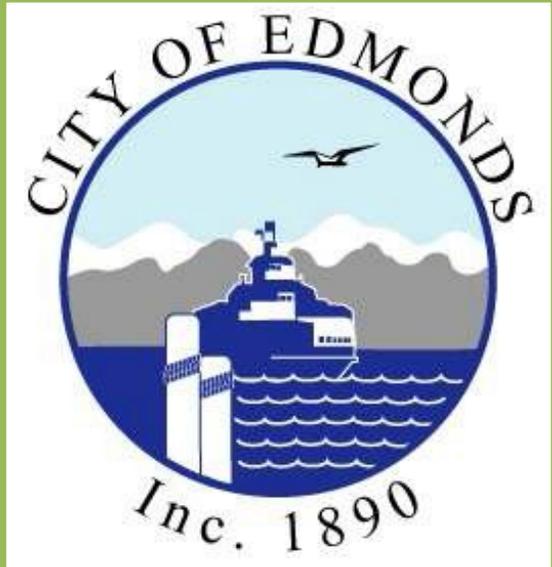


# CITY OF EDMONDS Comprehensive Emergency Management Plan



APPROVED 4/18/2017



## INTRODUCTION

The City of Edmonds (hereinafter referred to as “City”) *Comprehensive Emergency Management Plan (CEMP)* describes the basic strategies, assumptions, objectives and operational protocols which will guide the City’s emergency management efforts through preparedness, response, recovery, and mitigation. To facilitate effective operations, the City’s *CEMP* utilizes an Emergency Support Function (ESF) approach. Each ESF identifies the City Department primarily responsible for organizing response actions related to that ESF, as well as support departments and agencies.

The City’s *CEMP* is designed to be flexible, adaptable, and scalable. It articulates the roles and responsibilities among City Departments, contract service providers, and community partners. The *CEMP* includes a Basic Plan and supplemental documents that provide more detailed information to assist City officials and others implementing the *CEMP*. The City’s *CEMP* is organized as follows:

- Basic Plan – The Basic Plan describes the process for preparedness, response, recovery, and mitigation activities within the City.
- Emergency Support Functions (ESFs) – The ESFs describe, in more detail, responsibilities and processes necessary for specific response actions.
- Incident Specific Annexes – Each Annex outlines the response to a specific incident or situation. The City’s *CEMP* includes annexes for Evacuation; Damage Assessment; and Animal Protection.

Once an incident occurs within Edmonds, the *CEMP* is engaged at the discretion of the City’s senior leadership. The nature of the incident will dictate which plans and procedures are initiated, as well as which ESFs may be required.

The intent of the *CEMP* is to reduce the possible consequences of an emergency or disaster, by preventing loss of life, limiting damage to infrastructure, and supporting the City’s return to normalcy.

## **AUTHORITIES AND REFERENCES**

This is a compilation of authorities and references used in the completion of this version of the City's *CEMP*. References include City, State and Federal codes and regulations as well as plans and widely used standards.

### **CODES AND REGULATIONS:**

#### **City of Edmonds**

Ordinance 2224  
Municipal Code 6.60

#### **Washington State**

RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies  
RCW 35.33.101, Emergency Warrants  
RCW 35A.38, Emergency Services  
RCW 38.52, Emergency Management  
RCW 38.52.070, Local Organization and Joint Local Organizations Authorized  
RCW 39.34, Interlocal Cooperation Act  
RCW 42.12, Vacancies  
RCW 42.14, Continuity of Government  
RCW 43.43, Washington State Patrol – State Fire Service Mobilization Plan  
RCW 47.68.380, Search and Rescue  
RCW 49.60, Laws Against Discrimination  
WAC 118-04, Emergency Worker Program  
WAC 118-30, Local Emergency Management/Services Organizations, Plans and Programs  
WAC 296-62, General Occupational Health Standards

#### **Federal**

Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended  
Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know  
Homeland Security Presidential Directive 1 - 8  
Homeland Security Act of 2002  
Americans With Disabilities Act  
National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)

## **PLANS**

City of Edmonds *Emergency Operations Center Procedures*

City of Edmonds *Damage Assessment Manual*

City of Edmonds *Disaster Recovery Plan*

Edmonds City Departments *Standard Operating Procedures*

*Snohomish County Hazard Mitigation Plan*

*Snohomish County Law Enforcement Mobilization Plan*

*Snohomish County Comprehensive Emergency Management Plan (on-line)*

Snohomish Health District *Strategic National Stockpile Activation Plan*

Snohomish Health District *Pandemic Flu Response Plan*

*Snohomish County Multiple Casualty Incident Plan*

Washington State *Comprehensive Emergency Response Plan (on-line)*

*National Response Framework (on-line)*



# CITY OF EDMONDS

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POLICE DEPARTMENT • AN ACCREDITED LAW ENFORCEMENT AGENCY

DAVE EARLING  
MAYOR

## CITY OF EDMONDS COMPREHENSIVE EMERGENCY MANAGEMENT PLAN PROMULGATION DOCUMENT

This Comprehensive Emergency Management Plan is intended to meet the planning requirements of the Washington Administrative Code, Chapter 118-30; the Revised Code of Washington, Title 38 and Chapters 38.52 and 34.05 as revised; Title III Superfund Amendment and Re-authorization Act of 1986; and local City Ordinances. Pursuant to these laws, the City's Comprehensive Emergency Management Plan (the "Plan") is hereby promulgated by the City to provide guidance concerning emergency response policies, responsibilities, training and actions. This Plan provides guidelines only and does not guarantee a perfect response. Rather, the City can only endeavor to make every reasonable effort to respond based on the situation and resources available at the time.

As part of the Plan, the City entered into an Interlocal Agreement for Emergency Management Services with Snohomish County (the "Agreement") on February 4, 2016, wherein the City authorized Snohomish County, by and through its Department of Emergency Management, to assist the City with coordination of emergency management services.

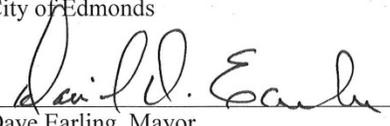
The Plan supports and is compatible with plans of the Snohomish County Department of Emergency Management and of the State of Washington Emergency Management Division. This Plan provides support to the Snohomish County Hazardous Materials and WMD Response Plans and other plans required by State and Federal law.

The provisions of this Plan shall compliment applicable provisions the Agreement. All previous editions of the City's Plan are considered obsolete and should be destroyed.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017

Presented By:

City of Edmonds

  
\_\_\_\_\_  
Dave Earling, Mayor  
City of Edmonds

Received By:

Snohomish County

  
\_\_\_\_\_  
Jason Biermann, Director  
Snohomish County Dept. of Emergency Management

• Incorporated August 11, 1890 •  
Sister City - Hekinan, Japan





CITY OF EDMONDS  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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**CITY OF EDMONDS  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**BASIC PLAN**

**I. MISSION AND SITUATION**

**MISSION**

It is the policy of the City, in order to protect lives, property, and the environment in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to natural and human caused emergencies and disasters, and coordinate the recovery efforts for such incidents.

The City's Emergency Preparedness Goals are:

1. To coordinate the development and maintenance of the City's *CEMP* which provides the framework for organizational activities during disaster operations.
2. Provide a community education and preparedness program for the residential and business community to assist them in developing self-sufficiency.
3. Provide assistance to City Departments in training activities for the development of first responder capabilities.
4. Foster an interdepartmental cooperation within the City and with adjacent jurisdictions as well as with county, state, and federal agencies.

The City's *CEMP* provides guidance to the Emergency Management Organization for mitigation, preparedness, response, and recovery operations. This includes: disaster and emergency responsibilities and procedures, and training and community education activities.

The *CEMP*, including its Emergency Support Functions, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters, and the best utilization of all resources within the City.

The *CEMP* establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into the Emergency Management Organization.

All directions contained in this *CEMP* apply to preparedness and emergency activities undertaken by the City and supporting organizations required to minimize the effects of disaster, and facilitate recovery activities. The City provides on-going training and implementation of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all natural and human caused disasters. Under the guidance of the *National Response Framework*, this *CEMP* addresses all activities related to local

incident management, including mitigation, preparedness, response, and recovery actions.

The City's *CEMP* supports and is compatible with the Snohomish County, Washington State, and Federal Emergency Response Plans. This document provides support to the Snohomish County Department of Emergency Management *Hazardous Materials and Weapons of Mass Destruction Response Plan*, Title III of the Superfund and Re-authorization Act of 1986 and other plans required by the State and Federal Governments. Any conflicts will be handled on a case by case basis.

## **AUTHORITY**

The City's *CEMP* is developed under the authority of the following local, state, and federal statutes and regulations:

1. Revised Code of Washington 38.52.070, 35.33.081 and 35.33.101
2. Washington Administrative Codes 118-30, and 296-62-41011
3. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended
4. Title III Superfund Amendment and Re-authorization Act of 1986
5. *The National Response Framework*
6. Presidential Policy Directive—8 on National Preparedness
7. City Ordinance 2224
8. City Municipal Code Chapter 1.02.035
9. City Municipal Code Chapter 6.60
10. The National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)
11. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq
12. The Americans with Disabilities Act of 1990, as amended, including Executive Order 13166 and Executive Order 13347

## **SITUATION**

Disasters and emergencies have occurred in Edmonds and will likely occur again in the future. Through a process of hazard vulnerability analysis it has been determined that the City of Edmonds is vulnerable to numerous technological, natural, and human caused hazards. These hazards include: wind, rain and snow storms, earthquake, flood, landslide, tidal surge, common and private carrier accident, search and rescue emergencies, civil disturbance, terrorist activity, conventional and nuclear war, explosion, structural collapse, hazardous material incident, major fire, and energy and utility system failure. Additional information on these hazards and their associated risks may be found in the *Snohomish County Hazard Identification and Vulnerability Assessment*, a separately published document.

## **ASSUMPTIONS**

It is assumed that any of the noted situations could create significant property damage, injury, loss of life, panic and disruption of essential services in Edmonds. These situations may also create significant financial, psychological and sociological impact on residents of the community and the City governmental organization itself.

It is reasonable to assume that with impending incidents such as storms, floods and acts of war, warnings will be issued to enable some preparation prior to the incident. Other disasters will come with no advance warning.

In the event of a widespread disaster there will not likely be any significant assistance from nearby communities, county, state or federal agencies for 72 hours or longer. In this situation the City will need to rely on available City resources and those of private organizations, businesses and residents within the city for initial response operations.

The role of the individual resident is of key importance in the response and recovery from disasters. The immediate availability of resources to respond to the emergencies associated with a disaster will be limited and responses will have to be prioritized. It is assumed that there will not be enough resources to respond to every emergency need. Therefore each resident must be personally responsible for preparing to meet their own emergency needs for at least seven days. These preparedness items include having a plan, stocking supplies, learning emergency skills like first aid and CPR, and reducing hazards in the home and workplace.

Edmonds may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting this City.

## **LIMITATIONS**

The information and procedures included in this *CEMP* have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this *CEMP* that in major emergencies and disaster situations that a perfect response to all incidents will be practical or possible. As Edmonds response resources may be overwhelmed and essential systems may be dysfunctional, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

## **II. ORGANIZATION AND RESPONSIBILITIES**

### **ORGANIZATION**

The City of Edmonds operates under a Mayor/Council form of government. The Mayor leads the executive branch and the members of the City Council make up the legislative branch of Edmonds City government. The executive and legislative branches of the City of Edmonds are responsible for overall policy direction within the City.

As the chief elected official, the Mayor, in cooperation with the City Council, has designated the Police Chief to serve as the City's Disaster Coordinator.

The City contracts with Snohomish County Department of Emergency Management (SnoCo DEM) for Emergency Management Services.

The day-to-day organizational structure of Edmonds City Departments will be maintained as much as practical for major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this *CEMP*.

### **CONTINUITY OF GOVERNMENT**

The Continuity of Government Act RCW 42.14 establishes provisions for the continuity of government in the event its leadership is incapacitated. RCW 35A.13.020, 35A.42.030 and 42.12.070; and Edmonds Municipal Code 1.02.035 provide for filling vacancies of elected officials in the City.

### **EMERGENCY MANAGEMENT ORGANIZATION**

The Emergency Management Organization shall be compatible with the existing City organization and shall provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.

### **EMERGENCY OPERATIONS BOARD**

The Emergency Operations Board oversees and provides policy recommendation to the Legislative Branch during emergency and recovery periods and provides direction for the development and maintenance of the *CEMP*. The Emergency Operations Board shall oversee the activities of, and provide direction to the Emergency Management Committee during major emergencies and disasters. The Emergency Operation Board provides policy direction for emergency preparedness and mitigation.

The City of Edmonds Emergency Operations Board consists of the Mayor and all City Department Directors. The Mayor will serve as Chair of the Board.

## **SNOHOMISH COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT**

The staff of the Snohomish County Department of Emergency Management (SnoCo DEM) provides technical assistance to the City of Edmonds for the development and ongoing maintenance of the *CEMP* and related activities within the City in coordination with the Edmonds Disaster Coordinator. The SnoCo DEM staff coordinates with outside agencies and organizations involved in emergency planning. The SnoCo DEM staff manages the County Emergency Coordination Center during activation and interacts with outside agencies to coordinate emergency support activities.

## **EMERGENCY MANAGEMENT COMMITTEE**

The Emergency Management Committee provides staff support, direction and expertise in development of the *CEMP* and all supporting documents. The Disaster Coordinator or designee shall serve as chair of the Committee. The Committee is comprised of key personnel designated by each City Department Director and members of outside professional and volunteer organizations having key roles in emergency preparedness, planning and response activities. Members of the Emergency Management Committee will normally staff the City's Emergency Operations Center as necessary during activation and coordinate the activities in their respective divisions or area of responsibility during major emergencies and disasters. The City's Emergency Operations Center is located in the Edmonds Public Safety Building and activates in support of the City's response to emergencies and disasters.

The Emergency Management Committee consists of representatives from the following:

- Mayor
- Office of the Mayor Staff
- Community Services / Economic Development Department
- Courts
- Development Services Department
- Finance Department
- Fire Marshal
- Human Resources Department
- Parks and Recreation Department
- Police Department
- Public Works Department
- Snohomish County DEM Representative

## **SUB-COMMITTEES**

Sub-committees as determined necessary by the Emergency Management Committee and the Committee Co-chairs may include individuals from outside organizations. Sub-committees will be chaired by a member of the Emergency Management Committee. Oversight of sub-committee work will be the responsibility of the Disaster Coordinator, or designee.

## **RESPONSIBILITIES - CITY OF EDMONDS**

### **ALL DIVISIONS LISTED BELOW, MAYOR, CITY CLERK, HUMAN RESOURCES AND INFORMATION SERVICES**

1. Develop plans for employee notification and support during disaster activities.
2. Coordinate the registration of temporary emergency workers and volunteers.
3. Provide liaison for coordination with telephone service providers for the reestablishment of telephone services to the City government and guidance to City Departments for the protection of telephone systems.

## **MAYOR**

1. Proclaim local emergency.
2. Provide visible leadership to the community and makes announcements to the media.
3. The Mayor or his/her successor may proclaim special emergency orders under Edmonds Municipal Code 6.60.
4. Provide policy direction through the Emergency Operations Board.
5. Provide overall direction and support of emergency operations as the Chair of the Emergency Operations Board.
6. Request assistance, when necessary, from the Snohomish County Department of Emergency Management (SnoCo DEM) and Washington State Emergency Management Division (EMD), and the Federal Emergency Management Agency (FEMA) through the SnoCo DEM.
7. Provide for emergency preparedness, mitigation, response and recovery activities to be carried out within the city.
8. Appoint Public Information Officer or Public Information Officer Group to coordinate preparation and dissemination of information to the public and the media.
9. Issue notice of evacuation when necessary.

