

Winter Weather Annex

Introduction

The Winter Weather Incident Annex to the Snoqualmie Comprehensive Emergency Management Plan (CEMP) provides guidance and support to facilitate the response to inclement winter weather incidents that impact transportation, schools, and/or the provision of services and utilities in Snoqualmie.

Purpose

The Winter Weather Incident Annex to the CEMP provides overarching guidance for preparing for, responding to, and recovering from winter weather incidents. The guidance provided is based upon best practices that have been identified in the county as well as Standard Operating Guidelines (SOG's) that translate organizational tasks into specific action-oriented checklists for use in emergency operations.

Scope

This incident annex provides the overarching structure for implementing response actions and operational coordination during winter weather emergencies.

Situations and Assumptions

The action items that follow are grouped by Emergency Support Function (ESF) as listed in the ESF Annex to the CEMP. The ESF's are defined by the National Response Framework and the Washington Emergency Operations Plan.

The extent and impact of winter weather incidents will vary considerably. The timelines identified in this annex are estimates based upon lessons learned and best practices. All times are subject to change depending on the forecast notice time and duration of incident and extent of the impacts experienced by Snoqualmie.

Planning Assumptions

- Winter storm forecasts provide sufficient time to conduct planning and to prepare in general.
- While winter storm weather forecasts are extremely helpful in planning and response, they are not 100% accurate. Because of the inherent uncertainties associated with any weather forecast, responders generally must assume the worst when it comes to preparing for a storm.
- Despite extensive public messaging, many members of the community are unable to heed warnings to prepare for a storm.
- The hilly terrain can make driving even more difficult on snow and ice covered roadways and may temporarily isolate neighborhoods.

- The drainage and wastewater system has a finite capacity and may be overwhelmed by storm runoff from short-duration events with high rainfall intensity or long-duration events with moderate rainfall intensity.
- The same type of rainfall event (e.g., two inches over 24 hours) may result in drastically different storm impacts due to the level of soil saturation during the storm.
- Many businesses and residents do not clear the sidewalks in front of their property which limits access to goods and services, especially by disabled people or elderly.
- Street closed signs for ice covered streets, or flooded areas, are often ignored by drivers
- Storm related traffic congestion, parked vehicles, and abandoned vehicles can impede efforts to clear roadways, restore power, or address local flooding.

Impact Analysis

The extent of extreme cold temperatures is generally measured through the Wind Chill Temperature (WCT) Index. WCT is the temperature that people and animals feel when outside and it is based on the rate of heat loss from exposed skin by the effects of wind and cold. As the wind increases, the body is cooled at a faster rate causing the skin's temperature to drop (National Weather Service, 2022). On November 1, 2001, the NWS implemented a new WCT Index designed to more accurately calculate how cold air feels on human skin. The WCT Index includes a frostbite indicator, showing the temperature, wind speed, and exposure time that will produce frostbite to humans, as shown on Figure 0-1 (National Weather Service, 2022).
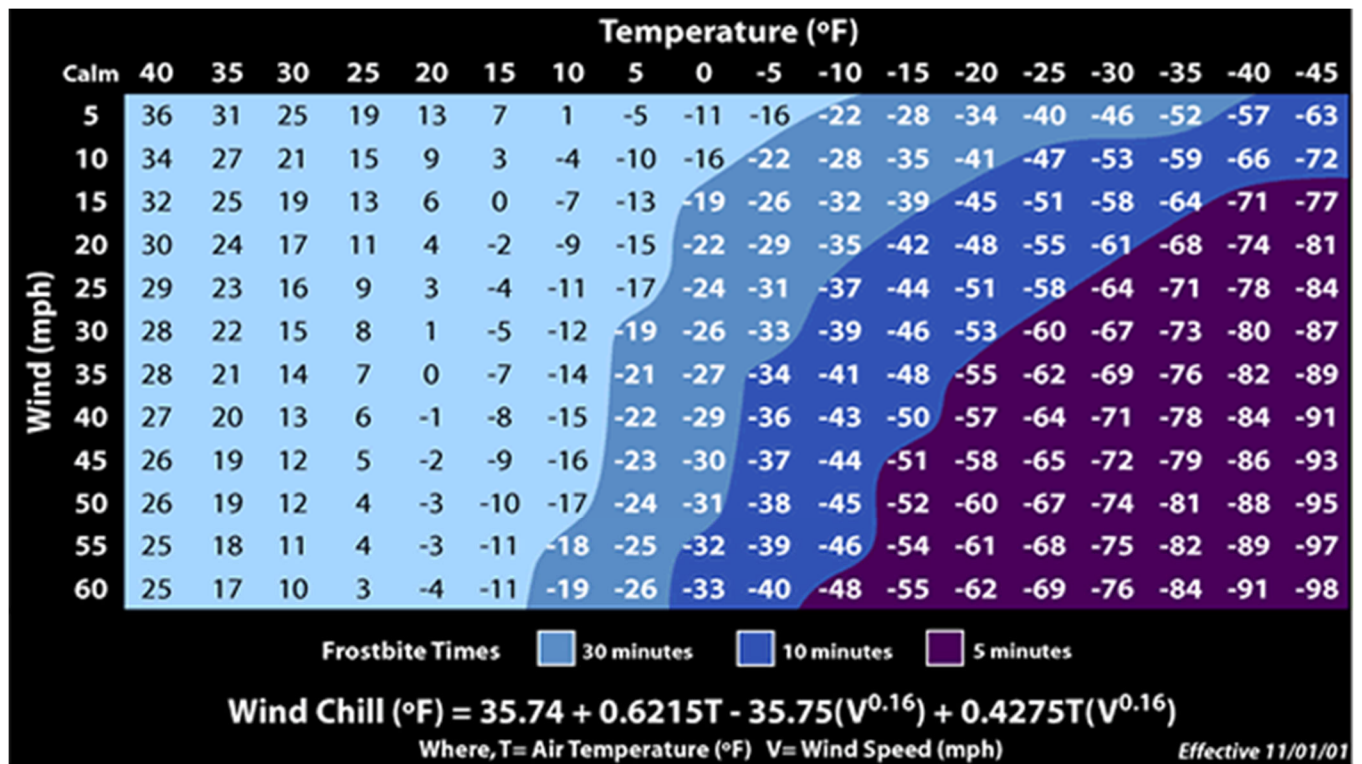
Severity and Warning Time

Meteorologists can accurately forecast extreme temperature event development and the severity of the associated conditions with several days lead time. These forecasts provide an opportunity for public health and other officials to notify DAFN populations. Winter temperatures may fall to extreme cold readings with no wind occurring. Currently, the only way to headline very cold temperatures is with the use of the NWS-designated Wind Chill Advisory or Warning products. When actual temperatures reach Wind Chill Warning criteria with little to no wind, extreme cold warnings may be issued (NWS, 2021).

Secondary Hazards

Extreme cold and freeze hazards can lead to many secondary hazards to buildings, infrastructure, and people. Cold temperatures can freeze pipes causing them to burst and create water leaks and water supply issues. Infrastructure such as roads and utilities are also at risk to freezing temperatures, causing failures and hazardous road conditions (Center for Disaster Philanthropy, 2022). Exposure to cold temperatures, whether indoors or outside, can also cause other serious or life-threatening health problems, including hypothermia and frostbite. Infants and the elderly are particularly at risk, but anyone can be affected (Centers for Disease Control and Prevention, 2005)

Concept of Operations

The Winter Weather Incident Annex is designed to be a phased task guide to assist the City in its preparation for, response to and recovery from winter weather incidents. The focus of this annex is approximately five days before the incident impacts the City and for approximately five days afterwards. Each has a list of the county ESF's along with guidance for the actions to take by that point in time. Many of the specific action items or lengthy details are captured in existing plans or standard operating procedures. In these instances, the existing documents will be listed as reference but not the individual steps contained within.

