

ESF-5 Emergency Management

ESF Coordinator Snohomish County Department of Emergency Management

Primary Agencies Emergency Services Coordinating Agency (ESCA)
 City of Everett, Office of Emergency Management
 Tulalip, Office of Emergency Management
 Stillaguamish, Office of Emergency Management
 Municipal Emergency Management Coordinators

Supporting Agencies All Snohomish County Departments (as required)
 Snohomish County Sheriff’s Office and Local Police Agencies
 Snohomish County Fire Protection Districts & Departments
 Snohomish Health District
 Snohomish County Dispatch Centers (SNOPAC, SNOCOM)
 Snohomish County Emergency Radio System (SERS)
 Radio Amateur Civil Emergency Service (RACES)
 National Weather Service (NWS)
 Washington State Emergency Management Division (EMD)
 Washington State Emergency Operations Center (SEOC)
 Federal Emergency Management Agency (FEMA)

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

I. INTRODUCTION

Purpose

Support the overall emergency management activities of Snohomish County Government and provide the core management and administrative functions to support the Emergency Operations Center (EOC), and the response of mutual aid, state assistance and other assets.

Scope

ESF 5 describes how Snohomish County will direct and control its personnel and resources in support of county/local governments in preparedness, mitigation, response and recovery.

ESF 5 coordinates information collection, analysis, operations, planning, requests for assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management and other support required to prepare for, respond to and recover from an incident.

This ESF does not imply that all emergency contingencies are addressed but does outline basic principles consistent to most emergencies or disasters.

II. POLICIES

The Snohomish County Executive is the county's primary decision-maker in emergency management and disaster operations. Under RCW 38.52, the County Executive may declare a State of Emergency, make the services and resources of county agencies available and take any actions deemed necessary.

The Snohomish County Director of Emergency Management is delegated the authority to implement the County's Comprehensive Emergency Management Plan (CEMP) for disaster and emergency operations.

III. SITUATION

Emergency/Disaster Conditions and Hazards

Refer to the Snohomish County Hazard Identification and Vulnerability Analysis (HIVA) (published separately) for the natural and manmade events that may affect Snohomish County.

Planning Assumptions

Information must be accurate and timely for effective emergency operations, damage assessment, and disaster declarations.

All organizations supporting emergency operations in the County must actively share and compare information throughout the disaster cycle.

Little information will be available at the outset of an emergency, and initial information received may be vague or inaccurate.

Information concerning the emergency will be obtained from various government and public organizations, and private individuals.

An information process must be in place to verify incoming information, to include a system of dispelling rumors.

Communications outages may hamper the collection and dissemination of accurate emergency information.

Implementing damage assessment procedures early in an emergency will expedite information collection for relief and assistance for those adversely affected.

IV. CONCEPT OF OPERATIONS

General

ESF 5 (DEM) is activated at the Snohomish County Emergency Operations Center (EOC) in anticipation of or immediately following an incident of county significance.

DEM serves as the single point of coordination between local jurisdictions, SEOC, EOC operations and Incident Command.

DEM coordinates state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

Provides trained and experienced staff to fill positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

The County EOC, staffed by DEM and other ESFs as required, coordinates operations and provides situation reports to SEOC, as needed.

During recovery operations, the County Emergency Management Office will coordinate with state/federal partners as needed.

DEM will coordinate the response and recovery activities of mutual aid, County, local and volunteer agencies as well as the private sector through the EOC and/or the Incident Command Post.

It is the policy of DEM to make maximum use of the available resources including the incorporating of regional and catastrophic planning processes.

All affected Snohomish County Departments, municipalities, and participating organizations are to provide information to the EOC related to their department's current and planned response and recovery activities.

All affected Snohomish County Departments, municipalities, and participating organizations are to be actively involved in the development and implementation of their respective Incident Action Plan(s) (IAP).

Organization

Snohomish County Department of Emergency Management is the county agency/entity that oversees emergency management operations for Unincorporated Snohomish County and the Municipalities of Arlington, Darrington, Gold Bar, Granite Falls, Index, Lake Stevens, Marysville, Monroe, Snohomish, Stanwood, Sultan, and the Tulalip and Stillaguamish Tribal Communities. DEM is located at 720 80th St SW, Everett, WA 98203

The Emergency Services Coordinating Agency (ESCA) serves the citizens of the Snohomish County Municipalities of Brier, Edmonds, Lynnwood, Mill Creek, Woodway, Mountlake Terrace, and Mukilteo. ESCA also serves the citizens of the King County Municipalities of Kenmore and Lake Forest Park. ESCA is located at 2901 228th St SW, Suite A, Brier, Washington 98036

The Everett Office of Emergency Management serves the citizens of the City of Everett and is located at 2930 Wetmore Ave, Everett, WA 98201.