10. Maintain continuity of government.
11. Provide for coordination of visiting officials from other jurisdictions and levels of government.
12. Direct Office of the Mayor Staff activities.

### **OFFICE OF THE MAYOR**

1. Develop Standard Operating Procedures as outlined in Section III – Concept of Operations as they relate to the Office. For disaster response purposes, the Office of the Mayor consists of the Mayor and Senior Executive Assistant, City Clerk’s Office, Human Resources Staff, and the Information Services.
2. Provide for the identification and preservation of essential department records.
3. Document emergency-related costs and activities.
4. Serve in a variety of staff and liaison roles during disaster operations.

### **INFORMATION SERVICES**

1. Chief Information Officer will provide coordination between the Information Services Department and telephone/internet service providers for the re-establishment of telephone/internet services to the City government; and guidance to City Departments for the protection of its information technology systems.
2. Develop plans for and coordinate the recovery operations of the City's telephone and computer systems following disaster situations.
3. Assist in preparing Proclamation of Local Emergency.
4. Provide computer and telecommunications support to the Emergency Operations Center.
5. Provide City Departments with guidance and direction for the protection of computer hardware, software and data.

### **CITY COUNCIL**

1. Appropriate funds to meet emergency needs.
2. Maintain continuity of government.
3. Appropriate funds to provide emergency preparedness programs and mitigation

activities within the city.

### **CITY COUNCIL PRESIDENT**

1. Perform the duties of the Mayor in his/her absence.

### **SNOCO DEM**

1. In cooperation with the City Disaster Coordinator, provide technical assistance and support in the development and maintenance of the City's *CEMP*.
2. Assist with the development of associated documents and standard operating procedures which support the *CEMP*.
3. Manage the SnoCo DEM Emergency Coordination Center during activation.
4. Assist City with Proclamation of Local Emergency and coordinate requests for outside assistance through county, state and federal agencies.
5. Assist responsible City staff in the preparation of disaster assistance paperwork and submit to the appropriate agencies.
6. Provide for public information and education on emergency preparedness.
7. Coordinate dissemination of emergency warning information through the Emergency Alert System (EAS), AlertSense, and other available County resources.
8. Assist with coordination of mitigation and preparedness activities as requested by the Mayor.
9. Coordinate amateur radio operators during disaster operations.
10. Act as liaison between City personnel and military personnel responding to an emergency.
11. Coordinate the establishment of disaster resource centers to support community recovery efforts.
12. Provide technical assistance for recovery planning.

### **DISASTER COORDINATOR**

1. Coordinate the development and maintenance of the city's *CEMP*.

2. Chair the Emergency Management Committee and coordinate the development of associated documents and standard operating procedures which support the *CEMP*.
3. Coordinate Proclamation of Local Emergency with the Office of the Mayor and SnoCo DEM.
4. Request outside assistance (other than mutual aid) through SnoCo DEM Emergency Coordination Center or duty officer.
5. Coordinate dissemination of emergency warning information through available city resources and SnoCo DEM.
6. Coordinate mitigation and preparedness activities as appropriate.
7. Submit completed disaster assistance paperwork to SnoCo DEM for submittal to appropriate county, state and federal agencies.

#### **SNOCOM COMMUNICATIONS CENTER**

As the City's primary Public Safety Answering Point, SnoCom will endeavor to:

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the center.
2. Provide recommendations for Emergency Operations Center communications equipment.
3. Provide emergency communications service to the Communications Center service area, including dissemination of emergency messaging through the AlertSense system.
4. Provide information on emergency situations and locations to the Emergency Operations Center during activation.
5. Coordinate re-establishment of communications system if disrupted.
6. Disseminate initial warning information to public safety agencies.
7. Provide for the identification and preservation of essential Communications Center records.
8. Document emergency related costs and activities.

## **DEPARTMENT OF COMMUNITY SERVICES / ECONOMIC DEVELOPMENT**

1. Serve as the lead agency for the coordination of disaster recovery issues.
2. Manage special disaster planning and recovery projects as assigned by the Mayor.
3. Serve on Office of Mayor Staff.

## **DEPARTMENT OF DEVELOPMENT SERVICES**

### All Divisions

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Develop emergency and evacuation plans for facilities used by the department.
3. Provide support to city-wide evacuation planning and assist in evacuation efforts as appropriate.
4. Provide clerical staff to support administrative activities.
5. Provide for the identification and preservation of essential department records.
6. Document emergency-related costs and activities.

### Building Division

1. Coordinate and compile initial damage assessment and safety evaluation of essential city-wide buildings.
2. Provide support in the safety evaluation of structures during search and rescue operations.
3. Determine building safety and recommend evacuation as appropriate.
4. Provide expertise and recommendation for reconstruction, demolition and structural mitigation during recovery period.
5. Provide streamlined permit process for disaster recovery efforts.

### Planning Division

1. Develop plans to deal with land use, environmental impact, and related mitigation issues following disasters.

2. Coordinate and compile initial damage assessment and safety evaluation of essential city-wide buildings.
3. Provide streamlined permit process for disaster recovery efforts.

## **PUBLIC WORKS DEPARTMENT**

### All Divisions

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Develop emergency and evacuation plans for facilities used by the department.
3. Provide support to city-wide evacuation planning and assist in evacuation efforts as appropriate.
4. Provide clerical staff to support administrative activities.
5. Provide for the identification and preservation of essential department records.
6. Document emergency-related costs and activities.

### Operational Divisions

1. Provide support in the development of plans to deal with public works related mitigation issues following disasters.
2. Provide for the initial damage assessment of City infrastructure.
3. Coordinate debris removal, traffic control, road closures and protection of public property.
4. Provide assessment of transportation routes, identify alternate routes and provide temporary traffic control measures/devices and operational control of traffic signals.
5. Provide damage assessment, debris removal, emergency protective measures, emergency and temporary repairs and/or construction for public works infrastructure.
6. Provide damage assessment, emergency repairs for City-owned vehicles, field communications equipment, department-managed facilities, and coordinate transportation facilities restoration (signals and street lights).
7. Provide support in initial damage assessment and safety evaluation of essential city-wide facilities.

8. Provide light and heavy equipment, generators and supplies.
9. Coordinate with area utility providers for restoration of services.
10. Provide support to the Fire District in hazardous material incident response to City sewers and streets.
11. Provide field communications support through existing communications equipment when requested.
12. Provide support to determine building safety and recommend evacuation as appropriate.
13. Provide support for reconstruction, demolition and structural mitigation activities during recovery period.
14. Provide support to other departments in the damage assessment of City infrastructure.
15. Provide support to other departments in field activities as appropriate.
16. Provide initial interim repair and reconstruction, and coordinate permanent repair and reconstruction of City facilities.
17. Provide support to perform or contract for major recovery work as appropriate.

#### Engineering Division

1. Provide support in the development of plans to deal with land use, environmental impact, and related mitigation issues following disasters.
2. Provide support in assessment of transportation routes, identify alternate routes and provide temporary traffic control measures/devices and operational control of traffic signals.
3. Provide support regarding information and recommendations on traffic routes during flooding.
4. Provide support in the initial damage assessment of City infrastructure.
5. Assist with utility restoration as appropriate.
6. Provide engineering and architectural services for transportation and municipal infrastructure, including expertise and recommendations for reconstruction, demolition and mitigation during the recovery period.
7. Provide support for reconstruction, demolition and structural mitigation activities during recovery period.

8. Contract for major recovery work as appropriate.
9. Provide streamlined permit process for disaster recovery efforts.

#### Waste Water Treatment Plant Division

1. Provide for the continued operation of the Waste Water Treatment Facility following a disaster.
2. Prioritize and initiate emergency repairs to the facility.
3. Provide support to other divisions as appropriate.

### **PARKS & RECREATION DEPARTMENT**

1. Development plans for the coordination of emergency feeding and shelter for the public during disaster activities.
2. Develop emergency and evacuation plans for municipal facilities under department management.
3. Develop plans for, and coordinate the utilization of City facilities for temporary emergency shelters.
4. Provide support to other departments in field activities as appropriate.
5. Develop plans for emergency feeding and shelter for City staff during disaster activities.
6. Develop plans for providing limited temporary shelter which accommodates individuals with access and functional needs.
7. Develop plans and coordinate volunteer groups to assist individuals with access and functional needs in their homes.
8. Coordinate provision of food and water until Red Cross mass care response assets are activated.
9. Coordinate the use of City parks for staging areas for disaster operations, mass care and temporary housing.
10. Provide support to Public Works in debris removal, traffic control, road closures and protection of public property.
11. Provide field communications support through existing communications equipment.

12. Provide light and heavy equipment, generators and supplies.
13. Provide information and recommendations on traffic routes during flooding situations.
14. Provide barricades for road closures and re-routing of traffic.

## **FINANCE DEPARTMENT**

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Review contracts for emergency work and procurement.
3. Assist in identifying sources of disaster funds if departmental budgets are exceeded.
4. Assist other departments with the compilation of disaster related financial information.
5. Coordinate disaster related purchases and expenditures.
6. Provide for the identification and preservation of essential department records.
7. Document emergency related activities and costs.

## **SNOHOMISH COUNTY FIRE DISTRICT 1**

The City of Edmonds contracts with Snohomish County Fire District 1 for the provision of fire suppression and emergency medical services. The District will provide a representative to assist in planning activities and EOC activations as deemed necessary at the time of the incident and will endeavor to:

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the District.
2. Develop emergency and evacuation plans for facilities under District management.
3. Provide command and control for field operations through established command posts as appropriate.
4. Provide fire suppression services.
5. Provide hazardous materials incident command and radiological monitoring; and coordinate with outside agencies as appropriate.
6. Provide direction and control for search and rescue activities.
7. Provide technical rescue services.
8. Provide emergency medical services with limited transportation to hospitals.
9. Support evacuation efforts as appropriate.
10. Provide support to City Departments in utility restoration efforts.
11. Provide support to the Public Information Officer in the dissemination of emergency warning information to the public.
12. Provide support to City Departments in city-wide structural damage assessment, traffic control, emergency warnings, road closure and protection of property.
13. Participate in initial city-wide damage assessment as appropriate, including assessment of District facilities and waterfront reconnaissance.
14. Provide for the identification and preservation of essential District records.
15. Document emergency-related activities and costs.

## **POLICE DEPARTMENT**

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Develop emergency and evacuation plans for facilities under department management.
3. Provide law enforcement activities within the city.
4. Provide command and control for field operations through established command posts as appropriate.
5. Provide emergency traffic control.
6. Provide direction and control for evacuation efforts as appropriate.
7. Provide security at the Emergency Operations Center during activation.
8. Provide support to the Snohomish County Medical Examiner in the identification of the deceased.
9. Provide support in the dissemination of emergency warning information to the public.
10. Participate in initial city-wide damage assessment as appropriate.
11. Provide coordination of explosive device identification, handling, and disposal through outside agencies.
12. Provide for the identification and preservation of essential department records.
13. Document emergency related costs and activities.

## **RESPONSIBILITIES – STATE**

### Washington State Emergency Management Division

1. Through the Washington State *Comprehensive Emergency Management Plan* and the State EOC, coordinate all emergency management activities of the State.
2. Take appropriate actions to mitigate the effects of, prepare for, respond to and recover from the impacts of emergencies or disasters.
3. Coordinate requests for various services such as specialized skills, equipment and resources in support of State and local government emergency operations.

## **RESPONSIBILITIES – FEDERAL**

Federal Emergency Management Agency (FEMA)

1. Provide assistance to State and local agencies to save lives and protect property, the economy and the environment.
2. Facilitate the delivery of all types of Federal response assistance to State and local governments.
3. Assist states in recovering from an emergency or disaster.

Absent a full Presidential Declaration, federal support will likely be limited.

## **LAW ENFORCEMENT ASSISTANCE**

The Edmonds Police Department is the agency of primary jurisdiction within the City under normal circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies and various law enforcement agencies throughout the state. Requests for supplemental law enforcement assistance should be made through SnoCom.

Additional information on Law Enforcement Mutual Aid can be found in Emergency Support Function (ESF) 13 – Public Safety and Security.

## **EMERGENCY RESPONSE AND SUPPORT TEAMS (FIELD LEVEL)**

Incident Management Assistance Teams (IMATs) may be available to assist in incident management, set up of response facilities and provide expertise and capability. They may include representatives from the Federal Emergency Support Functions (ESF). They will make preliminary arrangements for Federal field facilities and initiate establishment of the Joint Field Office (JFO). Absent a full Presidential Declaration, federal support will likely be limited.

## **DEFENSE SUPPORT OF CIVIL AUTHORITIES**

The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies after approval by the Secretary of Defense, or at the direction of the President. DOD responds to requests for assistance when local, state and federal resources are overwhelmed. When deployed to assist civil authorities, command of Federal military assets remains with the Secretary of Defense.

Additional information can be found in Emergency Support Function (ESF) 20 – Defense Support to Civil Authorities.

### III. CONCEPT OF OPERATIONS

#### CONCEPT

1. It is the policy of the City of Edmonds to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.
2. It is the policy of the City of Edmonds to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. Should the emergency or disaster occur:
  - a. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department Standard Operating Procedures (SOPs).
  - b. During work hours: Departments shall make every effort to allow employees to check promptly on the status of the families and homes, provided that doing so does not compromise emergency response functions as defined in this *CEMP*.
3. It is the policy of the City of Edmonds to conduct all emergency and disaster preparedness, mitigation, response and recovery activities in accordance with the National Incident Management System (NIMS).
4. It is the policy of the City of Edmonds that each City Department takes an active role in emergency planning and develops Standard Operating Procedures. It is the responsibility of the Director of each City Department and office to:
  - a. Serve as members of and designate alternates to the Emergency Operations Board to actively participate in the preparation and maintenance of the City's *CEMP*.
  - b. Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.
  - c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this *CEMP*.
  - d. Develop departmental Standard Operating Procedures (SOP) which include the following:
    - 1) Department chain of command
    - 2) Location for managing departmental emergency operations
    - 3) Departmental responsibilities, capabilities and resources to include:

- 4) personnel, facilities, and equipment
  - 4) Information needed to manage the department during emergency operations and means of communication for obtaining that information
  - 5) Information on how the department will coordinate with the Emergency Operations Center
  - 6) Methods to ensure that all department staff are aware of Standard Operating Procedures and of the concepts of the *CEMP*
5. It is the policy of the City of Edmonds that City Departments make staff and resources available at the request of the Disaster Coordinator for training activities and emergency operations assignments.
6. When a major emergency or disaster occurs, City Department management shall use the following general checklist as a basis for managing disaster operations:
- a. Report to the pre-determined site to manage department operations
  - b. Account for personnel
  - c. Assess damages to facilities and resources
  - d. Assess personnel and resources available
  - e. Assess problems and needs
  - f. Report situation, damages and capabilities to the Emergency Operations Center
  - g. Send designated representatives to the Emergency Operations Center to participate as members of the Emergency Preparedness Board
  - h. Carry out departmental responsibilities and assigned tasks
  - i. Continue assessment of department resources, needs and actions
  - j. Continue reports to the Emergency Operations Center regarding actions, problems, needs, damages, etc.
  - k. Keep detailed and accurate records, document actions, costs, situations, etc.
7. The Edmonds Emergency Operations Center (EOC) is activated by the Disaster Coordinator at his/her discretion, or at the request of the Mayor or any City Department Director or designee, when the level of operations requires it. The

EOC Manager will be designated by the Mayor. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the Emergency Management Organization and/or the Emergency Operations Center may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

8. In the event of a regional emergency affecting a widespread area, the SnoCo DEM ECC will be activated by the SnoCo DEM Director or staff. Upon request, the City will send appropriate staff to the SnoCo DEM ECC to facilitate coordination of activities and resources on behalf of the City, and will serve as staff to the SnoCo DEM ECC.
9. The Emergency Operations Board shall be responsible for evaluating a situation to determine if a Proclamation of Emergency by the Mayor is necessary.
10. Edmonds City Departments are expected to carry out their responsibilities outlined in this *CEMP*, utilizing their best judgment and in a coordinated manner. The Emergency Operations Board will act as advisors to the Mayor in dealing with problems caused by the disaster and in the coordination of the situation. This coordination will normally be done through the Emergency Operations Center.
11. When a major emergency or disaster occurs, it is anticipated that City Departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the SnoCo DEM Emergency Coordination Center. Resources to be utilized to support City operations may be placed at staging areas until specific assignment can be made. (See ESF 7- Logistics and Resource Support)
12. In the event a situation is, or will become, beyond the capabilities of the resources of the City of Edmonds and those provided through mutual aid, the Mayor may request assistance from SnoCo DEM or Washington State Emergency Management Division.
13. In the event of communications failure in a disaster, any City facility or temporarily established site may act as a remote Emergency Operations Center for its local area until coordination can be established from the Edmonds Emergency Operations Center. Each may serve as a command post, staging area, triage station, communications center or in any other functional capacity appropriate for the situation.

