

DATE: November 22, 2010
TO: The Snohomish County Council
FROM: Kymber Waltmunson
TOPIC: Follow Up of the Department of Emergency Management Performance Audit

The purpose of this memo is to provide information regarding the current status of Snohomish County's Department of Emergency Management (DEM) in implementing audit recommendations made in the performance audit of the department completed in August 2006. The first follow up evaluation was completed in 2007 and at that time several recommendations remained open (Recommendations 8, 10, 11, 12, and 17). A second follow up evaluation in 2009 found that only two recommendations remained open (Recommendations 10 and 12). This third follow up review, completed in October and November 2010, focused only on these two open recommendations.

Thank you for the opportunity to work with Snohomish County on this project.

Summary of Findings

DEM has completed work implementing Recommendation 10 which relates to updates of key emergency planning documents. DEM has developed a strong training assessment and documentation framework suggested in Recommendation 12. They have not yet applied this framework, but further follow up on this issue may not be warranted.

| Recommendation | Status | Notes |
|----------------|--------|--|
| 10 | CLOSED | |
| 12 | OPEN | Substantially met, no further follow up recommended. |

CEMP Update

Recommendation 10

DEM should undertake a thorough update of the CEMP, including the ESFs. This should include attention to:

1. RCW, NIMS, and EMAP compliance
2. Consistent CEMP format and clarity
3. Disseminate to and educate all designated partners
4. Include hazard-specific and public awareness and education annexes

DEM completed the first three elements of Recommendation 10 prior to this review. Attached to this memo is a letter from DEM describing their actions related to the hazard-specific and public awareness/education annexes to the CEMP.

The public education and awareness element of Recommendation 10 has been met through DEM's inclusion of sections in each annex that address these issues. DEM notes that they have completed a thorough hazard and vulnerability assessment was completed in 2010 and will be incorporated into the catastrophic incident annex that is currently in progress. This would substantially meet the intent of this audit recommendation.

Training Documentation (Internal)

Recommendation 12

DEM should develop and document training plans and training logs for each DEM staff person.

DEM has created several tools to support training needs assessment and documentation including training plans, training request forms, training records forms, and core competency assessments. These documents provide a good foundation for implementing Recommendation 12. Prior to closing this recommendation, DEM should apply the training framework they have developed.

This recommendation cannot be fully closed at this time, however, the work remaining on this recommendation is not significant and further follow up may not be warranted.