Roles and Responsibilities

Effective response depends upon all partners executing their specific roles and responsibilities. The standard operating procedures and supporting annexes referenced in this annex outline the roles, responsibilities and capabilities required for that particular response action.

Coordinating Agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operations functions at fixed and field facilities.
- Notifying and sub tasking support agencies.
- Managing tasks with support agencies, as well as liaison to county through FCO.
- Working with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of annex activities.
- Planning for short- and long-term support to incident management and recovery operations.
- Conducting preparedness activities such as training and exercises to maintain personnel who can provide appropriate support.

Support agencies are responsible for:

- Conducting operations consistent with their own authority and resources, and when requested by the coordinating agency.
- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing standards.
- Furnishing available personnel, equipment, or other resource support as requested by the coordinating agency.
- Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.

Agencies and their Emergency Support Functions

Emergency Support Function	Lead Department/Agencies
ESF 1: Transportation	Parks & Public Works
ESF 2: Communications, Information Systems, and Warning	Communications
ESF 3: Public Works and Engineering	Public Works
ESF 4: Fire Protection	Fire Department
ESF 5: Information and Planning	Emergency Management
ESF 6: Mass Care, Housing, and Human Services	Parks & Public Works
ESF 7: Logistics Management and Resource Support	Finance and Human Resources
ESF 8: Public Health and Medical Services	Fire Department
ESF 9: Search and Rescue	Fire and Police Departments
ESF 10: Hazardous Materials	Fire Department
ESF 11: Agriculture and Natural Resources	Parks & Public Works
ESF 12: Energy and Utilities	Parks & Public Works
ESF 13: Law Enforcement	Police Department
ESF 14[1]: Long Term Recovery	City Administrator
ESF 15: Public Information and Affairs	Communications
ESF 16: Evacuation	Police Department
ESF 21[2]: Recovery	City Administrator

[1] FEMA ESF 14 – Superseded by development of National Disaster Recovery Framework.
[2] WAEMD ESF 21 – Recovery coupled with the Washington Restoration Framework and accompanying Recovery Support Functions.

Synchronization Matrix of Actions by ESF: Pre and Post Impact

This displays condensed references to the activities performed by each ESF in coordination with one another. More detailed descriptions of activities follow in the Daily Action Items.

	5 days before	3 days before	2 days before	1 day before	Day of incident	Days after
ESF 1	Equipment: Plows and Spreaders De-icing plan Staffing Fuel Review Debris Management Annex	Equipment Staffing Fuel Communicate with Vendors	Equipment Staffing Fuel	Brining operations Equipment staging Staffing Fuel	Response Sustain crews Fuel De-icing	Debris Management
ESF 2	Staffing Generators and Fuel				Mobility support from ESF 3	
ESF 3	Plows and Spreaders De-icing plan Staffing Support to Fire EMS and 911 Review Debris Management Annex	Equipment Staffing Fuel Communicate with Vendors	Equipment Staffing Fuel	Equipment staging Staffing Fuel Support to Fire EMS and 911	Response Sustain crews Fuel De-icing Support to Fire EMS and 911	Debris Management

	5 days before	3 days before	2 days before	1 day before	Day of incident	Days after
ESF 4	Apparatus Staffing Support of EOC Activation Generators and Fuel	Prepare IAP Develop PSAs		De-icing Staffing for EOC Activation Mobility support from ESF 3	Response Generators and Fuel Mobility support from ESF 3	Demobilize
ESF 5	Situational Awareness Staffing Coordination	EOC Activation schedule Situational Awareness EOC staffing Coordination	Review CEMP and relevant Support Annexes	Develop IAP Consider EOC Activation	Activate EOC	Debris Management Demobilization Recovery Mitigation
ESF 6	Outreach to AFN population Staffing Review Mass Care Annex	Shelter Coordination Team Coordinate with ESF 8 and 11	Shelter staffing	Stage at Shelters if necessary	Support Incident	Demobilize
ESF 7	Consolidate resources	Solicit requests	Fulfil requests	Stage resources	Support Incident	Demobilize
ESF 8	Outreach to health care facilities Staffing Review MCS Annex	Coordinate with ESF 6 and 11		Staffing for EOC Activation	Support Incident	Demobilize

	5 days before	3 days before	2 days before	1 day before	Day of incident	Days after
ESF 9	see ESF 4				Support Incident	Demobilize
ESF 10	see ESF 4				Support Incident	Demobilize
ESF 11	Review Mass Care Annex	Coordinate with ESF 6 and 8	Shelter staffing	Stage at Shelters if necessary	Support Incident	Demobilize
ESF 12	Equipment Staffing Review Debris Management Annex	Communicate with ESF 5		Equipment staging Staffing	Response Coordinate with ESF 1, 3, 4, 5 and 13	Demobilize
ESF 13	Consolidate resources Staffing Support of EOC Activation Coordination between Agencies Generators and Fuel	Equipment: snow chains		De-icing Staffing for EOC Activation Sustain staff	Response Generators and Fuel Mobility support coordination	Demobilization
ESF 14	Recovery and mitigation projects				Document needs and gaps	Recovery

TETRA TECH

	5 days before	3 days before	2 days before	1 day before	Day of incident	Days after
ESF 15	Public Information PSAs Staffing Support of EOC Activation	Resolve communication needs PSAs Coordinate Commercial Media	Staffing for JIC	Media briefings Staffing for EOC Activation Mobility support from ESF 3	JIC activities	Demobilize
ESF 21	Public Information PSA Staffing Support for Recovery				Document needs and gaps	Recovery

![TETRA TECH logo]

Daily Action Items

The tables in this section are designed to highlight specific winter weather preparedness, response, and recovery action items for each Emergency Support Function (ESF). It is important to note that additional actions may be required. The charts begin with the assumption there is a five (5) to seven (7) day advance notice as this is a typical timeframe for the initial forecasts of a winter weather incident in the region. It is also the longest amount of preparation time identified during the planning process. Local forecasts may change rapidly leading up to the actual incident. If less time is available to prepare, City personnel should use the charts to identify what day they are currently on and ensure all items identified on the previous days get accomplished as well.

At the completion of a set of Daily Action Items, return to the Synchronization Matrix to reestablish situational awareness of the preparation, response, and recovery effort as a whole.

Resources Available to Assist with Road Clearance

Resources integral to Snoqualmie should be requested as a resource request, to ensure proper accounting and coordination. The below gives a snapshot of resources available and should not be used as an inventory.

	Chain Saws	Salt Spreader (Road)	Salt Spreader (Facilities)	Plow	Grader	Brine Truck	Backhoe	Skid Steer
King County Agriculture Program	✓		✓					✓
Snoqualmie Fire	✓							
Snoqualmie Parks & Public Works	✓	✓		✓	✓	✓	✓	✓

Logistics Support and Resource Requirements

Execution of this annex requires that the logistics system anticipates the needs of the responders and the community to ensure a continuity of supply. Resources are defined as the supplies, materials, equipment, and personnel necessary to support the community before, during and after an event. This includes but is not limited to supplies, facilities, office equipment, fuel, contracting services, personnel, and heavy equipment. Trained personnel must be available at all times to provide logistics support and meet resource requirements when prescribed criteria have been met.

Evaluation

Plans and procedures shall be evaluated through reviews, testing, exercises, or real-world events. An evaluation of the CEMP will be documented at least every four years.