## OPERATIONS BY TIME PHASE

In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various elements of the Edmonds Emergency Management Organization and City Departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

### MITIGATION AND PREPAREDNESS PHASE

1. Develop and maintain the City's *CEMP*.
2. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.
3. Develop appropriate contingency plans and standard operating procedures in support of the *CEMP*.
4. Initiate efforts toward detection and prevention of impacts to public health and safety.
5. Identify and implement actions to reduce hazards and risks faced by first responders in order to protect responder health and safety.
6. Report any threats, incidents and/or potential incidents using established communications and reporting channels.
7. Immediately report any suspicious activity, terrorist threats and/or actual incidents with a potential or actual terrorist nexus to the regional Joint Terrorism Task Force (JTTF) in Seattle.
8. Coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans.
9. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
10. Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.
11. Conduct training activities to enhance response capabilities.

12. Conduct public education to enhance citizen self-sufficiency.

#### INCREASED READINESS/WARNING PHASE

1. Make appropriate notifications and initiate actions to place emergency plans into effect.
2. Activate and staff the Emergency Operations Center as required for the situation.
3. Disseminate emergency warning as appropriate.
4. Take incident specific mitigation actions to protect public and private property.

#### RESPONSE PHASE

1. Initiate actions necessary to preserve life, property and the environment utilizing available resources.
2. Carry out initial damage assessment and evaluate overall situation.
3. Coordinate response and support functions with outside agencies and volunteer organizations.
4. Coordinate operations, logistics, and planning functions.
5. Compile incident status information and report to appropriate agencies.
6. Prepare and maintain detailed documentation of events and activities.
7. Provide public information and warning as appropriate.
8. Prepare Proclamation of Local Emergency as appropriate.

#### RECOVERY PHASE

1. Carry out damage assessment functions and assess community needs.
2. Prioritize recovery projects and assign functions accordingly.
3. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
4. Prepare documentation of incident, including incident log, cost analysis and estimated recovery costs.

5. Facilitate the establishment of disaster assistance centers to assist private business and residents with individual recovery.
6. Assess special community needs and provide information and assistance where appropriate.
7. Incorporate long range plans into recovery and restoration activities.
8. Additional information on recovery activities can be found in Emergency Support Function (ESF) 14 – Long-term Community Recovery and in the City of Edmonds *Disaster Recovery Plan*, a separately published document.

#### **IV. ADMINISTRATIVE AND FISCAL PROCEDURES**

1. It is the policy of the City of Edmonds that each City Department will assign personnel to be responsible for documentation of disaster activities and costs and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational activities and expenditures from day-to-day activities and expenditures.
2. Financial documentation and associated reports shall be the responsibility of the Finance Director or designee.
3. The Finance Director or designee shall develop effective methods and procedures for documenting disaster expenditures and shall provide each City Department with documentation forms and completion instructions.
4. The City Clerk, in coordination with other City Departments, shall identify records which are vital for the operation of the City, in order to effectively resume normal business after a disaster or emergency.
5. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.
6. The City of Edmonds will incur disaster expenses from currently appropriated local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080-100. The Mayor and City Council, in coordination with the Finance Director, will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded.
7. Normal procedures for expenditures and payment processing may be modified to accommodate the circumstances associated with the disaster.
8. The City of Edmonds will submit reports required by both state and federal agencies in a disaster situation with information concerning nature, magnitude and impact for use in evaluating and providing appropriate response resources and services. These reports include but are not limited to:
  - Situation Reports
  - Proclamation of Emergency
  - Requests for Assistance
  - Damage Assessment Reports

It will be the responsibility of the Office of the Mayor to coordinate the preparation of all required reports and ensure that they are delivered to the appropriate agencies.

9. A streamlined plan review and permit process may be instituted within the City in order to facilitate recovery and repair activities.
10. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.
11. Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.
12. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the state Historic Preservation Commission.
13. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age, sexual identity, gender identity, marital status, or disability.
14. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 -Laws Against Discrimination and 44 CFR Section 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
15. Volunteer emergency workers used during emergencies and disaster operations shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards.
16. It is the policy of the City of Edmonds that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. The Office of the Mayor is the lead agency for essential human resource activities in the City and as such, may assist other departments in identifying and assigning employees to assist in disaster recovery. It may be necessary to hire temporary employees to meet staffing requirements in all departments.
17. City Departments, although retaining responsibility for the day-to-day supervision of their work force, should coordinate their personnel needs with the Office of the Mayor. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or "out of class", and shall be compensated in accordance with existing rules and bargaining unit agreements. Requirements of the Fair Labor Standards Act (FLSA), existing labor contracts and City policies and procedures shall apply.

18. The Mayor or designee shall designate an Office of the Mayor representative to coordinate personnel needs, maintain liaison with volunteer organizations, and assist City employees in obtaining recovery assistance.
19. Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses and labor organizations. Requests for additional assistance should be coordinated through the EOC.
20. Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated and persons wishing to volunteer may be directed there for registration and assignments. The Office of the Mayor will be responsible for the recruitment, registration and assignment of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

## V. LOGISTICS

1. The Disaster Coordinator or designee, following a Proclamation of Emergency, has the authority to impress the services and equipment of residents as necessary in response to the disaster. Those residents are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, Chapter 38.52.110 RCW.
2. The Disaster Coordinator or designee is authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operations, Chapter 38.52.390 RCW.
3. It is the policy of the City of Edmonds that all City Departments prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster and emergency situations.
4. The Public Works and Parks and Recreation Departments has pre-identified the following locations within the city for use as Logistics Staging Areas and Points of Distribution for response and relief supplies:
  - Edmonds Public Works Facility - 7110 210<sup>th</sup> St SW, Edmonds
  - Frances Anderson Community Center - 700 Main Street, Edmonds

Additional information on Staging Areas and Points of Distribution can be found in Emergency Support Function (ESF) 7 – Logistics and Resource Support.

5. Additional governmental resources may be called upon for assistance through the use of existing mutual aid agreements, SnoCo DEM and the Washington State Emergency Operations Center through SnoCo DEM.

## **VI. DIRECTION, CONTROL AND COORDINATION**

### **NIMS INTEGRATION**

1. The National Incident Management System (NIMS) is mandated by *Homeland Security Presidential Directive – 5*, and provides a consistent, nation-wide approach for Federal, State, local and tribal governments, the private sector and non-governmental organizations to effectively and efficiently prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.
2. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology.
3. It is the policy of the City of Edmonds that all emergency management activities will be conducted in accordance with NIMS.

### **DIRECTION AND CONTROL**

1. All emergency and disaster preparedness, mitigation, response, and recovery activities shall be conducted in accordance with the National Incident Management System (NIMS).
2. Direction and control of emergency management activities rests with the Disaster Coordinator. The authority for direction and control of the organization and administration of the emergency management program is found in RCW 38.52 and Edmonds Municipal Code 6.60. Overall control during disaster response operations will be divided into three levels.
  - a. Emergency Operations Board: deals primarily with policy issues brought about by the disaster.
  - b. Emergency Management Committee: coordinates disaster resources, monitors the disaster situation, and reports to the Board.
  - c. Field Operations: operate in field locations or command posts and will direct and coordinate disaster field operations.
3. Overall direction, control and coordination will normally be conducted through the Emergency Operations Center in order to support the overall community response to the disaster and to best coordinate efforts with county, state and federal agencies.
4. The Emergency Operations Center is currently located at the Police Department Headquarters (250 5<sup>th</sup> Avenue North) which is operational 24 hours a day and is

equipped with alternate power supplies for use during general system failures.

5. The Emergency Operations Center may be activated to any level deemed appropriate for the level of disaster operations. The Mayor's designee serves as the EOC Manager. It will be staffed by members of the Emergency Management Board and Committee. Initial establishment of the Emergency Operations Center following activation is the responsibility of the Mayor's designee.
6. Individual City Departments may designate alternate locations or field command posts for coordinating individual department operations. The individual in charge of a command post shall be responsible for keeping the Emergency Operations Center informed of their situation and activities and shall act in coordination with the Emergency Operations Center.
7. The Disaster Coordinator, in coordination with the Emergency Operations Board, is responsible for ensuring that emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Edmonds.
8. The Mayor is responsible for city-wide policy decisions. The Disaster Coordinator and Emergency Operations Board provide policy recommendations to the Mayor during times of emergency or disaster, or in anticipation of large scale emergencies or disasters.
9. The day-to-day organizational structure of City Departments shall be maintained as much as practical during emergency and disaster operations. Each City Department shall have a line of succession to the Department Director and then to the Disaster Coordinator.
10. Overall direction, control and coordination will normally be conducted through the Emergency Operations Center in order to support the overall community response to the disaster and to best coordinate efforts with county, state and Federal agencies.
11. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
  - a. Protect life, health and the environment
  - b. Protect public and private property
  - c. Develop and disseminate public information
  - d. Restore essential services and facilities
  - e. Minimize economic disruption to the community
  - f. Preserve existing institutions and organizations

## ON-SCENE MANAGEMENT

1. In compliance with the National Incident Management System (NIMS), on-scene management of emergencies will follow the Incident Command System (ICS) as published by the Department of Homeland Security, National Fire Academy and the National Emergency Management Institute. The functions of the Incident Command System include but are not limited to:
  - a. Incident Commander - Directs on-scene operations and reports to EOC via established chain of command.
  - b. Safety Officer - Oversees safety of operations at the scene.
  - c. Liaison Officer - Coordinates information with support function groups.
  - d. Public Information Officer - Coordinates media relations and emergency public information. This shall be done in cooperation with the EOC when activated.
  - e. Operations Section - Implements strategic and tactical actions at the incident scene, such as: perimeter control, evacuation, fire suppression, rescue, clean-up, emergency medical, and decontamination.
  - f. Logistics Section - Responsible for communications, transportation, supplies and special equipment.
  - g. Planning Section - Responsible for situation and resource status reports, documentation, incident planning, technical advisors, and demobilization.
  - h. Intelligence – Responsible for the collection and coordination of intelligence information.
  - i. Finance/Administration Section - Responsible for contracts, time keeping, cost analysis, compensation, claims.
  
2. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident. The Incident Command System should only be activated to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:
  - a. Assess the situation

- b. Develop incident organization objectives, action plans and priorities
  - c. Ensure safety issues are addressed
  - d. Contact appropriate agencies, dispatch, or the Emergency Operations Center to request necessary resources
  - e. Keep the Emergency Operations Center informed of field activities
3. When more than one agency is involved in response at the scene, the Incident Commander and other responding agencies should coordinate to ensure each agency's objectives are identified. Personnel working in support of the Incident Commander will maintain the normal chain of command through their respective agency and will carry out tasks through on-site command personnel or the Emergency Operations Center when instructed.
4. In situations where more than one agency has significant on-scene considerations involving response efforts, a Unified Command shall be established to ensure coordination of on-scene activities.
5. WAC 296-62- 41015 requires that the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.
6. The Incident Commander, in concert with the EOC and Office of the Mayor, may appoint a Public Information Officer or Public Information Officer Group to work with the news media at the Incident scene. This may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the Emergency Operations Center. The Public Information Officer shall be responsible for communicating released information to the Emergency Operations Center.

## **COORDINATION**

1. Coordination of emergency activities and information among local, state, federal and private sector agencies serving the City of Edmonds shall be done through the Emergency Operations Center and SnoCo DEM.
2. Communications during an emergency or disaster will be through communications systems currently established within the City organizations. Back-up and supporting communication activities will be provided by organized volunteer radio operators assigned through SnoCo DEM.

3. Emergency warning and public information will be communicated to citizens via local media through the designated Public Information Officer and existing City communications systems. The Emergency Alert System (EAS) and the AlertSense system, which are activated by SNOCOM or SnoCo DEM, may also be used.

## **PROCLAMATION OF EMERGENCY**

1. The Proclamation of Local Emergency is made by the Office of the Mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with disaster response. The proclamation is normally a prerequisite to state and federal disaster assistance. The Proclamation of Local Emergency must be ratified by the City Council as soon as practical following the emergency.
2. In the absence of the Mayor, such proclamations may be made by the City Council President and in the absence of the City Council President, the Council President Pro-Tem. The Mayor shall cause any proclamation made, to be delivered to all news media within the city and shall use other methods as necessary, to give notice of such declaration to the public.
3. The proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements). These include but are not limited to rationing of resources and supplies, curfew, budget law limitations, competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.
4. The Mayor, assisted by the Office of the Mayor Staff, shall be responsible for the preparation of Emergency Proclamations.
5. The Disaster Coordinator will notify SnoCo DEM when a proclamation of local emergency is made.

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## SAMPLE EMERGENCY PROCLAMATION

The Mayor of the City of Edmonds has determined that the (type of incident) has/will cause (type of damage) in the City of Edmonds, and,

(Incident Description), and,

These problems have created a threat to life and property, and

All available resources are/will be committed to disaster work, and

The City requires supplemental assistance, and

The severity of this disaster is beyond the capability of local resources:

Therefore, this incident constitutes an emergency as defined by the City's *CEMP* and necessitates the utilization of emergency powers granted under Chapter 38.52.070 RCW; Therefore,

**IT IS PROCLAIMED BY THE MAYOR OF THE CITY OF EDMONDS:**

## **REQUEST FOR EMERGENCY ASSISTANCE**

1. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Disaster Coordinator will request additional resources through SnoCo DEM for county, state and federal assistance as necessary.
2. Requests to the Governor to proclaim a State of Emergency are made by the County Executive through SnoCo DEM. This proclamation by the Governor, and subsequent Presidential Declaration, are necessary to obtain federal disaster relief funds.

## **DEMOBILIZATION**

When the Disaster Coordinator (or designee) determines that the activation of the EOC is no longer required, he/she will issue instructions for demobilization from emergency management activities at the conclusion of the emergency event.

## **VII. PUBLIC INFORMATION**

Providing current and accurate information to the public is of great importance following an emergency or disaster. The City shall strive to provide both emergency and general information in a timely and coordinated manner. For the purposes of this *CEMP*, the City of Edmonds defines “emergency information” as information which has direct relevance to the safety and/or health of the residents of Edmonds, i.e. evacuation orders and routes; boil water orders; shelter-in-place notices; curfews, etc. “General information” may consist of information such as debris pick-up schedules; permit fee schedules; facility hours of operation, etc.