Procedures

Incident Assessment:

- All organizations and response personnel should be prepared to make an initial report and periodic reports of how the emergency situation generally effects the County from their organizations and/or personal perspective, and specifically on how the emergency situation effects their current operations, and future continuity of operations, to include what capabilities and resources they now need, or will need in the immediate future.
- Information will be consolidated and evaluated in the Snohomish County EOC to determine emergency actions, plans, and priorities.
- Evaluated information will be disseminated to the various organizations supporting emergency operations in the County by the EOC Manager.
- On-site emergency information will be disseminated by the respective Incident Commander on the scene, as appropriate.
- The County EOC will keep the SEOC apprised of the situation, as appropriate and will coordinate information with local municipalities, and neighboring Counties as necessary.
- The County PIO will disseminate Emergency Public Information to the public from the County's Joint Information Center, if activated.

Situation Reports:

- Periodic situation reports should be developed by all organizations supporting emergency operations in the County that describe the status of emergency operations and future operational strategies, and submitted to the Snohomish County EOC Management and Policy Group for consolidation and review.

Informational Displays

- Displays, briefs, or tailored reports using collated statistical, narrative, and graphical information from various sources should be developed by the EOC Management and Policy Group that portray the overall emergency for dissemination to organizations supporting emergency operations in the County.

Required Emergency Information

- Information concerning the emergency should be organized into major categories and subcategories. This information should accurately describe and portray the impacted area and how the emergency is affecting critical infrastructure and continuity of operations.
- At a minimum, the following information, not in any priority, is required to maintain situational awareness and to portray an accurate picture of the emergency situation:
 - Capability and resource needs
 - Damage Assessment
 - Deaths/ Injuries
 - Disaster Area Boundaries
 - Incident Command Status
 - Life Saving information
 - Mass Care and Shelter requirements and status
 - Media Broadcasts on the Emergency Situation
 - Missing Persons
 - Outside Assistance
 - Resource Tracking

- Status of Communications/ Telecommunications/ IT Infrastructure
- Status of Medical and Health Infrastructure
- Status of Emergency Response and Support Organizations
- Status of Energy/ Power Infrastructure
- Status of Public Works/ Public Utilities Infrastructure
- Status of Transportation Infrastructure
- Weather data affecting the Emergency Situation and Emergency Operations

The priority for information collection will be as follows:

- Life Saving Operations
- Critical Infrastructure Status
- Current Hazard Analysis
- Essential Capability and Resource Needs Assessment
- Damage Assessment

Damage Assessment:

- During an emergency, as soon as it is safe to do so, an initial damage assessment of property should be conducted by response personnel in their jurisdictions and forwarded to their representative in the Snohomish County EOC. The information should provide a descriptive measure of the severity and magnitude of the damage or destruction caused by the current hazard/s, and include the geographical boundaries of the event, type of damages, the impact on the health and welfare of the general public, and the adverse effects to critical infrastructure and continuity of operations. Recovery capabilities and resource requirements for emergency operations will be determined from the initial damage assessments.
- If the emergency situation escalates, and if it is of such magnitude that it could result in a Proclamation of a State of Emergency, or Declaration of a Disaster, a more comprehensive damage assessment of public and private property will be required, and coordinated by the County DEM. This information will provide a basis for the determination, justification, and prioritization of future actions, and what, if any, outside assistance will be required to restore the affected area to a pre-disaster condition.
- As the emergency subsides, damage assessment information should become more specific, and detailed in nature to establish the basis for future claims. The Response and Recovery Section will coordinate collection, collation, and submission of detailed damage assessment information in accordance with existing SOPs and Federal Disaster Assistance Program guidance.

Mitigation Activities

Identify potential mitigation opportunities from damage assessment.

Coordinate and participate on the county/local hazard mitigation planning team.

Through the local hazard mitigation planning team, coordinate the development, implementation and maintenance of the County Hazard Mitigation Plan.

Coordinate with local jurisdictions within the county to ensure that they are aware of federal and state pre and post-disaster mitigation grant opportunities for mitigation measures identified in the county hazard mitigation plan.

Apply for funding through federal and state pre and post-disaster mitigation grant programs for mitigation measures identified in the county hazard mitigation plan.

Upon grant approval, implement and administer federal and state pre and post-disaster mitigation funds.

Provide education and awareness regarding mitigation to the jurisdictions within the county, and the public sector including businesses, private non-profit groups as well as the general public.

Preparedness Activities

Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.

Maintain a trained staff to fulfill tasks associated with ESF 5 operations.

Maintain and update needed computer data and programs, including GIS, maps, critical facility information, evacuation studies, demographics and critical county data.

Establish and maintain contact with the Chief Elected Officials or Municipal/Town Emergency Management officials.

Develop/maintain Memorandums of Understanding (MOUs) and mutual aid agreements.

Exercise and train staff, agencies and other private organizations to support local/county emergency operations.

Prepare staff and other county/local agencies to coordinate support to emergency operations.

Identify deficiencies in plans and determine appropriate corrective action recommendations.

Update the County Hazard Identification and Vulnerability Analysis (HIVA).

Develop and maintain Geographic Information System (GIS) capabilities to support emergency management functions.