Revision

The decision to revise the CEMP rests with the Director of the Office of Emergency Management. In determining the need to initiate a revision, the following criteria will be considered:

- The identification of a new hazard that could impact and thereby require a response from Snoqualmie;
- Any changes to planning standards at the State or Federal level, or changes to a specific grant program;
- The identification of existing gaps in current plans; and
- An update or revision required by ordinance, law, or rule.

The method of revision is flexible and allows the adaptation to varying characteristics and situations. Steps in the method of revision may include:

- Project initiation and designation of a lead planner,
- Research and analysis,
- Formation of a planning team,
- Document development,
- Document approval,
- Document distribution.

Steps can be minimized or skipped as appropriate for the known risks, and available planning resources. Once approved by the Director of Emergency Management, revisions will be published and will be considered part of the CEMP for operational purposes

Earthquake Annex

Introduction

The Earthquake Incident Annex to the Snoqualmie Comprehensive Emergency Management Plan (CEMP) provides guidance and support to facilitate the response to earthquake incidents that impact transportation, schools and/or the provision of services and utilities in Snoqualmie.

Purpose

The Earthquake Incident Annex to the CEMP provides overarching guidance for preparing for, responding to, and recovering from earthquake incidents. The guidance provided is based upon best practices that have been identified by the City as well as Standard Operating Guidelines (SOG's) that translate organizational tasks into specific action-oriented checklists for use in emergency operations.

Scope

This incident annex provides the overarching structure for implementing response actions and operational coordination by the City of Snoqualmie during earthquake emergencies. The annex supplements the CEMP by providing additional specific considerations for a response to a major earthquake in the Snoqualmie area. This plan does not change policies and direction provided in other parts of the CEMP, such as policies for activating and managing the EOC.

Situations

Puget Sound has a high risk of experiencing damaging earthquakes. The most common damaging quake is a deep M6+ event, six of which occurred over the past ~100 years. In comparison, the Seattle Fault has been active three to four times in the past 3,000 years and a subduction zone quake occurs approximately every 200-600 years, with a 10-20% chance it will rupture in the next 50 years, according to the Pacific Northwest Seismic Network (PNSN). With many potentially active faults in the area, earthquake impacts can occur anywhere in King County, with earthquake risk focused near faults and in areas with less stable soils. Washington has the second-highest earthquake risk in the United States, after California. According to the USGS, there is a 5% chance of a Seattle Fault and a 10-15% chance of a Cascadia Subduction Zone earthquake striking the region by 2055. This equates to an up to 20% chance of a major earthquake striking King County with potentially catastrophic damages in the next 35 years (KCOEM, 2014).

Hazard Mitigation Plan
Liquefaction Potential

King County

| Very Low | Low to Very Low | Low | Moderate to Low | Moderate | High to Moderate | High | Very High |
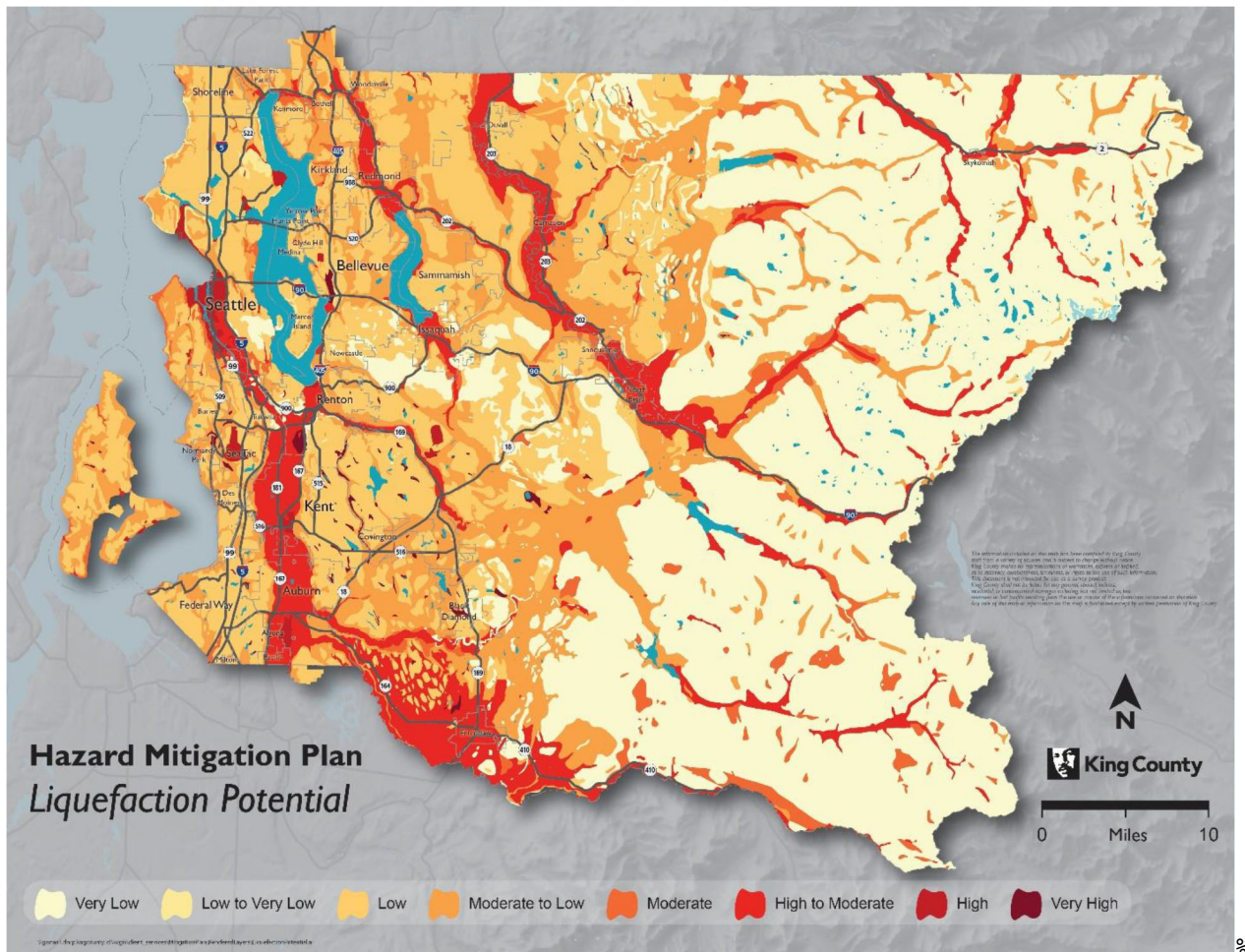
Assumptions

- State of emergency can be declared by Mayor or designee.
- Massive disruption of the area's critical infrastructure (such as energy, transportation, telecommunications, and public health and medical systems) occurs.
- Significant shortage of response and casualty/evacuee reception capabilities, equipment, and medical care occurs.
- Upon receipt of the Presidential declaration or Presidential order to commit Federal resources, the State and Federal governments establish joint operations to provide assistance to local jurisdictions.
- There are not enough public safety resources in the City to immediately address all of the life safety needs expected after a severe earthquake.
- The response may be significantly impaired until off duty personnel can respond.
- Employees may experience significant delays getting to/from home and work due to damaged transportation infrastructure.
- Detailed situational awareness may not be immediately achievable after the earthquake. Response operations may have to begin without a complete or detailed understanding of risk, needs, or damages.
- Damage to City facilities may impact the ability of the City to effectively respond.
- Widespread damage to utility infrastructure may impair response efforts.