1. The Mayor or Disaster Coordinator shall appoint a Public Information Officer or Public Information Officer Group who shall coordinate the dissemination of emergency public information through the Emergency Operations Center (EOC) (See ESF 2 - Communications).
2. All available methods may be used to relay emergency information to the public.
3. Activation of amateur radio services shall be requested through SnoCo DEM when necessary.
4. Printed education and information materials addressing preparedness, response and recovery are available through SnoCo DEM and Snohomish County Fire District 1.
5. It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge of the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.
6. Additional information on public information activities can be found in Emergency Support Function (ESF) 15 – External Affairs and Emergency Public Information.
7. The City plans to leverage the *Snohomish County Limited English Proficiency Guide (July 2016)* as a resource for materials and connection with limited English communities as identified within the City, when appropriate.

## VIII. TRAINING, EXERCISES AND EDUCATION

### PURPOSE

To identify and establish methods of meeting the training, exercise and educational needs of City of Edmonds employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

1. The Disaster Coordinator will be responsible for ensuring that the appropriate staff will receive training in specific emergency management skills and professional development through available resources.
2. Public Education programs are available from SnoCo DEM, upon request, as resources permit, to all segments of the community. These programs are designed to increase awareness of hazards, explain how best to safely respond, and to promote self-preparedness.
3. The City will utilize all types of exercise formats, including both tabletop and full-scale exercises.
4. SnoCo DEM will conduct an annual training and exercise planning workshop (TEPW) in order to develop a coordinated training and exercise calendar; and coordinate one county-level functional exercise annually. SnoCo DEM will provide, at a minimum, the delivery of two trainings and two exercise opportunities annually for the City of Edmonds. In order to receive training and exercise opportunities, the City of Edmonds must participate in the Snohomish County TEPW.
5. Each City Department Director is responsible for ensuring that their employees are trained in the concepts of the *CEMP* and in the Department specific standard operating procedures (SOPs).
6. The City and SnoCo DEM will use outside resources to provide specialized training, if appropriate.
7. The Disaster Coordinator is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the *CEMP* and to determine future training needs.
8. The Disaster Coordinator, with assistance from SnoCo DEM, the Police Department, and Fire District, is responsible for coordinating and implementing drills and exercises for City employees and for the development and maintenance of the *CEMP*.

## RESPONSIBILITIES

### 1. City of Edmonds

#### a. City Departments

- 1) Develop SOPs that define employees' operational responsibilities during an emergency or disaster.
- 2) Provide necessary training to enable employees to carry out those responsibilities in coordination with the City EOC and/or SnoCo DEM ECC.
- 3) Provide assistance to the Disaster Coordinator in the design, conduction and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and the employees' level of training.

#### b. City Disaster Coordinator

With assistance from SnoCo DEM, design, conduct and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employees' level of training.

### 2. Snohomish County Department of Emergency Management

- a. Convene annual training and exercise planning workshop to determine training and exercise needs,
- b. Coordinate one (1) County-level exercise per year; and two training and two exercise opportunities for the City of Edmonds each year.
- c. Assist the Disaster Coordinator in the design, conduction and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and the employees' level of training.

### 3. All Other Support Agencies

Participate in training and exercises, if requested and as resources allow.

## **IX. ON-GOING CEMP MANAGEMENT AND MAINTAINANCE**

### **COORDINATION**

Assisted by the SnoCo DEM Director or designee, the City's Disaster Coordinator will coordinate with and reach accord with all agencies that have a role in incident management for the development and execution of policy, planning, training, equipping and other preparedness activities. SnoCo DEM staff are available to assist as needed.

### **CEMPMAINTAINANCE**

1. The Disaster Coordinator will ensure that exercises of this *CEMP* are conducted on an on-going, annual basis.
2. This *CEMP* will be updated every four years. The revised *CEMP* will be submitted to the Washington State Emergency Management Division for review.

# ESF Responsibility Matrix

	1-Transportation	2-Telecommunications, Information & Warning	3-Public Works/Engineering	4-Firefighting	5-Information Analysis Services	6 - Mass Care, Housing & Human Services	7 - Resource Support	8-Public Health & Medical	9-Search & Rescue	10-Hazardous Materials	11-Food & Water	12-Energy	13-Public Safety Mitigation	14-Long Term Recovery & Mitigation	15-Public Affairs	20-Defense Support	23-Damage Assessment	24-Evacuation & Movement
Office of the Mayor		P			S	S	P								S			
City Council		S					S							S	S			
Disaster Coordinator															P			
Sno. Co. DEM	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Public Works	P	S	P	S	S		P	S	S		P		P	S		P	S	
Development Services	S		P		P	S				S			P	S		P		
Community Services					S	P					P		P	S				
Sno. Co. Fire District #1		P		P	S		P	P	P	P			S	S			S	P
Police		P		S	S	P	S	S	P	S	S	P	P	S	P	P	P	
Parks and Recreation			S		S	P	P			P			S	S				
Information Services		S			S		S				P		P	S				
Finance					S		S						P	S				
Human Resources					S	S				S			S	S				
SNOCOM		S												S				
Red Cross					S	S		S		S			S				S	
Snohomish Health District					S			P		S	S							
WA Emergency Management Division		S		S	S					S	S		S	S	S	S		
WA Dept. of Transportation	S																	
WA State Patrol				S					S		S							

P = Primary  
S = Secondary

## **EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION**

**PRIMARY AGENCY:** City of Edmonds Public Works Department

**SUPPORT AGENCIES:** City of Edmonds Development Services  
Washington State Department of Transportation  
Washington State Ferries  
Community Transit  
King County Metro Transit  
Sound Transit

### **I. INTRODUCTION**

#### **A. Purpose**

To coordinate the activities and agencies involved in transportation related operations.

#### **B. Scope**

This Emergency Support Function is designed to provide guidance in the allocation of transportation resources, determining priority of highway repair and in the coordination of activities carried out by transportation agencies operating within the city.

### **II. POLICIES**

A. Local transportation planning and emergency response shall be done in coordination with supporting agencies in order to ensure the integrity of the transportation system.

B. Response to restore transportation routes and services shall be prioritized in order to provide access for emergency services, delivery of essential resources and for the re-opening of major transportation routes.

### **III. SITUATION**

A significant disaster may cause severe damage to the transportation infrastructure. Secondary damage may include utility networks constructed adjacent to or as part of roads and bridges. Damage to transportation systems,

including damage to the WA State Ferries terminal located at the Port of Edmonds, will cause major disruption of both routine and emergency services.

#### IV. CONCEPT OF OPERATIONS

- A. The Public Works Director or designee shall be responsible for coordinating surface transportation related activities within the city. Priorities established for the clearing and emergency repair of City roads shall be coordinated with the Police Department, Fire District, and adjacent jurisdictions to ensure the timely restoration of emergency services and the transportation network.
- B. Repair and restoration of state and interstate highways will be coordinated with the appropriate state and federal agencies. Washington State Department of Transportation shall be the primary contact for the coordination of these activities. The Public Works Director or designee may authorize emergency road clearing work to be done on state and interstate highways in order to re-establish highway systems.
- C. The Public Works Department will provide an assessment of roadway conditions and provide information to the Emergency Operations Center, SnoCo DEM and all appropriate agencies. All appropriate agencies shall be notified of ongoing repair and roadway status.
- D. Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the Emergency Operations Center and SnoCo DEM.
- E. The Public Works Director, or designee, in coordination with the Emergency Operations Center and SnoCo DEM, shall coordinate the priority use of public transportation assets. Private transportation sources are available within the city and should be integrated into overall emergency transportation needs.

#### V. PROCEDURES

- A. Individual agencies responsible for managing transportation routes are responsible for the development of transportation recovery plans and for establishing transportation route priorities within their area. Agencies which provide support resources for the restoration of damaged transportation routes should be included in the overall process to ensure a coordinated and efficient response.

- B. Emergency operations plans for Snohomish County, Washington State Department of Transportation, Washington State Ferries, Community Transit, King County Metro Transit, Sound Transit and Snohomish and King Counties are separately published documents which provide guidance for the overall restoration of damaged transportation routes in the area.
- C. The City of Edmonds Public Works Department will establish re-opening and restoration priorities for the City and allocate local resources accordingly. When appropriate, work will be coordinated with other affected agencies and jurisdictions.

## VI. RESPONSIBILITIES

- A. City of Edmonds Public Works Department
  - 1. Coordinate damage assessment, emergency road clearing and repair activities for roadways within the city.
  - 2. Coordinate repair and restoration activities on state and interstate highways with appropriate agencies.
  - 3. Provide or contract for repair and recovery work.
  - 4. Coordinate with other City agencies and adjacent jurisdictions to establish immediate priorities for road re-opening.
  - 5. Coordinate with other public and private transportation service providers to establish emergency transportation networks and resources.
- B. City of Edmonds Public Works - Engineering Division
  - 1. Provide maps for transportation route planning.
  - 2. Assist the Public Works Department on activities as required.
- C. Snohomish and King County Transportation Divisions
  - 1. Coordinate area-wide transportation route recovery projects with affected agencies and jurisdictions. Provide support to the City in re-opening emergency transportation routes.

- D. Community, Metro, and Sound Transit Agencies
  - 1. Coordinate mass transportation activities within their service areas.
  - 2. Incorporate emergency City needs into the overall emergency transportation and system restoration program.
  
- E. Washington State Department of Transportation and Washington State Ferries
  - 1. Coordinate emergency and permanent repairs of state and interstate highways.
  - 2. Coordinate emergency and permanent repairs of state ferry terminal located in the Edmonds waterfront.
  - 3. Incorporate emergency City needs into the overall emergency transportation and system restoration program.
  - 4. Provide assistance to the City's repair and restoration work as appropriate.

## **EMERGENCY SUPPORT FUNCTION 2 COMMUNICATIONS**

**PRIMARY AGENCIES:** City of Edmonds Police Department  
Snohomish County Fire District 1  
City of Edmonds Finance Dept – Information Services

**SUPPORT AGENCIES:** City of Edmonds Public Works Department  
City of Edmonds Public Information Officers  
City of Edmonds City Council  
SNOCOM Communications Center  
Snohomish County DEM  
Washington State Emergency Operations Center

### **I. INTRODUCTION**

#### **A. Purpose**

To establish, organize and maintain communications capabilities necessary to meet operational requirements during emergencies and disasters.

#### **B. Scope**

This Emergency Support Function is designed to provide guidance in the coordination of local communication capabilities and for the establishment of back-up systems to support emergency and disaster operations.

### **II. POLICIES**

**A.** The procedures established in local and state communications plans shall be utilized during emergency and disaster operations.

**B.** Local communication procedures shall support county and state communication plans and shall be developed in coordination with local, county and state agencies responsible for providing communications during emergency and disaster operations.

### **III. SITUATION**

Emergency and disaster situations require reliable communication capabilities in order to gather essential information, request and deploy resources and

communicate information to the Emergency Operations Center, field operations personnel and supporting agencies.

In nearly all major incidents, communication systems become overloaded making it difficult to communicate essential information in a timely manner. It is anticipated that in addition to communications needs exceeding local equipment capacity, there will be equipment and system failures associated with incidents such as windstorms, earthquakes and terrorist incidents.

In many emergency and disaster situations it is necessary to provide important information and/or warnings to public officials and the general public. This must be accomplished in a timely manner utilizing the most efficient means possible in order to protect life and property at the time of the incident.

There are no fixed or automatic emergency warning systems currently in place within the city to warn the general public of emergency conditions.

#### IV. CONCEPT OF OPERATIONS

##### Communications

- A. The SNOCOM Communications Center shall be the focal point for coordinating emergency communications for emergency services providers within the city. The facility is the central answering point for 911 calls requesting emergency assistance. The center has back-up call receiving at SNOPAC for use in the event of facility failure or general system disruption.
- B. Calls for police, fire and emergency medical services are dispatched by SNOCOM. During major events with resource limitations, the Fire District and Police Department may determine that resources will be dispatched through the Emergency Operations Center according to incident priority.
- C. Various individual radio systems are utilized by other departments and supporting agencies within the city. These departments and agencies maintain their own dispatching and communication services.
- D. Communications will be through cellular and landline telephone and existing radio systems using established frequencies and existing procedures.
- E. During major emergency and disaster situations communications equipment may be re-distributed in order to provide common equipment and frequency access. This will facilitate effective communications

between departments/agencies, the Emergency Operations Center and field command posts.

- F. Amateur Radio Operators may be available through Snohomish County DEM. The amateur radio operators can provide essential, reliable communications support between departments/agencies, the Emergency Operations Center and field operation locations. Use of amateur radio relieves congestion on other radio frequencies and cellular and landline phone systems.
- G. Finance – Information Services is responsible for coordinating with telephone service providers for the re-establishment of telephone, computer networks and internet access service to City government locations.
- H. E-mail may be utilized internal to the City for providing information to staff regarding disaster information.

#### Warning

- A. SnoCom has access to a notification system that provides emergency information to responders and the general public via phone, text, and/or email messaging that is available to the City. The system may be activated by contacting SNOCOM.
- B. The Emergency Alert System (EAS) provides emergency information to the public via local radio and television stations. This system may be activated by contacting SNOCOM.
- C. The National Warning System (NAWAS) is the primary system utilized by the federal government to disseminate warning information. Warnings received via NAWAS are received at the Washington Warning Point which in turn disseminates the warning to local warning points. Warning information for Edmonds is received at SNOCOM which notifies local emergency authorities.
- D. The National Oceanographic and Atmospheric Administration (NOAA) weather radio system may be utilized to obtain weather related warnings. Weather warnings from NOAA are normally broadcast over EAS and local radio and television stations.
- E. Weather advisories and warnings are provided via teletype by the National Weather Service and received at SNOCOM. Communications center personnel monitor this information on a 24-hour basis and determine when to notify appropriate public safety services.

- F. Emergency service agencies will be notified by SNOCOM when the nature of the warning would indicate a need to increase staffing levels or warn the public of impending danger.
- G. Having no fixed or automatic emergency warning systems in place, notifications of residents regarding emergency information and instructions may be through the Emergency Alert System (EAS), use of the emergency messaging system through SnoCom, door-to-door by uniformed personnel, mobile loud speakers, or any other means available to the command agency at the time.

#### Emergency Public Information

- A. The Mayor or Disaster Coordinator may appoint a Public Information Officer or Public Information Officer Group who will coordinate the dissemination of emergency public information through the Emergency Operations Center. When the situation warrants, the Public Information Officer may appoint assistants in order to provide media briefings from multiple locations. The City Council may also assist with collection of information from constituents, and convey that information to the Emergency Operations Center. In turn, the Council may assist with dissemination of important communications from the Emergency Operations Center.
- B. Any or all of the following methods may be utilized to relay emergency information to the public:
  - \* Print, radio, cable and television media
  - \* Printed education/information materials
  - \* City radio systems
  - \* City of Edmonds website: [www.edmondswa.gov](http://www.edmondswa.gov)
  - \* Amateur radio systems
  - \* Public address systems or mobile speakers
  - \* Emergency Alert System
  - \* AlertSense
  - \* Door-to-door contact
  - \* Community members/leaders for "limited English" communities
- C. The City, via SNOCOM, will develop Emergency Alert System releases when necessary. Except in immediate life threatening situations, activation of the Emergency Alert System should be coordinated with surrounding jurisdictions. SNOCOM is responsible for activation of the Emergency Alert System. SnoCo DEM can offer technical assistance regarding the Emergency Alert System.