Response Activities

Coordinate with County and local governments on emergency response activities.

Activate County EOC and ESF staff as necessary in accordance with Levels of Activation outlined in County Basic Plan.

Contact and apprise EMD Director, SEOC, or State Duty Officer of the situation.

Collect, verify, analyze and disseminate incident information as needed.

Compile and verify preliminary damage assessment information.

Coordinate mutual aid activities including private organization assets.

Continue to coordinate with key personnel in the field to determine the extent and location of damage to people and property.

Coordinate/monitor/oversee public information activities.

Establish and maintain contact with local governments.

Facilitate planning meetings to develop Incident Action Plans, and Situation Reports as appropriate.

Receive and process requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.

Conduct regular briefings for County EOC staff.

Establish a duty roster and telephone lists.

Provide information in support of state/federal agencies, local governments and voluntary organizations to coordinate ESF 5 activities.

Disseminate situation reports and develop resource plans for the duration of the event.

Maintain status report of all assets deployed.

Initiate recovery activities with appropriate agencies.

Recovery Activities

Collect and process information concerning recovery activities while the response phase of the disaster is on-going.

Coordinate the deployment of appropriate ESF assets in support of recovery operations.

Coordinate with the local and county officials on short-term and long-term recovery operations and recovery planning.

Develop resource plans and situation reports as appropriate.

Coordinate with state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

Activate county recovery operations and request support from Voluntary Organizations Active in Disaster (VOAD) as appropriate.

Coordinate the activation of a Disaster Recovery Center (DRC) as appropriate.

Track reimbursement expenses.

Disseminate recovery information, plans and reports.

Conduct after-action critique of the overall response and recovery efforts.

V. RESPONSIBILITIES

General

All primary and supporting ESF agencies must have established disaster related policies, systems, and procedures for:

- Personnel accountability, safety, lines of authority and succession
- Providing logistical support to their personnel and equipment
- Facility / infrastructure damage assessment and reporting
- Continuity of operations to maintain essential services
- Facility / infrastructure repair and restoration

Primary

Snohomish County Department of Emergency Management

- Maintain this Emergency Support Function (ESF).
- Maintain EOC supplies, and data displays.
- Provide training and exercising programs/support to the county/local agencies and other private organizations to support emergency management activities.
- Identify deficiencies in plans and determine appropriate corrective action recommendations.
- Coordinate local/county emergency planning efforts.
- Coordinate, maintain or support county emergency communication activities (see ESF 2 and 15).
- Coordinate and implement the priorities of the Chief Elected Official in local emergency response operations.
- Activate the County EOC and notify appropriate ESF Leads required to coordinate local/county response activities.
- Establish communications with incident command and EMD Director, SEOC, or State Duty Officer.
- Activate required ESFs, SOPs and alert personnel and prepare for a possible mobilization including 24-hour staff operations, if appropriate.
- Support ICS at the local response level and provide resources as appropriate.
- Coordinate the activities of External Affairs (ESF 15).

- Support mutual aid activities.
- Conduct regular briefings; prepare status reports on the situation for EOC staff, County Agencies, State EOC and the media.
- Make recommendations to the chief elected official on response activities including the issuance of a “State of Emergency” proclamation.
- Coordinate evacuation efforts, recovery and re-entry procedures if required
- Prepare for recovery activities.
- Activate the Alternate EOC and direct staff to relocate, if necessary.
- Manage and direct emergency recovery operations.
- Keep accurate record of disaster-related expenditures by each agency.
- Coordinate countywide damage assessment including the Preliminary Damage Assessment (PDA).
- Prepare executive orders and proclamations to address response and recovery operations for the chief elected official, as necessary.
- Coordinate with state and federal officials.
- Administer federal and state disaster assistance programs.
- Monitor the recovery efforts through field personnel.
- Conduct after-action critique of the overall response and recovery efforts.
- Deactivate or demobilize EOC operations as appropriate.

Other Primary Agencies

- Support the above noted responsibilities.
- Provide accurate and timely information on the emergency and their organization’s operations, as appropriate, to the Snohomish County EOC, when activated.
- Develop respective SOPs to provide information to the County EOC during emergency operations in the County, or the surrounding municipalities.
- Coordinate with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
- Provide Situation Reports and Damage Assessments as appropriate, to the Snohomish County EOC, when activated.

Supporting

Municipalities and Supporting Organizations

- Collect, evaluate and forward timely situation reports to the Snohomish County EOC.
- Develop and process the local Proclamation of Emergency when a disaster occurs and that requires action beyond normal capabilities to protect life and property. Notify and/or forward Proclamation of Emergency document to Snohomish County DEM as soon as it is completed.
- Convey all requests for county, state and federal assistance through Snohomish County DEM.
- Collect, evaluate and forward timely damage assessment reports to Snohomish County DEM.

Snohomish County Departments and ESF Stakeholders

- Provide a representative to the EOC when requested.
- Coordinate operations in accordance with respective ESF guidance.

VI. REFERENCES

VII. TABS