TETRA TECH

- City leadership may be injured or dead requiring lines of succession and/or COG action.
- The generally cold, wet climate may add urgency to sheltering operations.
- The number of individuals seeking shelter may exceed the City's emergency shelter capacity.
- Communication and coordination with neighboring jurisdictions, the County, and the State will be established as early as possible. The EOC will activate and lead efforts to efficiently coordinate the response, engaging partners as appropriate.
- Missing person reports could number in the hundreds to thousands.
- Staffing shortages will not be limited to City staff. Many organizations that may provide assistance or resources to the City will have staff directly impacted by the incident and/or unable to get to work
- The 911 phone system, if operating, will be overloaded with no guarantee that the calls that make it through will be the highest priority.
- Alternative communications methods, such as 800 MHz and amateur radio, do not have enough capacity to replace all standard communications systems.
- Communications and collaboration methods that depend on the Internet or Information Technology infrastructure may be impacted and compromised by physical damage, overuse and/or heavy traffic. It may require an extended period of time and extensive resources to return communications resources to even a minimal level of function and security.
- The City does not stockpile food or water for the general public.
- The level of personal preparedness by the public is insufficient to significantly decrease the need for public services.
- Many organizations, public and private, routinely use "just in time" ordering and do not generally stockpile significant amounts of supplies.
- Automatic aid and mutual aid from the City's immediate neighbors will be largely unavailable.
- Individuals and businesses may volunteer to assist with the response.
- Donated goods, solicited and unsolicited, may present a significant challenge to manage.
- Regional impacts and/or other incidents across the nation may limit availability of outside resources.
- Infrastructures repairs may require custom and/or rare parts that may need to be brought in from long distances.
-

Impact Analysis

Many variables govern the specific effects of an earthquake, from the amount of energy it releases and the location of its origin to the specific qualities of the soil and rock where a community is built. Given these variables, the complexity of earthquake effects, and the size and density of the nearby Seattle Area, no plan can possibly identify all considerations for a response. Consequently, this annex is not intended to describe detailed procedures for tactical execution of response tasks. However, the plan provides considerations that can be used to prepare for and guide execution of response operations.

Severity and Warning Time

Earthquakes are the result of a release of seismic energy, causing a shift in the layers of rock beneath the surface of the Earth, generally resulting in a shaking motion at the surface. These events are largely unpredictable, providing little to no warning, and vary in terms of intensity and duration. The King County Regional Hazard Mitigation Plan (KCRHMP) assigns earthquake the highest natural hazard risk rating (KCOEM, 2014).

TETRA TECH

Secondary Hazards

In addition to the damage caused directly by earthquake-generated ground motion, earthquakes can create many other hazards. In addition to aftershocks, earthquakes can trigger other secondary effects, including fires, hazardous materials releases, landslides, dam failures, and transportation incidents. Additional information regarding seismic risk, ground shaking intensities, fault rupture, soil liquefaction, secondary hazards, and potential effects on buildings can be found in the King County Regional Hazard Mitigation Plan.

Concept of Operations

The Earthquake Incident Annex is designed to be a phased task guide to assist the City in its preparation for, response to and recovery from earthquake incidents. The focus of this annex is approximately 4 hours to 72+ hours after the earthquake. Each has a list of the City ESF's along with guidance for the actions to take by that point in time. Many of the specific action items or lengthy details are captured in existing plans or standard operating procedures. In these instances, the existing documents will be listed as references but not the individual steps contained within.

Roles and Responsibilities

Effective response depends upon all partners executing their specific roles and responsibilities. The standard operating procedures and supporting annexes referenced in this annex outline the roles, responsibilities and capabilities required for that particular response action.

Primary Agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.

- Providing staff for operational functions at fixed and field facilities.

- Notifying and sub tasking support agencies.

- Managing tasks with support agencies, as well as liaison to county through FCO.

- Working with appropriate private-sector organizations to maximize use of available resources.

- Supporting and keeping ESFs and other organizational elements informed of annex activities.

- Planning for short and long-term support to incident management and recovery operations.

- Conducting preparedness activities such as training and exercises to maintain personnel who can provide appropriate support.

Support agencies are responsible for:

- Conducting operations consistent with their own authority and resources, and when requested by the coordinating agency.

- Participating in planning for short and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing standards.

- Furnishing available personnel, equipment, or other resource support as requested by the coordinating agency.

- Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.

Agencies and their Emergency Support Functions

The action items that follow are grouped by Emergency Support Function (ESF) as listed in the ESF Annex to the CEMP. The ESF's are defined by the National Response Framework and the Washington Emergency Operations Plan.

Emergency Support Function	Lead Department/Agencies
ESF 1: Transportation	Parks & Public Works
ESF 2: Communications, Information Systems, and Warning	Communications
ESF 3: Public Works and Engineering	Public Works
ESF 4: Fire Protection	Fire Department
ESF 5: Information and Planning	Emergency Management
ESF 6: Mass Care, Housing, and Human Services	Parks & Public Works
ESF 7: Logistics Management and Resource Support	Finance and Human Resources
ESF 8: Public Health and Medical Services	Fire Department
ESF 9: Search and Rescue	Fire and Police Departments
ESF 10: Hazardous Materials	Fire Department
ESF 11: Agriculture and Natural Resources	Parks & Public Works
ESF 12: Energy and Utilities	Parks & Public Works
ESF 13: Law Enforcement	Police Department
ESF 14[1]: Long Term Recovery	City Administrator
ESF 15: Public Information and Affairs	Communications
ESF 16: Evacuation	Police Department
ESF 21[2]: Recovery	

[1] FEMA ESF 14 – Superseded by development of National Disaster Recovery Framework.
[2] WAEMD ESF 21 – Recovery coupled with the Washington Restoration Framework and accompanying Recovery Support Functions.

Time Phased Actions: Post Impact

The extent and impact of earthquake incidents will vary considerably. The timelines identified in this annex are estimates based upon lessons learned and best practices. All times are subject to change depending on the duration of incident and extent of the impacts experienced by Snoqualmie. The City will provide immediate response via its public safety departments coordinating in the field in accordance with the Incident Command System (ICS). The City's EOC will provide support to field personnel, coordinate the efforts of other city departments, and collaborate with the King County Operational Area and other allied stakeholders utilizing ICS.

If the City is unable to provide sufficient resources, requests will go first to the King County Operational Area, then the State and then, potentially, the federal government. These resources may be delayed by difficulties in transportation or as a result of the high regional demand for them. Arriving resources will be rapidly deployed, integrated into the City's operations, and tracked. The City will provide public information efforts as well as mass care and shelter services to affected residents. Integrated disaster fiscal procedures will ensure any use of public funds is justified and cost-effective. Transitioning from immediate life safety to sustained community response, the City will simultaneously start short-term recovery efforts while developing a long-term recovery plan.

In the first few hours and days after the earthquake (E), the City will conduct a phased response to coordinate these operations:

- **First 4 hours (E+4)**
  - Respond to the community's immediate life safety needs of fire suppression, emergency medical services, search and rescue, hazard materials release, and law enforcement. Start developing initial situational awareness.
- **First 12 hours (E+12)**
  - Assemble resources for a sustained response and for providing basic mass care, shelter, and information services to the community. Develop initial situational awareness and initiate Rapid Needs Assessment (RNA).
- **Through 24 hours (E+24)**
  - Consolidate the system and resources for sustaining emergency response operations. Conduct outreach and public information efforts.
- **Through 48 hours (E+48)**
  - Stabilize support for affected areas, forecast potential resource requirements, and initiate damage assessment.
- **Through 72 hours (E+72)**
  - Begin to transition from immediate emergency response efforts to sustained operations and develop Initial Damage Estimate (IDE).
- **Sustained Operations (E+ 3 to 7 days)**
  - Conduct sustained operations and begin to transition into recovery. Conduct Preliminary Damage Assessment (PDA).