- D. SNOCOM and/or SnoCO DEM will develop Alert Sense messaging when requested. AlertSense may be activated by either SNOCOM or SnoCo DEM.
- E. It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the Emergency Operations Center in a timely manner and provide detailed information about the release.
- F. Printed education and information materials for distribution to the public are available through the Fire District and Police Department.
- G. Additional information on Public Emergency Information can be found in Emergency Support Function (ESF) 15 – External Affairs and Emergency Public Information.

## V. PROCEDURES

- A. Emergency Communications, Warning and Public Information Procedures are the joint responsibility of the Edmonds Police Department and Fire District.
- B. The City of Edmonds shall follow SNOCOM's Emergency Alert System and AlertSense Activation Procedures.
- C. Response procedures are separately published documents and should be developed in coordination with other agencies involved in this Emergency Support Function.

## VI. RESPONSIBILITIES

- A. City of Edmonds Police Department and Fire District 1
  - 1. Develop and maintain communications, warning and public information procedures for the City.
  - 2. Recommend relocation or redistribution of radio and cellular telephone resources as necessary to most effectively maintain adequate communications in emergency situations.

3. Arrange for additional communication resources when necessary.
4. Provide for coordination of warning efforts and for the dissemination of warning and emergency public information.

B. City of Edmonds Public Works Department

1. Provide communications equipment and staff to support communication efforts.
2. Provide support in the dissemination of warning information to the public.

C. City of Edmonds Disaster Coordinator or Public Information Officer

1. Contact SnoCO DEM when information is to be released over the Emergency Alert System.
2. Gather and coordinate emergency public information for timely release and provide informational briefings to City officials, news media and the public.
3. Notify appropriate agencies to assist in the dissemination of information.
4. Provide pre-printed educational/informational brochures available to the public.
5. Determine appropriate location(s) for public official and news media briefings.
6. Assist in the development of Public Information Officer procedures and checklists for use during emergencies.

D. City of Edmonds Finance– Information Services

1. Coordinate with communication services providers for additional emergency service or the re-establishment of disrupted services when appropriate.
2. In coordination with the Police Department and Fire District, develop and maintain communications, warning and public information procedures for the City.
3. In coordination with the Police Department and Fire District,

arrange for additional communication resources when necessary.

E. SNOCOM Communications Center

1. Develop procedures and provide for the release of information over the AlertSense and Emergency Alert Systems.
2. Provide dissemination of National Warning System and National Weather Service information to public safety agencies.
3. Coordinate back-up communication systems and the re-establishment of disrupted 911 and communications center service.
4. Establish policy and procedures for distribution of anticipated disaster information (e.g. adverse weather) and other impending disaster-related notifications.

F. Snohomish County DEM

1. Assist as requested or necessary with the release of information over the AlertSense system.
2. Activate amateur radio personnel to support City communications as requested.
3. Provide for the release of public information through SnoCo DEM ECC or Joint Information System and/or Center, when activated.

G. Washington State Emergency Operations Center

1. Provide supplemental communication equipment and assistance in the dissemination of public information when appropriate.

## **EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING**

PRIMARY AGENCIES: City of Edmonds Public Works Department  
City of Edmonds Engineering Division

SUPPORT AGENCIES: City of Edmonds Parks and Recreation Department  
Olympic View Water District  
Sound Disposal  
Republic Services  
Waste Management NW  
WA State Department of Enterprise Services

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the coordination of public works and engineering operations and resources during emergencies and disasters.

#### **B. Scope**

This Emergency Support Function is designed to provide for the coordination of departments and agencies involved in public works and engineering activities. These activities include debris removal, repair and restoration of facilities and systems, technical advice, structural evaluation, engineering services and emergency contracting.

### **II. POLICIES**

Public works and engineering activities shall be done in coordination with departments and agencies having roles and authority within the City to provide public works related services.

### **III. SITUATION**

Emergencies and disasters may cause significant damage to facilities, infrastructure and buildings. It may be necessary in some cases to carry out reinforcement or demolition activities. Debris may make roads and highways impassable. Utilities which have suffered damage may be partially or totally

inoperable. Equipment necessary for repair and restoration activities may be damaged or insufficient in quantity to meet emergency needs. Outside assistance may be necessary to ensure timely and efficient response and recovery operations.

#### IV. CONCEPT OF OPERATIONS

- A. Public Works and Engineering are the lead agencies for day-to-day and emergency public works and engineering services within the city. These services include construction and maintenance of transportation routes, coordination of solid waste collection, water and sewer services, vehicle and equipment maintenance, right of way and construction permit services.
- B. Water and sewer services within the city are provided by separate water and sewer districts. The Public Works Director shall ensure that coordination of response and recovery activities takes place between these agencies and the Public Works Department. This coordination may include mutual support with staff and equipment and the prioritization of restoration and recovery activities.
- C. The Public Works and Engineering shall provide direction and control over their respective resources and coordination with the Emergency Operations Center. Personnel shall operate according to specific directives, department procedures and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
- D. The Public Works Department shall coordinate with private utility companies responsible for electricity, natural gas, telephone, cable and solid waste collection to ensure recovery operations are conducted in as orderly manner as possible.
- E. In situations where roadways are damaged or blocked it will be the responsibility of the Public Works Department to establish road clearing and restoration priorities in coordination with the Police Department and Fire District to ensure critical emergency operations and resource movement can be accomplished.
- F. Public Works and Engineering Division Managers or designees will report to the Emergency Operations Center to coordinate public works field operations and resources when it is activated.
- G. Additional resources and public works and engineering assistance may be

obtained through existing mutual aid agreements and/or through contracts with private contractors.

- H. Public Works and Engineering staff will be mobilized according to the needs presented by the emergency or disaster. This will normally be done by telephone or pager.
- I. The Public Works Department will coordinate with Sound disposal, Republic Services, and Waste Management NW for both solid waste collection services, and disaster debris management within the City. The City's *Debris Management Plan* (Annex D) contains additional detail.
- J. The Engineering Division will provide engineering services and contract for major recovery work as appropriate for City-owned buildings, operational facilities, roads and other public works infrastructure. These services include structural inspections to determine building and transportation route safety as appropriate.
- K. See also *ESF 14 – Long-Term Community Recovery*, and the *City of Edmonds Disaster Recovery Plan*, a separately published document.

## V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.
- C. The City maintains a Debris Management Plan (Annex D) as a resource guide in support of this ESF.

## VI. RESPONSIBILITIES

- A. City of Edmonds Public Works Department and Engineering Division
  - 1. Clear and provide emergency repair of transportation routes.
  - 2. Coordinate with water and sewer service providers to ensure priority restoration of services and for emergency potable water supplies.

3. Provide or contract for solid waste and debris removal services on public property and right-of-ways.
  4. Provide or contract for engineering services.
  5. Coordinate with private utility providers in the repair and re-establishment of services to the City.
- B. Olympic View Water District
1. Coordinate the prioritization of repair and restoration activities with the Public Works department.
- C. City of Edmonds Parks and Recreation Department
1. Provide staff and equipment to assist with public works operations as requested.
- D. Allied Waste, Republic Services, and Waste Management NW
1. Provide for the continuation of regularly scheduled household waste pick-up services.
  2. Coordinate with Edmonds Public Works for the collection and management of disaster-generated debris.
- E. WA State Department of Enterprise Services
1. Provide support services after the City has exhausted their supplies and response capacity. This support may include: technical advice and evaluations; engineering services; construction management.

## **EMERGENCY SUPPORT FUNCTION 4 FIREFIGHTING**

**PRIMARY AGENCY:** Snohomish County Fire District 1

**SUPPORT AGENCIES:** Mutual Aid Fire Agencies  
City of Edmonds Police Department  
City of Edmonds Public Works Department  
Snohomish County DEM  
Washington State Patrol - Fire Protection Bureau  
Washington State Emergency Operations Center

### **I. INTRODUCTION**

#### **A. Purpose**

To define agency responsibilities in fire response and establish policies for the coordination of multi-agency firefighting activities.

#### **B. Scope**

This Emergency Support Function augments existing mutual aid agreements and fire response plans existing at the local, county and state levels. It provides guidance for the management and coordination of firefighting activities and resources.

### **II. POLICIES**

**A.** The procedures established in local and county-wide plans and mutual aid agreements shall be utilized when responding to an emergency or disaster.

**B.** The Washington State Fire Services Resources Mobilization Plan shall be activated through Washington State Emergency Management Division when mutual aid resources have been exhausted.

### **III. SITUATION**

Fires may occur at any time and under many circumstances within the city. Fires are most likely to occur in residential or commercial structures. However, it is also common for fires to occur in transportation accidents and in open fields or

wooded areas posing a threat to the surrounding community.

A significant natural disaster, technological, or human caused incident may result in many urban and rural fires. Ignition sources of little concern during normal circumstances could cause many fires following an earthquake or other natural disaster. Fire may also result from a technological or human caused incident such as an airline crash or hazardous material incident.

#### IV. CONCEPT OF OPERATIONS

- A. Snohomish County Fire District 1 is the lead agency for fire suppression activities within the city. Supporting agencies shall report to and operate under the direction of the Incident Commander. The Fire District may establish a unified command system with supporting agencies during large scale incidents.
- B. The Fire District has existing mutual aid agreements with numerous agencies throughout King, Pierce and Snohomish Counties. Requests for assistance may be through existing mutual aid agreements. In situations when mutual aid is not available, requests for resources through the Washington State Fire Services Resources Mobilization Plan will be coordinated through Washington State Emergency Management Division, with notification made to SnoCo DEM.
- C. The Police Chief or designee will allocate resources to support Fire operations as necessary and will report to the Emergency Operations Center to coordinate law enforcement field operations and resources when it is activated.
- D. On-scene management of emergencies shall follow the Incident Command System in accordance with the National Incident Management System (NIMS).
- E. Communications and emergency notifications will be through established channels (See ESF 2 – Communications).
- F. The notification method used to mobilize off-duty personnel will normally be by telephone or pager.
- G. The Fire Chief, or designee, shall provide direction and control over District resources and shall coordinate activities with the Emergency Operations Center. District personnel shall operate according to specific directives, District policies and procedures and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

- H. Command posts may be established for the coordination of field operations. The Incident Commander shall provide regular status reports to the Emergency Operations Center. The coordination of resources will normally be through the Emergency Operations Center. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

## V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response operations.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

## VI. RESPONSIBILITIES

- A. Snohomish County Fire District 1
  - 1. Provide 24-hour response to fire emergencies.
  - 2. Provide coordination of fire resources and direction and control at emergency scenes.
  - 3. Develop and maintain resource lists for equipment, personnel and supply sources.
  - 4. Develop policies and procedures for District operations during emergencies and provide training for appropriate City staff.
  - 5. Provide a representative to the City Emergency Operations Center when activated to assist in the coordination of resources and operational activities.
- B. Mutual Aid Fire Agencies
  - 1. Provide resources including equipment, staffing and supplies to support emergency operations.

- C. City of Edmonds Police Department
  - 1. Provide incident scene security, traffic control and evacuation operation support.
- D. City of Edmonds Public Works Department
  - 1. Provide operational support with equipment, staffing, traffic control and coordination of utility providers during emergencies.
- E. Snohomish County DEM
  - 1. Provide support and coordination of resource requests during major incidents.
  - 2. Provide coordination with Washington State Emergency Operations Center when activated.
  - 3. Work in coordination with the Regional Fire Mobilization Coordinator.
- F. Washington State Patrol - Fire Protection Bureau
  - 1. Coordinate resources through the Washington State Fire Services Resources Mobilization Plan when activated.
- G. Washington State Emergency Operations Center
  - 1. Coordinate requests for state and federal resources as appropriate.

## **EMERGENCY SUPPORT FUNCTION 5 EMERGENCY MANAGEMENT**

PRIMARY AGENCY: City of Edmonds Planning Division

SUPPORT AGENCIES: All City of Edmonds Departments  
All Contract and Government Service Agencies and Districts  
All Agencies Providing Human Services

### **I. INTRODUCTION**

#### **A. Purpose**

1. To provide a method to collect, analyze and share information about a potential or actual emergency or disaster in order to enhance the response and recovery activities of the City.
2. To provide guidance in reporting response and recovery information to local and state emergency management agencies.

#### **B. Scope**

This Emergency Support Function addresses the informational needs of the City Emergency Operations Center (EOC) and involves all City Departments, agencies which support City operations, special districts and organizations providing support to residents during and after emergencies and disasters.

### **II. POLICIES**

All City Departments, special districts, and support agencies are responsible for providing incident information to the Emergency Operations Center. This information will be used by assigned staff to analyze the situation and develop appropriate action plans and obtain resources for response and recovery activities.

### **III. SITUATION**

Any emergency or disaster creates a need for information flow between first response or field operations personnel and command or supervisory staff. In any emergency or disaster incident requiring the activation of the Emergency

Operations Center, it is essential that information be obtained from field personnel to assist the Emergency Operations Center in establishing response and recovery priorities and determining potential future needs.

#### IV. CONCEPT OF OPERATIONS

- A. Whenever any part of the city is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the Emergency Operations Center (EOC) will be activated at the appropriate level to assess the situation.

All City Departments, special districts, service providers and human service organizations involved in disaster operations and represented in the Emergency Operations Center will work to meet the information requirements of the Emergency Operations Center Staff and City leaders. This will include receiving periodic reports from their field representatives. Additionally, the Emergency Operations Center Staff may be required to request information from liaison coordinators to the local jurisdiction, surrounding jurisdictions or from SnoCo DEM to meet a specific requirement.

- B. The Planning Division is responsible for the management of information received in the Emergency Operations Center. The assigned personnel will collect, analyze, report, and display the current information. From this information, action plans will be developed by Emergency Operations Center Staff to meet the needs of the situation.
- C. The Planning Division will develop periodic situation reports and provide information to SnoCo DEM through the Disaster Coordinator or designee as required by the incident.
- D. Each City Department is responsible for developing their own reporting procedures. Each Department is responsible for ensuring that their field operations personnel are aware of the reporting procedures and that they provide reliable, timely information to the Emergency Operations Center.
- E. Information will be shared by posting on boards or charts, making announcements, holding periodic briefings, routing to other members of the staff or through the development of situation reports.
- F. The City Clerk will be responsible for maintaining a log of information received at the Emergency Operations Center for permanent record keeping.

- G. The Disaster Coordinator shall provide a copy of the Local Proclamation of Emergency to SnoCo DEM for distribution to appropriate county, state and federal agencies by the most expeditious means available at the time of the event.
- H. Additional information on Concept of Operations can be found in the City of Edmonds *Emergency Operations Center (EOC) Guide*, a separately published document.

## V. PROCEDURES

- A. Each City Department and agency involved in emergency and disaster operations is responsible for developing reporting formats and procedures for their department or agency. Reporting forms shall follow the approved format of the Emergency Management Committee.

## VI. RESPONSIBILITIES

### A. City of Edmonds Building and Planning Divisions

1. Assist City Departments and supporting agencies in the development of reporting formats.
2. Procure information display materials, maps and supplies.
3. Collect, display and analyze information at the Emergency Operations Center. Share information with appropriate staff and develop action plans to support disaster operations.
4. Request information from other local jurisdictions and outside agencies as necessary.

### B. All City of Edmonds Departments

1. Prepare reporting formats.
2. Establish departmental reporting procedures between field personnel and the Emergency Operations Center.
3. Analyze information specific to the department and prepare, or recommend action plans as appropriate.
4. Coordinate activities and share information with City Departments and outside agencies as appropriate.