Short-term Recovery

The immediate response to a major earthquake will focus on saving lives, providing resources to sustain city residents, and stabilizing the situation. At some point, however, the City will transition to a phase in which recovery operations take precedence. Given the level of damage to housing, business, and infrastructure; the direct impact on the population; and the effect on the regional economy, full recovery from a major earthquake may take years. Nonetheless, rapid initiation of recovery operations is critical to restoring confidence in the community. Note: aftershocks may require a temporary transition back into the response phase.

This section describes key issues for initiating short-term recovery operations. The issues described below are among those that must be addressed most urgently. The magnitude of, and resources required to address, these issues will require regional approaches with assistance from the state and federal governments.

Utility Restoration

Public and private utility providers (see p.18), including telecommunications providers such as Xfinity, will coordinate with the City EOC Operations Section and the King County Operational Area to assess damage and restore utility services within the city. Restoration of services will be affected by the following:

- Electrical power will be interrupted immediately and may take 7 to 15 days or much longer to restore. Critical emergency response facilities will require backup power to continue operations on a temporary basis while utility service is being restored.
- Water service will be disrupted within the first several hours and could take 2 to 3 months to be fully restored. Water transmission and distribution pipes can often break days and weeks after the initial earthquake, requiring continual monitoring and repair.
- Repair sites may be inaccessible temporarily as a result of debris, aftershocks, and damage to transportation infrastructure.
- Aftershocks may cause additional damage or require re-inspecting facilities and equipment.

The strategy for restoring utilities includes the following:

- Service providers will begin damage assessments immediately. Additionally, damage information will be provided to the City EOC Planning/Intelligence section from first responders and other sources, which will then work with the Operations Section to provide information to and coordinate operations with service providers.
- Emergency restoration of lifeline utility services will be the top priority for the first 1 to 7 days after the event.
- Service providers may implement interim repairs and establish temporary delivery systems.
- Utility providers will restore services in accordance with their pre-established restoration priorities. The City EOC Utilities Branch will convey incident-specific restoration priorities to utilities services providers, which will fold these priorities into their restoration plans.
- The City EOC Utilities Branch will identify priorities for restoring services to facilities and services necessary for emergency response operations, hospitals and healthcare facilities, and continuity of government. Prioritized facilities and services may include selected private sector facilities and resources as well as restoration of service to the greatest number of people.

The City EOC Utilities Branch will coordinate with city utilities, Department of Parks & Public Works, the Snoqualmie Police Department and Puget Sound Energy to support access for utility workers to repair sites.

Utility service providers will assist each other through pre-established mutual assistance agreements. The Logistics Section will facilitate provision of resources from within City and through emergency services mutual aid when requested.

Permanent restoration of utility infrastructure will occur after critical services are restored on an interim basis and may continue for months after the earthquake.

Damage to roadways and other challenges with transportation could delay the restoration process.

Debris Removal

Debris must be removed to allow resumption of services and business and make way for rebuilding, this would include:

- Transition to the effort to remove material from damaged buildings and demolish unsafe structures.
- Establish procedures to expedite removal of unsafe structures, in accordance with City and FEMA requirements for reimbursement.
- Develop a plan for transporting debris to staging sites; separating, reducing, and recycling debris; and trucking to a disposal site.
- Secure contracted or federal resources, such as the U.S. Army Corps of Engineers (USACE), to support long-term debris removal operations.

The City EOC Public Works Branch will coordinate debris clearance and debris management activities in coordination with the Operational Area.

Interim Housing

Emergency shelters are a short-term solution to the problem of displaced residents (no more than 30 days). Residents must quickly be transitioned to interim and, eventually, long-term housing arrangements. These activities include:

- Establish a plan to identify interim and long-term housing needs, based on the needs of the shelter population.
- Utilize city resources, such as building inspectors, to work with shelter residents to determine whether they can move back into their homes.
- Streamline city processes for permitting home repairs to expedite movement back to permanent residences.
- Establish a housing recovery team to act as the lead for coordinating with the King County Operational Area and regional housing planning efforts and immediately begin a working dialogue with FEMA and other federal agencies engaged in the housing issue. The City's Community Development Department will serve as lead agency.
- Collaborate with the King County Operational Area and regionally to reach consensus regarding what type of housing is needed and where it should be located.

Disaster Assistance Programs

Disaster assistance is available through a wide array of state and federal programs that can be leveraged in the first 90 days to promote short and long-term recovery. This is done by:

- Working with the King County Operational Area to determine the appropriate number and location of local assistance centers that can be established to provide residents with information regarding recovery actions and assistance that is available.
- The City Administrator will designate a lead agency to ensure that City residents are fully engaged in state and federal individual assistance programs, including:
    o Resource access via a Local Assistance Center (LAC)

- o Disaster SNAP (food stamps) benefits.
  - o Disaster unemployment assistance benefits.
  - o Assistance to individuals and families, including temporary housing and grants for other uninsured disaster-related necessary expenses and serious needs.
  - o State Supplemental Grant Program (SSGP), which provides assistance to families and individuals who still have unmet needs after they receive assistance from the federal government.
  - o Crisis counseling
  - o Social Security assistance
  - o Small Business Administration (SBA) Disaster Loan Program, which provides low-interest loans for real estate repairs and costs for businesses.
- Integrating private nonprofit assistance programs into recovery activities. Depending on the nature and severity of the event, these programs and organizations could include:
- The American Red Cross, which offers emergency shelter, food, clothing, physical and mental health support, limited grants for household items, work-related and medical equipment, and minor home repairs after natural disasters. The Red Cross also provides referrals to other local and national agencies that provide home cleanup, repair, and rebuilding assistance.
- Habitat for Humanity, which assists with repairing and replacing housing for low-income disaster victims.
- The Salvation Army, which provides emergency shelter, food, clothing, and household items.
- The Southern Baptist Convention Disaster Relief Program, which provides assistance with food, home cleanup, and repairs.
- Team Rubicon, which may provide volunteer assistance in incident management, damage assessment, mapping, and debris management.
- And others such as charities, [food banks, churches, other organizations].

The City Administrator will serve as lead in coordinating with King County, the Washington Emergency Management Division, and FEMA for application of the Public Assistance Program. Under this program, FEMA provides funding to state and local governments for extraordinary costs associated with debris removal, emergency protective measures, and permanent repair or replacement of disaster-damaged facilities. Extensive coordination with city departments will be necessary to track costs, facilitate inspections of damaged sites, and secure reimbursement.

Parks & Public Works will serve as lead in obtaining emergency relief funds from the Federal Highway Administration (FHWA). Under this program, FHWA provides funding through the Washington Department of Transportation for costs to open and repair federal-aid routes.

Other Emergency Actions

Emergency actions may be taken to address specific short-term recovery conditions, such as:

- Suspension of evictions.
- Request utilities to provide bill relief.
- Waiver of permit fees for damage repairs.
- Expedited permitting and inspection processes to support rapid repairs.
- Occupancy waivers to support temporary housing and business space.
- Change or alter traffic patterns.

‰

Logistics Support and Resource Requirements

Execution of this annex requires that the logistics system anticipates the needs of the responders and the community to ensure a continuity of supply. Resources are defined as the supplies, materials, equipment, and personnel necessary to support the community before, during and after an event. This includes but is not limited to supplies, facilities, office equipment, fuel, contracting services, personnel, and heavy equipment. Trained personnel must be available at all times to provide logistics support and meet resource requirements when prescribed criteria have been met.

Evaluation

Plans and procedures shall be evaluated through reviews, testing, exercises, or real-world events. An evaluation of the CEMP will be documented at least every four years.

Revision

The decision to revise the CEMP rests with the Director of the Office of Emergency Management. In determining the need to initiate a revision, the following criteria will be considered:

- The identification of a new hazard that could impact and thereby require a response from Snoqualmie;
- Any changes to planning standards at the State or Federal level, or changes to a specific grant program;
- The identification of existing gaps in current plans; and
- An update or revision required by ordinance, law, or rule.

The method of revision is flexible and allows the adaptation to varying characteristics and situations. Steps in the method of revision may include:

- Project initiation and designation of a lead planner,
- Research and analysis,
- Formation of a planning team,
- Document development,
- Document approval,
- Document distribution.

Steps can be minimized or skipped as appropriate for the known risks, and available planning resources. Once approved by the Director of Emergency Management, revisions will be published and will be considered part of the CEMP for operational purposes.

The CEMP will be revised as needed in consideration of the factors listed above.

Distribution

Agencies with assigned responsibilities in the CEMP may access the most current version via a document management system at any time.

Flood Annex

Introduction

The Flood Incident Annex to the Snoqualmie Comprehensive Emergency Management Plan (CEMP) provides guidance and support to facilitate the response to flood incidents that impact transportation, schools, and/or the provision of services and utilities in Snoqualmie.

Purpose

The Flood Incident Annex to the CEMP provides overarching guidance for preparing for, responding to, and recovering from flood incidents. The guidance provided is based upon best practices that have been identified by the City as well as Standard Operating Guidelines (SOG's) that translate organizational tasks into specific action-oriented checklists for use in emergency operations.

Scope

This incident annex provides the overarching structure for implementing response actions and operational coordination by the City of Snoqualmie during flood emergencies. The annex supplements the CEMP by providing additional specific considerations for a response to a major flood in the Snoqualmie area. This plan does not change policies and direction provided in other parts of the CEMP, such as policies for activating and managing the EOC.

Situation

There have been at least 17 damaging floods from the Snoqualmie River in the Snoqualmie vicinity since 1975. The City of Snoqualmie, like many other jurisdictions in King County, was founded close to the banks of the river because it provided opportunities for navigation, commerce, fishing, and logging, amongst others. However, this placed Snoqualmie's downtown core in areas that are vulnerable to flooding. Approximately 22 percent of Snoqualmie's land area is mapped or identified as within the Special Flood Hazard Area. While severe floods in recent years have closed roads, damaged bridges, and impacted the levee systems on the Snoqualmie River, Snoqualmie has been spared the worst of the flooding in the upper Snoqualmie Valley. Most of the flood damage has occurred in King County downstream of Snoqualmie City limits. For the most part, the existing levee system has effectively protected the Snoqualmie downtown core.
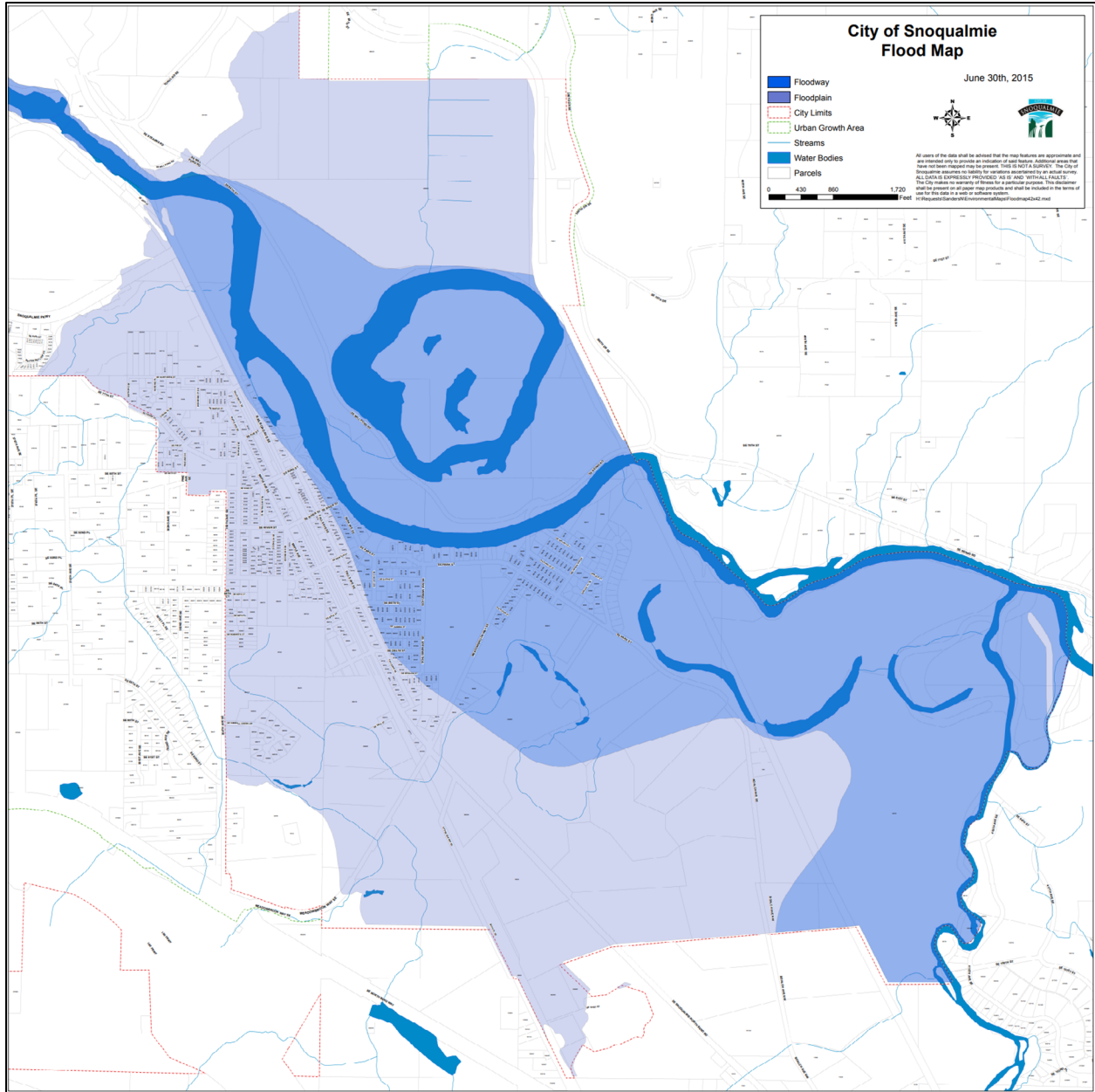
Assumptions

The following conditions are assumed to be true for the implementation of this annex:

- A state of emergency can be declared by the Mayor or designee.
- There will be adequate lead time for the EOC to be activated for most flooding incidents
- City resources will be sufficient to respond to most flood incidents. When additional resources are required, the City will follow Public Works response plans.
- No new budgetary allocations will be available for localized flooding
- A major flooding incident will cause disruption of the area's critical infrastructure (such as energy, transportation, telecommunications, and public health and medical systems).

- Upon receipt of the Presidential declaration or Presidential order to commit Federal resources, the State and Federal governments establish joint operations to provide assistance to local jurisdictions.

Impact Analysis

Floods are one of the most common natural hazards in the United States. They can develop slowly over a period of days or occur quickly with disastrous consequences that can affect Snoqualmie or the region. A flood is defined as the inundation of normally dry land resulting from rising and overflowing of a body of water. Heavy rains are the most frequent cause of flooding in the City with flood problems occurring primary along streams located on the bayside. Storm water and overland flows can exacerbate flooding and create shallow zones in parts of the City.