- C. All Contract and Government Service Agencies, Special Districts and Human Service Agencies
  - 1. Prepare reporting formats.
  - 2. Establish reporting procedures between field personnel and the Emergency Operations Center.
  - 3. Analyze information specific to the organization and prepare, or recommend action plans as appropriate.
  - 4. Coordinate activities and share information with City Departments and outside agencies as appropriate.
  
- D. City Clerk
  - 1. Maintain a log of information received at the Emergency Operations Center for permanent record keeping.

**EMERGENCY SUPPORT FUNCTION 6  
MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES**

PRIMARY AGENCIES: City of Edmonds Parks and Recreation Department  
City of Edmonds Community Services Department  
City of Edmonds Police Department/Animal Control

SUPPORT AGENCIES: American Red Cross  
City of Edmonds Human Resources Department  
City of Edmonds Development Services  
City of Edmonds Office of the Mayor  
Snohomish County DEM  
Snohomish Health District  
Snohomish County Human Services  
Local Human Service Agencies, Churches and Volunteer Agencies  
Local Animal Care Facilities, including PAWS  
WA State Department of Social and Health Services

I. INTRODUCTION

A. Purpose

To provide a coordinated method of mass care activities including: shelter of people and animals; feeding and first aid following an emergency or disaster; to operate a disaster welfare information system to collect, receive and report information about the status of survivors and assist with the reunification of family members; and to coordinate the distribution of emergency relief supplies.

Human services may include related recovery efforts such as counseling, benefit claims assistance, identification and postal services, financial services and associated human services that can be delivered through Federal Disaster Recovery Service Centers, as needed. Long-term community recovery needs are addressed in *ESF 14 – Long-term Community Recovery* and the *City of Edmonds Disaster Recovery Plan*, a separately published document.

B. Scope

This ESF addresses responsibilities and priorities for mass care services that are needed during emergencies. Mass care services are a shared responsibility between the City of Edmonds, the Snohomish County Chapter of the American Red Cross, Snohomish County DEM, and other

community and volunteer agencies.

The *National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)* requires local and state emergency preparedness authorities to include plans for pets and service animals in disaster plans; grants FEMA the authority to assist states and local communities in developing disaster plans to accommodate people with pets and service animals; authorizes federal funds to help create pet-friendly emergency shelter facilities; and allows FEMA to provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster. Animal care and pet sheltering issues are addressed in *Support Annex C: Animal Disaster Protection*, of this document; and more detail can be found in the Washington State and Snohomish County *Comprehensive Emergency Management Plan(s), ESF – 11: Agriculture & Natural Resources*.

Initial response activities will focus on meeting urgent needs of survivors. Recovery assistance available through local agencies and temporary housing, loans and grants for survivors under federal disaster assistance programs may need to be coordinated with mass care activities in order to provide the best service to the community. A collaborative response by the City, private and non-profit organizations will greatly benefit and facilitate mass care services in the Edmonds area.

## II. POLICIES

- A. In circumstances where there is an immediate need for mass care services, the City of Edmonds may provide limited mass care services using available facilities and resources.
- B. The American Red Cross will provide staff, supplies and shelters as disaster conditions dictate and resources allow, in accordance with the *Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288) as amended* and the *National Response Framework*.
- C. All mass care services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation, age, sexual identity or disability; and will attempt, by leveraging the support and coordination of the Snohomish County Human Services Multi-Agency Task Force, and resources from the Snohomish Health District and American Red Cross, to meet the *Americans with Disabilities Act* requirements. These agencies have plans, resources, and vendors to assist the City in meeting the needs of diverse and vulnerable communities.
- D. Appropriate federal, state and city, volunteer agency and private sector resources will be used as available.

- E. Disaster Welfare Information will be gathered and disseminated only by the American Red Cross using established procedures.
- F. Shelters for pets may be activated by the City of Edmonds Police Department/Animal Control with help from local veterinary and volunteer animal care organizations. Pet shelters may be separated from shelters for citizens. See also *Support Annex C: Animal Disaster Protection Plan* of this document.
- G. The Washington State Departments of Agriculture (WSDA) and Fish and Wildlife (WDFW) represent animal health concerns of the state. This involves, but is not limited to: the diagnosis, prevention and control of foreign animal diseases and diseases of public health significance, and assistance in the disposal of dead animals in accordance with *Appendix B (State Animal Response Plan) of Emergency Support Function 11 of the Washington State Comprehensive Emergency Management Plan*.

### III. SITUATION

Serious damage to the community will quickly overwhelm local resources which have a primary function of gathering damage information and responding to immediate life threatening situations. Damage to roads, airports, communications and structures will hamper response efforts. Emergency workers may be injured, involved with personal problems resulting from the situation or be unable to reach their designated posts.

Hundreds of survivors may be forced from their homes due to damage, environmental conditions or severe weather. There may be large numbers of dead or injured. Family members may be separated immediately following a sudden impact incident. Large numbers of transients, such as tourists and business travelers may be stranded long distances from home and require assistance.

There may be a requirement for shelter sites for hundreds to thousands of people and pets impacted by the disaster. Many will be separated from their families due to impassible transportation routes and gridlock.

### IV. CONCEPT OF OPERATIONS

- A. The City of Edmonds Parks and Recreation Department will be the primary City agency for establishing temporary mass care services and facilities until Red Cross and other disaster relief agencies establish operations. This may be as long as seven days. The Community Services and Human Resources Departments will provide staff and

resources to support Parks and Recreation Department mass care efforts as needed.

- B. Mass care activities undertaken by the City will support emergency operations by providing food, water and rest areas for City staff working during the emergency.
- C. The Parks and Recreation Department will coordinate the use of City facilities and parks for use as mass care locations.
- D. Requests for establishment of Red Cross Mass Care Centers will be coordinated through SnoCo DEM.
- E. Once the Red Cross has established mass care operations, the City will assist Red Cross as needed in the coordination of other local human service agencies and volunteer groups in support of mass care operations through SnoCo DEM.
- F. Initial information to be released to the public regarding mass care facility services and locations will be coordinated through the City's Public Information Officer and/or the County's PIO if a Joint Information System is activated, and the American Red Cross Public Information Officer, if appointed. The Red Cross will normally take over the public information role for Red Cross activities once mass care operations are established.
- G. The Parks and Recreation Department will be responsible for pre-identifying parks or other locations appropriate for recreational vehicles or camping and for identifying appropriate shelter locations within the city and for developing plans for shelter operation.
- H. The Parks and Recreation Department, in cooperation with the Community Services Department, is responsible for identifying and developing resource lists of local volunteer groups and organizations that will assist with mass care operations and assist those individuals with special needs who require special assistance.
- I. The Parks and Recreation Department, in cooperation with the Police Department/Animal Control, and with assistance from local animal welfare groups, is responsible for pre-identifying appropriate locations for pet shelters within the city and developing plans for shelter operation.
- J. The Human Resources Department will be the primary agency for providing food and shelter support to City employees working during emergency operations. Provisions will be made for employee family members who, for safety reasons, require support at City shelters or facilities.

- K. The Police Department is responsible for providing security at shelter and mass care locations when necessary.
- L. On-going mass care and recovery assistance to survivors after the disaster will be provided directly to the public through federal, state and county programs and through private agencies and local volunteer organizations.

#### V. PROCEDURES

- A. The Parks and Recreation Department, in coordination with the Community Services and Human Resources Departments, is responsible for developing policies for the use of City property and facilities for mass care operations. These departments are also responsible for developing resource lists and procedures for use by City staff for operating shelters prior to the arrival of Red Cross personnel.
- B. The American Red Cross and other agencies providing mass care services have established procedures in place for providing mass care services to diverse communities. These are separately published documents which are developed and maintained by the individual agencies and organizations. Volunteers and City staff working in support of these organizations are required to operate according to these procedures.
- C. Procedures for assisting individuals with “special needs” during disasters will be the responsibility of the Community Services Department. These procedures will be coordinated with Snohomish Health District, SnoCo DEM, and local human service agencies, including the American Red Cross.

#### IV. RESPONSIBILITIES

- A. City of Edmonds Parks and Recreation Department
  - 1. Identify City property and facilities suitable for use as mass care locations.
  - 2. Develop policies and procedures for the operation of City facilities as mass care centers.
  - 3. Develop resource lists for mass care supplies and identify human service and volunteer agencies that will provide support during mass care operations.

4. Assign staff to the Emergency Operations Center to coordinate mass care activities and information to the public.
  5. Provide staff and resources for the operation of mass care centers.
- B. American Red Cross
1. Provide mass care operations according to established procedures and policies.
  2. Provide coordination of mass care information and activities with the Emergency Operations Center.
- C. City of Edmonds Human Resources Department
1. Provide assistance to the Parks and Recreation and Community Services Departments in the development of policies and procedures for mass care operations as appropriate.
  2. Provide staff and resources for the operation of mass care centers as appropriate.
  3. Provide food and shelter for City staff working during emergency operations.
- D. City of Edmonds Community Services Department
1. Provide staff and resources for the operation of mass care centers.
  2. Coordinate assistance to “special needs” individuals through local human service agencies.
- E. City of Edmonds Police/Animal Control
1. Provide volunteers, staff and resources, if available, for the operation of pet shelters.
  2. With Edmonds Parks and Recreation Department, coordinate for pet sheltering and assistance with local animal welfare agencies.
- F. Snohomish County DEM
1. Coordinate requests for shelter and mass care assistance through the local Red Cross Chapter.
  2. Coordinate with Snohomish County Human Services and outside agencies which provide mass care services.

- G. Local Human Service Agencies and Volunteer Organizations
  - 1. Provide mass care and human services according to established policies and procedures.
  - 2. Coordinate activities with the Red Cross and SnoCo DEM.
- H. Local Animal Service Agencies and Volunteer Organizations
  - 1. Provide animal care and sheltering assistance according to established policies and procedures.
  - 2. Coordinate activities with SnoCo DEM.
- I. City of Edmonds Police Department
  - 1. Provide security and maintain order at mass care locations as appropriate.
- J. City of Edmonds Office of the Mayor
  - 1. Register volunteer workers according to established procedures.
- K. WA State Department of Social and Health Services
  - 1. Assist with the coordination of mass care, emergency assistance, housing and human services responses by state and non-governmental organizations.
  - 2. Provide guidance to local jurisdictions on mass care and related issues.

## **EMERGENCY SUPPORT FUNCTION 7 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT**

**PRIMARY AGENCIES:** City of Edmonds Public Works Department  
Snohomish County Fire District 1  
City of Edmonds Parks and Recreation Department  
Office of the Mayor

**SUPPORT AGENCIES:** City of Edmonds Police Department  
City of Edmonds Finance Department  
City of Edmonds City Council  
Snohomish County DEM  
Snohomish County Human Services  
WA State Department of Enterprise Services

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the effective management of resources during emergencies and disasters.

#### **B. Scope**

Resource support involves the provision of services, personnel, supplies and facilities during disaster response and recovery.

### **II. POLICIES**

**A.** Each City Department is responsible for developing and maintaining lists of Department resources, including equipment, personnel and supplies for use during emergency and disaster operations.

**B.** Each City Department assigned responsibilities in this *CEMP* is responsible for developing and maintaining lists of equipment and service providers necessary to support the Departments' responsibilities and functions during disaster operations.

**C.** Requests for resources other than contract or mutual aid from outside the local area will be coordinated through SnoCo DEM.

### III. SITUATION

Disaster operations will quickly overwhelm local resources. Resources requested from outside the local area may be unavailable for several hours or days. It may be necessary to prioritize the use of local resources according to the severity of individual incidents.

The management of resources will vary greatly from incident to incident. It will be necessary to maintain flexibility in the management of resources and adapt to the changing situations that may be associated with the disaster.

### IV. CONCEPT OF OPERATIONS

- A. Locally available public resources and those available through mutual aid shall be utilized prior to requesting resources through SnoCo DEM.
- B. To the greatest extent possible, a free market economy and distribution system shall be utilized during disaster operations. Controls over limited and critical resources may be put into place on a county or state-wide basis when the situation warrants.
- C. The City may obtain services, equipment and supplies necessary to respond to a disaster through private sources. It will be the responsibility of the Finance Department to issue purchase orders, vouchers, warrants or temporary contract agreements as required at the time of the disaster. When appropriate, pre-disaster agreements may be initiated in order to facilitate an efficient operation. The City Council may assist with approval of financial resources for emergency expenditures, disbursement of funds, and emergency adjustments to contracting rules and regulations for procurement.
- D. When necessary, staging areas for incoming resources will be utilized. Each staging area shall have a supervisor or manager responsible for assigning resources as designated through the Emergency Operations Center. Staging areas will normally be divided into two categories:
  - 1. Response Operations - The Fire District and Public Works Department will be responsible for pre-identifying appropriate locations for staging equipment and supplies for disaster response operations.
  - 2. Human Services - The Parks and Recreation Department and Office of the Mayor will be responsible for pre-identifying staging areas and distribution locations for human service supplies and donated goods. This may be done in coordination with local volunteer and human services support agencies when appropriate.

- E. The City has identified locations for use as the City's Community Points of Distribution (CPOD) for distribution of commodities to the public. These locations are: Edmonds Public Works Facility - 7110 210<sup>th</sup> St SW; and the Frances Anderson Community Center - 700 Main Street.
- F. SnoCo DEM shall be notified regarding the location and function of all staging areas within the city in order to facilitate the locating of resources arriving from outside the local area.
- G. Allocation and distribution of resources from staging areas will be coordinated through the Emergency Operations Center. Once allocated, resources will be managed by the responsible department(s) and/or support agencies to which they are assigned.
- H. Monetary donations received by the City will be processed and managed by the Finance Department. All monetary donations shall be allocated to support the recovery of the community from the disaster. Allocation of donated funds will be the responsibility of the City Council and shall take place in an expedient manner.
- I. The City may leverage the partners of the Snohomish County Human Services Multi-Agency Taskforce to identify local or regional partners able to support financial and physical donation management. This may include, but is not limited to, non-profit organizations such as United Way.
- J. The City may utilize the Volunteer Reception Center concept and registration process as provided by SnoCo DEM to manage spontaneous volunteers. If the City does not have resources to support implementation of a process or center, request for support will be made to SnoCo DEM and or Human Services.
- K. The Police Department shall be responsible for providing security and traffic control at staging area and resource distribution locations as necessary.

## V. PROCEDURES

- A. All requests for outside resources shall be coordinated through the Emergency Operations Center and/or SnoCo DEM.
- B. Allocation of resources located at staging areas shall be done through the Emergency Operations Center.

## VI. RESPONSIBILITIES

### A. City of Edmonds Public Works Department

1. Pre-identify appropriate response operations staging areas within the city.
2. Request outside resources through the Emergency Operations Center.
3. Provide/designate staging area supervisors or managers as appropriate.

### B. Snohomish County Fire District 1

1. Pre-identify appropriate response operations staging areas within the city.
2. Request outside resources through the Emergency Operations Center.
3. Provide/designate staging area supervisors or managers as appropriate.

### C. City of Edmonds Office of the Mayor and Parks and Recreation Department

1. Pre-identify appropriate human services staging and distribution areas within the city. Parks and/or other City facilities will be utilized. The City may also coordinate with local businesses.
2. Request outside resources through the Emergency Operations Center.
3. Coordinate distribution activities with appropriate human service agencies.

### D. City of Edmonds Police Department

1. Provide security and traffic control at staging and distribution areas as necessary.

E. Snohomish County DEM

1. Coordinate requests for resources from outside the area, other than mutual aid and contract service providers.
2. Provide for the delivery and distribution of resources to designated staging areas.