The King County Hazard Mitigation Plan identifies various types of floods (KCOEM, 2014):

- Stormwater runoff – a result of local draining issues and high groundwater levels. Locally, heavy precipitation, especially during high lunar tides, may induce flooding. Urban drainage flooding is increased water runoff due to urban development and drainage systems.
- Riverine – overbank flooding of river and streams.
- Flash flooding – "a rapid and extreme flow of high water into a normally dry area, or rapid water level rise in a stream or creek above a predetermined flood level beginning within 6 hours of the causative event."

Concept of Operations

The Flood Incident Annex is designed to be a phased task guide to assist the City in its preparation for, response to, and recovery from Flood incidents. Each has a list of the city ESF's along with guidance for the actions to take by that point in time. Many of the specific action items or lengthy details are captured in existing plans or standard operating procedures. In these instances, the existing documents will be listed as references but not the individual steps contained within.

Roles and Responsibilities

Effective response depends upon all partners executing their specific roles and responsibilities. The standard operating procedures and supporting annexes referenced in this annex outline the roles, responsibilities and capabilities required for that particular response action.

Coordinating Agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operational functions at fixed and field facilities.
- Notifying and sub tasking support agencies.
- Managing tasks with support agencies, as well as liaison to county through FCO.
- Working with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of annex activities.

- Planning for short- and long-term support to incident management and recovery operations.
- Conducting preparedness activities such as training and exercises to maintain personnel who can provide appropriate support.

Support agencies are responsible for:

- Conducting operations consistent with their own authority and resources, and when requested by the coordinating agency.
- Participating in planning for short and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing standards.
- Furnishing available personnel, equipment, or other resource support as requested by the coordinating agency.
- Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.

Agencies and their Emergency Support Functions

The action items that follow are grouped by Emergency Support Function (ESF) as listed in the ESF Annex to the CEMP. The ESF's are defined by the National Response Framework and the Washington CEMP.

Emergency Support Function	Lead Department/Agencies
ESF 1: Transportation	Parks & Public Works
ESF 2: Communications, Information Systems, and Warning	Fire Department
ESF 3: Public Works and Engineering	Public Works
ESF 4: Fire Protection	Fire Department
ESF 5: Information and Planning	Emergency Management
ESF 6: Mass Care, Housing, and Human Services	Parks & Public Works
ESF 7: Logistics Management and Resource Support	Finance and Human Resources
ESF 8: Public Health and Medical Services	Fire Department
ESF 9: Search and Rescue	Fire and Police Departments
ESF 10: Hazardous Materials	Fire Department
ESF 11: Agriculture and Natural Resources	Parks & Public Works
ESF 12: Energy and Utilities	Parks & Public Works
ESF 13: Law Enforcement	Police Department

TETRA TECH

ESF 14[1]: Long Term Recovery	City Administrator
ESF 15: Public Information and Affairs	Communications
ESF 16: Evacuation	Police Department
ESF 21[2]: Recovery	

[1] FEMA ESF 14 – Superseded by development of National Disaster Recovery Framework.
[2] WAEMD ESF 21 – Recovery coupled with the Washington Restoration Framework and accompanying Recovery Support Functions.

BEFORE

Mitigation

Mitigation efforts, consistent with the current Hazard Mitigation Plan focus on maintaining and managing channels, waterways, creeks, drains, spillways, and storm drains from any debris, erosions, vegetation, or anything that might impede or restrict water flow and runoff.

The Snoqualmie Parks & Public Works Department is responsible for managing programs for City-owned properties and facilities. Property owners are responsible for waterways which flow through private properties.

Storm management systems, including pump stations, should be regularly maintained and closely monitored during winter storms. Adequate alerting and notification systems should be in place.

Mitigation efforts should include:

- Enacting, updating, and enforcing any land use and vegetation management codes.
- Building and new and redevelopment use codes to mitigate impacts to waterways.
- Regular inspection, maintenance and upgrading of storm drains, spillways, waterways (creeks and channels).
- Regular inspection, maintenance, and improvements of retaining walls and breakwaters.

Preparation

As the winter season approaches, departments should be aware of current and upcoming weather conditions. Department should stage any appropriate equipment and supplies needed.

Residents should be reminded to clear any debris and vegetation on their property that might be adjacent to a creek, stream, or waterway.

Parks & Public Works should pre-identify hazard prone areas and share that information with fire, police and emergency management. Emergency Management will monitor incoming weather information and distribute it to fire, police and public works. Snoqualmie Parks & Public Works should refresh intelligence regarding shelter locations and condition in case of any evacuations.

DURING

Response

The degree of impact will dictate the degree of response.

Field responders will maintain communication and report on the status of conditions. An Incident Commander or supervisor will determine the need for any escalation using respective policies and procedures.

If the EOC has been activated:

All EOC Sections

- Obtain current overall situational update for affected area.
- Support current field operations.
- Ensure adequate staffing to manage incident.
- Plan for additional operational periods

Management

1. Orchestrate support of field operations
2. Manage EOC operations—establish objectives and operational periods.
3. Draft and distribute relevant and timely media and public information releases.
4. Communicate with respective city council.
5. Liaison between EOC and allied agencies.

Operations

1. Monitor and support all field operations.
2. Ensure departments and responders follow appropriate protocols and procedures (SOPs).
3. Communicate with incident command post (ICP).
4. Support non-incident related operations.
5. Keep PIO informed of urgent and important information.
6. Support field evacuation operations.
7. Support any mass care and shelter operations.
8. Keep Logistics Section updated on equipment requests (current and anticipated needs).
9. Request additional resources (internal and/or external) [personnel and/or equipment].
10. Complete appropriate documentation.

Planning

1. Facilitate and draft Emergency Action Plan (EAP).
2. Consider and plan for incident impact on the City.
3. Monitor current and predicted weather conditions.
4. Support any field evacuation operations.
5. Document necessary and appropriate damage for possible claims/reimbursement.
6. Update situation status as warranted with relevant information.
7. Initiate planning process for transition from Response phase to Recovery.

Logistics

TETRA TECH

1. Fulfill requested resource request; secure additional request as possible; contact local vendors or KCOEM for mutual aid requests.
2. Support any evacuation or sheltering operations.

Finance

1. Track expenditures of personnel, equipment, and related purchases.
2. Track receipts and financial record.
3. Use appropriate form for potential reimbursement.

AFTER

Recovery

Recovery process may take some time depending on the extent of damage, water level in effected waterway, and current and upcoming weather conditions. Parks & Public Works will be the lead for overseeing repairs to waterways and storm related management systems.

In addition to channel maintenance, repair to soil erosion may be necessary. While the cost of such might be covered in flood or storm incidents, the management of repair may occur outside of the immediate incident.

Management

1. Orchestrate support of recovery efforts.
2. Ensure needed City operations/services are in place.
3. Continue to release relevant public information and media reports.
4. Review EOC operations and staffing and adjust appropriately.

Operations

1. Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures.
2. Oversee restoration of normal City operations.
3. Support any re-entry process.
4. Support closure of any shelter operations and assist in transition of displaced residents.
5. Oversee re-opening of closed roadways and removal of barricades and other traffic notification devices.

Planning

1. Continue to document and track recordings of activities.
2. Collect documentation for AAR.
3. Coordinate and support re-entry process of any evacuated areas.

Logistics

1. Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid.
2. Support any re-entry process.
3. Support any evacuation or sheltering operation and transition to closing facility.

1. Collect expense reports, time costs; prepare summary reports; submit forms for possible claims and/or reimbursement.
2. Utilize correct form for reimbursement.

After action reports should be generated; these should include any improvement suggestions and plans. Suggestions and plans should have an effect on future planning and preparation efforts.

Logistics Support and Resource Requirements

Execution of this annex requires that the logistics system anticipates the needs of the responders and the community to ensure a continuity of supply. Resources are defined as the supplies, materials, equipment, and personnel necessary to support the community before, during and after an event. This includes but is not limited to supplies, facilities, office equipment, fuel, contracting services, personnel, and heavy equipment. Trained personnel must be available at all times to provide logistics support and meet resource requirements when prescribed criteria have been met.

Evaluation

Plans and procedures shall be evaluated through reviews, testing, exercises, or real-world events. An evaluation of the CEMP will be documented at least every four years.

Revision

The decision to revise the CEMP rests with the Director of the Office of Emergency Management. In determining the need to initiate a revision, the following criteria will be considered:

- The identification of a new hazard that could impact and thereby require a response from Snoqualmie;
- Any changes to planning standards at the State or Federal level, or changes to a specific grant program;
- The identification of existing gaps in current plans; and
- An update or revision required by ordinance, law, or rule.

The method of revision is flexible and allows the adaptation to varying characteristics and situations. Steps in the method of revision may include:

- Project initiation and designation of a lead planner,
- Research and analysis,
- Formation of a planning team,
- Document development,
- Document approval,
- Document distribution.

Steps can be minimized or skipped as appropriate for the known risks, and available planning resources. Once approved by the Director of Emergency Management, revisions will be published and will be considered part of the CEMP for operational purposes.

Distribution

Agencies with assigned responsibilities in the CEMP may access the most current version via a document management system at any time.

TETRA TECH

APPENDICES

TETRA TECH

APPENDIX A: SNOQUALMIE PLANS & POLICIES

Listed below are various plans used by the City. Some are published and are public facing, others are noted but not published, and still others are not public facing.

Plan	Weblink (if applicable)
Snow Removable Plan	https://www.snoqualmiewa.gov/DocumentCenter/View/31990/Snow-Plow-Routes-PDF
Municipal Code	https://www.codepublishing.com/WA/Snoqualmie/
Communications Plan	n/a
Social Media Policy	https://www.snoqualmiewa.gov/DocumentCenter/View/31317/City-of-Snoqualmie-Social-Media-Policy-2011-PDF
Tourism Plan	https://www.snoqualmiewa.gov/895/Tourism-Plan
Riverwalk Master Plan	https://www.snoqualmiewa.gov/DocumentCenter/View/27294/Snoqualmie-Riverwalk-Master-Plan_2015-PDF
Wayfinding Sign	https://www.snoqualmiewa.gov/DocumentCenter/View/27295/Snoqualmie-Wayfinding-Sign-Program_Resolution-1375-PDF
Housing Strategy Plan	https://www.snoqualmiewa.gov/DocumentCenter/View/36901/Snoqualmie-Final-Housing-Strategy-Plan-May-22-2023
Comprehensive Plan	https://www.snoqualmiewa.gov/DocumentCenter/View/17106/Comp-Plan_Snoqualmie-2032-with-2017-Amendments-PDF
Capital Improvement Plan	https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Zoning	https://www.snoqualmiewa.gov/511/Zoning-Map
Finance Policy	https://portal.laserfiche.com/Portal/DocView.aspx?id=10835&repo=r-d06bc528
Transportation Improvement Plan	https://www.snoqualmiewa.gov/407/Transportation-Improvement-Plan
Parks and Open Space Master Plan	https://www.snoqualmiewa.gov/1035/Parks-Open-Space-Master-Plan
Water System Plan	https://www.snoqualmiewa.gov/DocumentCenter/View/43811/Snoqualmie-Water-System-Plan-2024
Stormwater Management Plan	https://www.snoqualmiewa.gov/DocumentCenter/View/32523/2022-Stormwater-Management-Program-Plan-PDF
Urban Forest Strategic Plan	https://www.snoqualmiewa.gov/DocumentCenter/View/1346/Snoqualmie-Urban-Forest-Strategic-Plan-Final-June-24-2014-PDF

Flood Hazard Regulations	https://www.codepublishing.com/WA/Snoqualmie/#!/Snoqualmie15/Snoqualmie1512.html#15.12
Hazard Mitigation Plan (vol 2)	https://www.snoqualmiewa.gov/DocumentCenter/View/29081/KC-Regional-Hazard-Mitigation-Plan-Update-Volume-Two-Snoqualmie_07-2014
Fire Response Plan	n/a
Police Response Plan	n/a
EMS Response Plan	n/a
Public Works Response Plan	n/a

TETRA TECH

APPENDIX B: ICS FORMS

Exhibited below are selected ICS forms; additional ones are referenced here as fillable ones:
https://training.fema.gov/icsresource/icsforms.aspx

TETRA TECH

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**

5. Situation Summary (for briefings or transfer of command)**:**

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 1   Date/Time: _____

TETRA TECH

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

6. Prepared by: Name: _____ Position/Title: _____Signature: _____

ICS 201, Page 2

Date/Time: _____

TETRA TECH

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

9. Current Organization (fill in additional organization as appropriate):

```
                         ┌─────────────────────┐      ┌─────────────────────┐
                         │ Incident Commander(s)│──────│   Liaison Officer   │
                         │                     │      └─────────────────────┘
                         │                     │      ┌─────────────────────┐
                         │                     │──────│   Safety Officer    │
                         │                     │      └─────────────────────┘
                         │                     │      ┌─────────────────────┐
                         └─────────────────────┘──────│ Public Information  │
                                                      │      Officer        │
                                                      └─────────────────────┘

┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐
│ Planning Section │ │Operations Section│ │ Finance/         │ │ Logistics Section│
│     Chief        │ │     Chief        │ │ Administration   │ │     Chief        │
│                  │ │                  │ │ Section Chief    │ │                  │
└──────────────────┘ └──────────────────┘ └──────────────────┘ └──────────────────┘
```

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 4   Date/Time: _____

TETRA TECH

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:	Date From:	Date To:
			Time From:	Time To:

3. Incident Commander(s) and Command Staff:		7. Operations Section:		
IC/UCs		Chief		
		Deputy		
Deputy		Staging Area		
Safety Officer		**Branch**		
Public Info. Officer		Branch Director		
Liaison Officer		Deputy		
4. Agency/Organization Representatives:		Division/Group		
Agency/Organization	Name	Division/Group		
		Division/Group		
		Division/Group		
		Division/Group		
		Branch		
		Branch Director		
		Deputy		
5. Planning Section:		Division/Group		
Chief		Division/Group		
Deputy		Division/Group		
Resources Unit		Division/Group		
Situation Unit		Division/Group		
Documentation Unit		**Branch**		
Demobilization Unit		Branch Director		
Technical Specialists		Deputy		
		Division/Group		
		Division/Group		
		Division/Group		
6. Logistics Section:		Division/Group		
Chief		Division/Group		
Deputy		**Air Operations Branch**		
Support Branch		Air Ops Branch Dir.		
Director				
Supply Unit				
Facilities Unit		**8. Finance/Administration Section:**		
Ground Support Unit		Chief		
Service Branch		Deputy		
Director		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Food Unit		Cost Unit		

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 203	**IAP Page** _____	Date/Time: _____

TETRA TECH

ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: Date From: | Date To: |
| | Time From: | Time To: |

| 3. Name: | 4. ICS Position: | 5. Home Agency (and Unit): |
| | | |

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

| 8. Prepared by: Name: _____ | Position/Title: _____ | Signature: _____ |
| **ICS 214, Page 1** | Date/Time: _____ |