F. City of Edmonds Finance Department

1. Develop procedures for emergency procurement of supplies and services and coordinate these activities during emergency operations.
2. Collect and manage monetary donations. Distribute donated funds as directed by the City Council.

G. WA State Department of Enterprise Services

1. Provide resource support services when City resources and response capacity are exhausted. This may include: emergency relief supplies; office equipment, supplies and facilities; transportation services; and personnel.

## **EMERGENCY SUPPORT FUNCTION 8 PUBLIC HEALTH AND MEDICAL**

PRIMARY AGENCY:        Snohomish County Fire District 1  
                                  Snohomish Health District

SUPPORT AGENCIES:    Snohomish County Medical Examiner  
                                  Local Hospitals and Medical Clinics  
                                  Snohomish County DEM  
                                  American Red Cross  
                                  Snohomish County Medical Reserve Corps  
                                  Local Ambulance Service Providers  
                                  City of Edmonds Police Department  
                                  Mutual Aid Agencies  
                                  WA State Department of Health

### **I.        INTRODUCTION**

#### **A.        Purpose**

To provide for the coordination of emergency health and medical services during major emergencies and disasters.

#### **B.        Scope**

This Emergency Support Function is designed to provide guidance in the allocation of available medical resources and services in order to meet the emergency health and medical needs of the community in a major emergency or disaster.

### **II.       POLICIES**

A.        The *Multiple Casualty Incident Procedures*, a separately published document, shall be utilized in order to provide timely services to those having the most urgent medical needs and to assist in the distribution of patients to medical facilities.

B.        The mass medical care procedures established by hospitals and health care support agencies shall be utilized during response to major incidents.

C.        Additional resources necessary for emergency medical activities beyond existing automatic and mutual aid agreements shall be requested through SnoCo DEM and/or Snohomish Health District.

- D. The City recognizes that healthcare facilities may have emergency evacuation plans requiring operational support from outside entities. Assistance from the City and from support agencies may be requested consistent with other provisions of this ESF.

### III. SITUATION

A significant disaster with large numbers of injuries will overwhelm existing medical service capabilities. Much of the immediate medical attention to the injured will be administered by well-meaning volunteers at the scene who have little or no first aid training. Such a disaster may also pose public health threats, including problems related to food, water, wastewater, solid waste, disease vectors and mental health.

Medical facilities may sustain damages which affect their ability to provide services. Facilities remaining in service may be overwhelmed by the walking wounded and the more seriously injured who are being transported to those locations. Medical supplies and pharmaceuticals may be in short supply. Disruptions to local transportation, utility and communication systems may cause delays in restocking.

Uninjured persons who require daily medication may have difficulty in obtaining medications due to reduced mobility, damage or destruction of normal supply locations and general shortages within the disaster area.

Major medical emergencies caused by a release of toxic or radioactive substances or by explosion may overwhelm medical resources and facilities as these types of incidents require specialized treatment that is only available at a limited number of medical facilities.

### IV. CONCEPT OF OPERATIONS

- A. Snohomish County Fire District 1 and mutual aid agencies are the lead agencies for providing pre-hospital medical services during emergencies within the city.
- B. The Fire Chief, or designee, shall provide direction and control over District resources and coordination with the Emergency Operations Center.
- C. On-scene management of emergencies shall follow the Incident Command System (ICS), in accordance with the National Incident Management System (NIMS).
- D. Notification and activation of emergency response personnel will be through established channels and procedures.

- E. In the event of structural failure or inaccessibility of medical facilities in a disaster, any City facility or temporarily established site may serve as a remote emergency clinic, temporary hospital or morgue for its local area until coordination of more permanent facilities can be established. The establishment of these temporary facilities shall be coordinated with the Snohomish Health District, the Emergency Operations Center and SnoCo DEM.
- F. Any site designated by the Incident Commander may serve as a command post, staging area, triage or treatment area or transportation station.
- G. Mutual Aid Agreements exist with numerous agencies throughout the Puget Sound area. Requests for assistance will be coordinated through the Emergency Operations Center and SnoCo DEM.
- H. It is anticipated that in major medical emergencies, assistance beyond what may be available through the existing mutual aid agreements will be necessary. In these cases, assistance and resources from state and federal agencies may be requested through SnoCo DEM.
- I. The Snohomish County Health District shall provide direction to private and governmental service agencies and the general public in the prevention of disease, handling of food, water, wastewater and solid waste. The Health District will also oversee the activities in public facilities to ensure health standards are maintained to the greatest degree possible.
- J. The Snohomish County Health District shall assist in the coordination between city, county, state and federal agencies providing medical and health support services within the county, including assistance in the coordination of evacuation from healthcare facilities.
- K. The Snohomish County Medical Examiner is responsible for the identification of the deceased, body recovery, storage and transportation, and disposition of personal effects and unclaimed bodies, and notification of next of kin. The Medical Examiner shall coordinate with supporting service agencies and maintain records on all deaths resulting from a disaster.
- L. Mental health services may be provided through a variety of private, public and volunteer mental health counseling services. Coordination of these services shall be through Snohomish County Human Services and/or SnoCo DEM.

- M. The City will support efforts of the Snohomish Health District and/or local medical centers to establish medical shelters and, as practicable, the City will support the endeavor with appropriate City facilities and/or other available resources (IT, generator, emergency supplies, etc.).

## V. PROCEDURES

- A. Field response agencies, medical facilities and supporting organizations are responsible for the development of operating procedures for their specific agencies and facilities, and for training employees involved in medical operations.
- B. The Snohomish County *Multiple Casualty Incident Procedures* is a separately published document which was developed by the fire departments and emergency medical service providers in Snohomish County to provide for coordinated operations in a mass casualty incident. The *Multiple Casualty Incident Procedures* plan is utilized by all Snohomish County Fire Districts, Municipal Fire Departments, and emergency medical service providers and transporters. It is updated periodically.

## VI. RESPONSIBILITIES

- A. Snohomish County Fire District 1
  - 1. Establish incident command at emergency scenes and provide initial incident evaluation to ensure appropriate allocation and coordination of resources.
  - 2. Provide on scene emergency medical treatment and implement the Multiple Casualty Incident Procedures for on-scene management.
  - 3. Provide ongoing incident status and pertinent information to the Emergency Operations Center or the Command Officer on duty as appropriate.
  - 4. Coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues as appropriate.
  - 5. Maintain medical resource lists.
- B. Snohomish County Health District
  - 1. Provide information to appropriate agencies and the general public regarding disease prevention and sanitation precautions.

2. Coordinate with local public works departments to determine the potential for water contamination and sewage and solid waste disposal system failures which may pose a health risk to the community. Notify the appropriate agencies and the general public.
3. Coordinate and provide care and sheltering services for the medically fragile.
4. Monitor overall community support activities as they relate to the health department and respond to situations that may pose a risk to the public, including; food storage, handling and distribution; contamination by toxic releases; and public shelter operations.
5. Provide necessary assistance, equipment and health related services as appropriate, including mass immunization, infectious disease control, medical care at health department clinics, counseling and coordination of personnel and resource support to area hospitals and medical facilities as required.
6. Assist the Snohomish County Medical Examiner in coordinating mortuary services as needed.
7. Additional information can be found in the Snohomish Health District *Strategic National Stockpile Activation Plan*, and the Snohomish Health District *Pandemic Flu Response Plan*, separately published documents.

C. Mutual Aid Agencies

1. Provide advanced life support services to the critically injured.
2. Provide medical support and technical assistance to the Incident Commander at incident scenes.
3. Provide coordination and transport of injured persons to medical treatment facilities.

D. Snohomish County Medical Examiner

1. Provide for the recovery and disposition of bodies, determination of cause of death, notification of next of kin and maintain records of disaster related deaths.
2. Provide coordination for temporary morgue and mortuary services.
3. Provide information to the news media and the public regarding Medical Examiner operations and status of activities.

E. Local Hospitals and Medical Facilities

1. Receive any injured person without regard to the ability to pay for services. Maintain cost records and treatment documentation.
2. Triage and provide treatment for patients according to established mass casualty procedures. Direct ambulatory patients to alternate care facilities when appropriate.
3. Establish and maintain communications with hospital control. Provide information and facility status as required.
4. Provide personnel and equipment for dispatch to disaster scenes or temporary medical facilities as required.
5. Maintain records and field assessment reports for patients treated and transported.

F. Snohomish County DEM

1. Provide for coordination of area-wide health care related activities through the County Emergency Coordination Center.
2. Coordinate requests for, and the distribution of, resources obtained locally and from state and federal support agencies as requested by health care facilities and local jurisdictions, in conjunction with the Snohomish Health District.

G. American Red Cross

1. Provide nursing services and medical treatment at temporary shelters and medical treatment centers as appropriate.
2. Coordinate requests for blood and blood by-products from Red Cross Regional Centers.
3. Mobilize volunteers to assist in the relief efforts and provide emergency feeding for disaster workers.

H. City of Edmonds Police Department

1. Provide security at temporary morgue facilities as required.

- I. Snohomish County Medical Reserve Corps
  - 1. Provide volunteer assistance in the set-up and operation of shelters for the medically fragile.
  
- J. Local Ambulance Service Providers
  - 1. Provide basic life support services to the injured.
  - 2. Provide transport of the injured to medical treatment facilities.
  
- K. WA Department of Health
  - 1. Provide assistance to local governments in identifying and meeting the public health and medical needs of the injured due to a major disaster or public health emergency.

## **EMERGENCY SUPPORT FUNCTION 9 SEARCH AND RESCUE**

**PRIMARY AGENCIES:** City of Edmonds Police Department  
Snohomish County Fire District 1

**SUPPORT AGENCIES:** Snohomish County Search and Rescue  
Snohomish County Technical Rescue Task Force  
Edmonds Public Works Division  
Snohomish County DEM  
WA State Department of Transportation

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the coordinated use of available search and rescue resources.

#### **B. Scope**

The scope of the search and rescue emergency support function is divided into three operational areas:

- Land search and rescue - primarily utilized for locating the lost or missing in urban, rural or wilderness areas
- Air search and rescue - locating missing or downed civil aircraft. This is the responsibility of the Washington State Department of Transportation, Aviation Division.
- Disaster, or urban search and rescue - encompasses searches for individuals missing due to disasters affecting primarily urban areas such as explosions, storms or earthquakes where severe structural damage is incurred.

The City of Edmonds has limited capability for providing search and rescue functions during disaster operations and will rely, when necessary, on outside resources for providing this service.

### **II. POLICIES**

- #### **A.**
- Plans and procedures for search and rescue operations are separately published documents for each operational area. The City of Edmonds shall follow the procedures established in these plans in support of the

agencies and jurisdictions providing search and rescue activities within the city.

- B. During initial operations, and until primary agencies which provide search and rescue services arrive on scene, the Edmonds City Police Department and Snohomish County Fire District 1 will establish a Unified Command and will be responsible for direction and control during land and disaster, or urban search and rescue operations. City resource support for outside agencies providing air search and rescue will be provided to the command agency upon request.

### III. SITUATION

The City of Edmonds is primarily urban area with some areas of wild-land and recreational area interface. Most individuals who become lost will be within a few minutes travel from their homes. In addition to individuals becoming lost in wild-land or recreational areas, there is a potential for children and the elderly or confused to become lost or disoriented in the urban environment.

Earthquake poses a particularly severe threat to the City. Given the high population density and the number of multi-story buildings, the likelihood of structural damage with large numbers of trapped and injured individuals is very high.

### IV. CONCEPT OF OPERATIONS

- A. The Edmonds Police Department is responsible for the command and control of land search and rescue activities within the city. The primary resource for land search and rescue is the Snohomish County Search and Rescue Group, composed primarily of volunteers. The group is organized under the Snohomish County Sheriff's Department. Resource requests will be coordinated by the Police Department.
- B. Search and rescue operations for missing civil aircraft is the responsibility of the Washington State Department of Transportation, Aviation Division. The United States Air Force is responsible for missing military aircraft and aircraft of international origin. The United State Coast Guard directs all maritime search and rescue operations on or above navigable waters. Requests for these resources will be through Snohomish County DEM. The City of Edmonds Police Department will be responsible for coordinating ground support of these operations upon request.

- C. Snohomish County Fire District 1 will be responsible for resource requests for and the coordination of disaster and urban search and rescue operations within the city. The City has minimal resources for carrying out heavy rescue operations and will use the resources of the Snohomish County Technical Rescue Task Force. Operational activities associated with disaster search and rescue at the local level may require support from the Police and Public Works Departments.
- D. Regional and Federal Urban Search and Rescue Teams for large scale operations are available to respond within 12 to 72 hours. The closest urban search and rescue team is Washington Task Force 1, located within the Puget Sound area. The Task Force should be requested through Snohomish County DEM. However, it should be noted that in the event of a large-scale, regional disaster, the Task Force may not be available as members will be responding with their home agencies.
- E. Search and Rescue Teams responding from outside jurisdictions will follow established plans, guidelines and procedures while operating within the city. City Staff and Departments will provide coordination and support for these activities whenever necessary.
- F. The search for and recovery of human remains will normally be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by search and recovery personnel.

## V. PROCEDURES

- A. Individual agencies responsible for managing the various types of search and rescue operations are responsible for the development of operating procedures for their specific agencies and for training employees and volunteers involved in these activities. The plans and procedures are separately published documents.
- B. Snohomish County Fire District 1 and City of Edmonds Departments involved in the operations and/or support of search and rescue activities shall establish command posts and operate according to the Incident Command System, as defined in the National Incident Management System (NIMS).

## VI. RESPONSIBILITIES

### A. City of Edmonds Police Department

1. Provide direction and control for air and land search and rescue activities within the City of Edmonds.
2. Provide support to search and rescue activities and operations being conducted by teams responding from outside the City.

### B. Snohomish County Fire District 1

1. Provide for the coordination and support of disaster and urban search and rescue activities.
2. Provide staff and resources for disaster and urban search and rescue activities within the capabilities of the District and City.

### C. City of Edmonds Public Works Division

1. Provide staff and resources in support of search and rescue activities as appropriate.

### D. Snohomish County DEM

1. Request search and rescue resources as necessary and provide support to the City and outside agencies as appropriate.

### E. Snohomish County Technical Rescue Task Force

1. Provide expertise and equipment in disaster and urban search and rescue situations.

### F. Snohomish County Search and Rescue

1. Provide staff and resources to carry out land search and rescue activities.

## **EMERGENCY SUPPORT FUNCTION 10 HAZARDOUS MATERIALS**

**PRIMARY AGENCY:** Snohomish County Fire District 1  
Snohomish County Haz-Mat Team

**SUPPORT AGENCIES:** City of Edmonds Public Works Department  
City of Edmonds Police  
Department SNOCOM  
Communications Center  
Snohomish County DEM  
WA State Patrol  
Snohomish County Health District  
Snohomish County Sheriff's  
Department WA State Department of  
Ecology  
WA State Department of Health  
WA State Military Department/National Guard  
CST WA State Emergency Operations Center

### **I. INTRODUCTION**

#### **A. Purpose**

To define the overall responsibilities of local agencies in Hazardous Materials Emergencies.

#### **B. Scope**

This Emergency Support Function augments the response procedures of the local Hazardous Materials Response Team and first responder agencies. This Emergency Support Function also provides for coordination with the Snohomish County Local Emergency Planning Committee (LEPC) and all state, federal and private agencies and organizations that may have a role in hazardous materials response and recovery activities within the city.

## II. POLICIES

- A. Federal regulations require each state to establish a State Emergency Response Commission (SERC), to identify local jurisdiction emergency planning districts and form Local Emergency Planning Committees (LEPC). The local LEPC is required to develop hazardous materials response plans. The City shall be part of the Snohomish County Local Emergency Planning Committee for the purpose of hazardous materials planning.

## III. SITUATION

Hazardous material incidents may occur anywhere and at any time within the city. The city is impacted by major transportation routes which are used to transport hazardous materials. These include Interstate Highways 5 and 405. Other primary routes include State Routes 527 and 96, as well as Burlington Northern Railway lines.

Several locations within the city are at low risk of terrorist activities which may include the intentional release of chemical, radiological, biological or explosive devices which would impact the city. These locations include the Snohomish County Sheriff's Office, US Fish and Wildlife, various power sub-stations and City government buildings and facilities. Terrorist activities may include the intentional release of chemical, radiological or biological materials; or the detonation of explosive devices.

The threat presented by hazardous materials incidents may be to both public health and safety and to the environment. Hazardous materials incidents require response and clean-up procedures to vary with the type and quantity of material released. Hazardous material incidents may require multi-agency and multi-disciplinary responses to adequately handle the situation.

## IV. CONCEPT OF OPERATIONS

- A. Snohomish County Fire District 1 is the designated Incident Command agency for hazardous materials incidents within the city. The Fire District will establish unified command with the Haz-Mat Team, Fire District, emergency medical services, public works, Police and other local and state agencies as appropriate for the specific incident.
- B. The WA State Patrol will function as the designated Incident Commander for any hazardous materials incidents taking place on State highways.
- C. The Incident Command System (ICS) will be used when responding to all hazardous material incidents.

- D. Initial requests for qualified hazardous material team assistance shall be made to SNOCOM.
- E. The Incident Commander and/or SNOCOM shall be responsible for notifying SnoCo DEM when hazardous material releases occur within the city. This notification may be done through the dispatch center, haz-mat pager or by telephone. SnoCo DEM will notify the Washington State Emergency Operations Center and the Department of Ecology, as needed. These agencies are responsible for providing support during hazardous materials emergencies. Additional notifications may be made when appropriate.
- F. The Washington State Department of Health, and the Snohomish and Seattle/King County Health Districts shall be notified in the event of a release of radioactive materials. Radiation detection and monitoring equipment is maintained by the Snohomish County Hazardous Materials Team.
- G. The individual, business or agency responsible for the spill is responsible for assuring effective abatement of the release or threatened release of any hazardous substance. The Washington State Department of Ecology is responsible for monitoring clean-up activities to assure compliance standards are met.
- H. The Fire District, in cooperation with the Police Department, is responsible for overseeing the protection of public health and safety during hazardous material incidents this shall include evacuation and perimeter control. Long-term site isolation and security shall be the responsibility of the Washington State Department of Ecology or their designee.
- I. The Washington State Patrol and Snohomish County Sheriff may provide specialty response teams for clandestine drug lab and explosive device responses.
- J. The Edmonds Public Works Department shall be the primary agency for coordinating with water and sewer utilities for the protection of water and sewer systems within the city which may be affected by a hazardous material release.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response operations for releases of hazardous substances in accordance with current state and federal guidelines.

- B. The Snohomish County Local Emergency Planning Committee is responsible for the development, maintenance and distribution of the Snohomish County *Hazardous Materials Response Plan*.

VI. RESPONSIBILITIES

- A. Snohomish County Fire District 1 and Snohomish County Haz-Mat Team
  1. Provide 24-hour response to hazardous material emergencies.
  2. Serve as Incident Command agency or serve as part of a unified command as appropriate during hazardous materials emergencies.
  3. Assist with law enforcement, emergency notifications and warning and evacuations as necessary.
  4. Coordinate and maintain liaison with other agencies involved in the incident.
  5. Provide communications and technical support, including radiological monitoring to the incident
  6. Coordinate fire resources when emergency mobilization is authorized for a hazardous materials incident.
  7. Take initial steps to size-up the situation, isolate the scene and protect life and property.
  8. Request assistance and make initial notifications to SnoCo DEM, local agencies and provide warning to the public as appropriate.
  9. Provide on-scene City liaison and public information officer during the emergency.
  
- B. City of Edmonds Public Works Department
  1. Assist water and sewer providers in protecting city water and sewer supplies and systems as appropriate, and provide notification to other utility providers which may be affected by the emergency.
  2. Establish coordination with other utilities providers during response activities.

- C. City of Edmonds Police Department
  - 1. Provide for perimeter control, re-routing of traffic and initial security.
  - 2. Assist with emergency notification of the public and evacuation as appropriate.
  - 3. Provide public information officer if requested.
- D. SNOCOM Communications Center
  - 1. Provide emergency dispatch services in support of haz-mat operations.
- E. Snohomish County DEM
  - 1. Activate Emergency Coordination Center as necessary to coordinate support activities for the incident such as emergency notifications, public shelters, resource support, public information and liaison with adjoining county and state emergency operation centers, as needed.
  - 2. Coordinate activities of outside agencies and departments in support of the incident as requested.
  - 3. Make notifications to appropriate county, state and federal agencies.
  - 4. Support activities on-scene when requested by the Incident Commander.
  - 5. Coordinate the Joint Information System, if needed. Will also activate a Joint Information Center, as needed.
- F. Washington State Patrol and Snohomish County Sheriff's Department
  - 1. Provide response teams for clandestine drug lab and explosive device responses.
- G. Snohomish County Health District
  - 1. Provide notifications to the general public regarding precautionary measures and health effects related to released materials, as necessary.
- H. Washington State Department of Health
  - 1. Provide response, monitoring and clean-up to radiological incidents.

2. Provide notifications to the general public regarding precautionary measures and health effects related to released materials as necessary.
- I. Washington State Department of Ecology
    1. Provide 24-hour response to serious hazardous material incidents.
    2. Provide expertise in containment and clean-up of hazardous materials and ensure that source control, containment, clean-up and disposal are accomplished.
    3. Assume responsibility of incident management and clean-up if the responsible party is unavailable, unresponsive or unidentified.
    4. Provide coordination with other environmental and state agencies involved in clean-up and/or recovery.
    5. Initiate enforcement actions as appropriate.
  - J. Washington State Emergency Operations Center
    1. Maintain 24-hour communication and notification capability.
    2. Coordinate state agency response activities through the state EOC, including procurement of state resources as needed for response activities.
    3. Provide a public information officer to support a joint information center if needed.
  - K. Washington State Military Department/National Guard CST
    1. Provide technical support, response, decontamination and monitoring at hazardous materials incidents of significant size and/or duration.

**EMERGENCY SUPPORT FUNCTION 11  
AGRICULTURE AND NATURAL RESOURCES**

- PRIMARY AGENCY: City of Edmonds Parks and Recreation Department
- SUPPORT AGENCIES: City of Edmonds Development Services Department  
City of Edmonds Police Department  
Snohomish County DEM  
Snohomish Health District  
Snohomish County Red Cross  
Local Volunteer and Human Service Agencies  
Washington State Emergency Operations Center  
Washington State Department of Agriculture  
Washington State Department of Social and Health Services  
Federal Agencies

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function is to coordinate efforts to provide safe handling of food, water and donated goods for mass feeding and distribution; and for providing transportation to distribution sites during a catastrophic disaster.

B. Scope

This Emergency Support Function is applicable to catastrophic incidents which exceed the capabilities of the local resources available through city, county, private and volunteer agencies and organizations. This Emergency Support Function is designed to closely support Emergency Support Function 6 - Mass Care, Emergency Assistance, Housing and Human Services.

II. POLICIES

A. The City will coordinate with county, state and federal officials and follow the policies of these agencies in the execution of this Emergency Support Function.

B. The City will work with all community, humanitarian and social service organizations to coordinate this activity.

- C. The Snohomish Health District will provide guidance to City Departments and other agencies to ensure the safety of food and water distributed to the public.
- D. The priority for providing food will be to areas of acute need then to areas of moderate need.
- E. The City will incorporate preservation and conservation measures for critical areas into response activities.

### III. SITUATION

An incident of catastrophic proportion will deprive large numbers of people access to and/or the means to prepare food. In addition to disruption of the local food supply and distribution network, an incident may destroy food supplies in the general area. Commercial cold storage and freezer facilities may be inoperable.

Water supplies may be insufficient due to damage to the local distribution system and/or contamination. This will require potable water or beverage supplies to be distributed in mass quantities.

The City has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic incident; and if not handled properly, food, water and donated goods can become vehicles for illness and disease transmission, which must be avoided. Guidance for these activities will be provided by local and State Health authorities when appropriate.

### IV. CONCEPT OF OPERATIONS

- A. The Parks and Recreation Department, assisted by the Development Services Department, will be responsible for coordinating the functions of this Emergency Support Function with county, state and federal agencies on behalf of the City as required by the nature and extent of the disaster.
- B. All requests for food and water of this magnitude will be processed through the County Emergency Coordination Center. The City will determine needs based on the information available and make request to SnoCo DEM.
- C. Coordination of distribution locations may be done on a county-wide level. The City will provide information to SnoCo DEM regarding suitable locations for storage, distribution and mass feeding within the city.

- D. Locations suitable for providing storage, distribution and mass feeding capability from a single location will be preferred sites.
- E. The operational concepts and resources established for Emergency Support Function 6 - Mass Care, Emergency Assistance, Housing and Human Services will be utilized in support of this function.
- F. Mass distribution of food and water will be provided for as short a period of time as possible. It is essential to the economic recovery of the community that regular methods of distribution through local businesses be re-established as quickly as possible.

V. PROCEDURES

- A. Procedures established to carry out the responsibilities of Emergency Support Function 6 - Mass Care, Housing and Human Services will be utilized to guide the activities of City staff and support agencies.
- B. Procedures established by state and federal agencies which are charged with food and water distribution under the state and federal response plans will be followed when these agencies are working within the city. City officials will support state and federal efforts as necessary.
- C. Rehabilitation, recovery and/or restoration of critical areas such as stream beds and wetlands within the City will be accomplished in a manner consistent with WA State Department of Ecology recommendations and requirements.

VI. RESPONSIBILITIES

- A. City of Edmonds Parks and Recreation Department
  - 1. Coordinate with SnoCo DEM and county, state and federal agencies regarding the need for food and water distribution within the city.
  - 2. Make requests for food and water resources through the County Emergency Coordination Center when local resources are/or will be inadequate to meet area needs.
  - 3. Provide support to county, state and federal agencies with City staff and resources available to support food and water distribution.

4. Identify suitable locations within the city for food and water distribution and mass feeding operations.
- B. City of Edmonds Development Services Department
1. Provide support to the Parks and Recreation Department with staff and resources as requested to support food and water distribution activities.
- C. Snohomish County DEM
1. Serve as the primary contact point to coordinate area-wide activities with county, state and federal officials.
- D. City of Edmonds Police Department
1. Provide law enforcement activities in support of food and water distribution.
- E. Local Volunteer and Human Service Agencies
1. Coordinate distribution activities and provide volunteer resources for distribution site management.
- F. WA Department of Agriculture and Department of Social and Health Services
1. Provide nutrition assistance through the Food and Nutrition Service. This assistance may include: determination of need; obtaining appropriate food supplies; arrangement of delivery; and authorization of food stamps.
- G. Other County, State, and Federal Agencies
1. Provide food and water supplies; and coordination and distribution of food and water supplies utilizing all available resources and procedures established in the Agencies' response plans.

## **EMERGENCY SUPPORT FUNCTION 12 ENERGY**

**PRIMARY AGENCIES:** Snohomish County PUD  
Puget Sound Energy  
City of Edmonds Emergency Operations Board

**SUPPORT AGENCIES:** Washington State Emergency Operations Center  
Washington State Department of Commerce  
Washington Utilities and Transportation Commission  
Snohomish County DEM

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for coordination between the City of Edmonds, county, state and federal agencies, and local utility providers for the effective use of electric power, natural gas and petroleum supplies.

#### **B. Scope**

The level to which energy supplies are restricted due to damages suffered during an emergency or disaster will be determined by the nature and scope of the incident.

### **II. POLICIES**

**A.** The State of Washington and the Federal Government have the authority to restrict use of energy resources during times of emergency or disaster. The City of Edmonds shall comply with all orders issued regarding the curtailment of energy resources.

**B.** The City of Edmonds shall provide a liaison to coordinate energy related issues with county, state and federal officials and utility providers as necessary. This may be done through SnoCo DEM.

### **III. SITUATION**

Electric utilities which provide service to the City of Edmonds are an organized collection of public and private generating and distribution facilities. They are interconnected to the Northwest Power Pool. Relying on the power pool concept, the electric power industry has developed the capability to provide

power under extreme conditions.

Natural gas distribution is provided by Puget Sound Energy and is supplied primarily by Northwest Pipeline. Distribution of natural gas is subject to control of the federal government in response to supply and demand factors and emergency situations.

Petroleum fuel supplies are provided through a wide variety of sources and companies. Like natural gas and electricity it is subject to control by the federal government during times of emergency.

There is no centralized system at the local level to provide for the coordination of emergency services provided by public utility providers.

#### IV. CONCEPT OF OPERATIONS

- A. In the event of state or federally imposed energy restrictions, or in times of emergency when supplies of resources are strictly limited due to damage or shortage of energy supplies, the City will assign a liaison to communicate local needs with utility providers and county, state and federal authorities. This will normally be the Disaster Coordinator designee.
- B. Public and private utility providers are expected to manage and operate the utility within their own jurisdiction, providing energy resources based on requirements and capabilities.
- C. Public utility resources will be used to meet immediate and essential emergency needs, to include restoration of utilities to critical and essential facilities within the city. Outside resources may be requested through other utility providers, mutual aid agreements or through the Washington State Emergency Management Division.
- D. To the maximum extent practical, and within the limitations imposed by state or federal government, public utilities will continue to provide services through their normal means. In the event curtailment orders are issued by the state or federal government, all utilities will comply with such orders.
- E. In the event that energy restrictions affect the delivery of supplies to the general public, the City may be required to enforce such restrictions locally. The need to provide enforcement will be evaluated and handled on a case by case basis.

## V. PROCEDURES

- A. Each utility provider has plans established for the restoration of utility services and for the emergency allocation of resources during times of restriction or shortage. These plans comply with state and federal plans for the curtailment of energy and petroleum products. These plans which are developed and maintained by the state and federal government, and utility providers are separately published documents.
- B. The City will follow guidelines and procedures as provided by state and federal officials at the time of emergency.

## VI. RESPONSIBILITIES

- A. City of Edmonds Emergency Operations Board
  - 1. Serve as liaison to utility providers and higher levels of government during emergencies affecting energy utilities and provide information regarding priority needs within the City.
  - 2. Provide information to local agencies and officials, and the general public.
- B. Snohomish County Department of Emergency Management
  - 1. Provide information on county-wide and regional status of energy systems.
  - 2. Request resource support from WA State EMD as local assets are exhausted.
  - 3. Provide planning support as requested and able.
  - 4. Support public information dissemination as requested by the City.
- C. Snohomish County PUD and Puget Sound Energy
  - 1. Operate utilities according to established procedures during times of energy emergency.
  - 2. Provide for the restoration of utility services when disrupted.
  - 3. Provide information on status of utilities to county and state officials for dissemination to local jurisdictions.

- D. Washington State Emergency Management Division
  - 1. Coordinate State assets to support local jurisdictions.
  - 2. Provide information and guidance to local jurisdictions during energy emergencies.
  - 3. Develop and maintain plans for the priority allocation of energy resources.
  - 4. Establish a means of gathering information from local jurisdictions regarding local energy needs and priorities.
  
- E. Washington State Department of Commerce
  - 1. Prepare and update energy supply contingency plans.
  - 2. Administer energy allocation and curtailment programs in accordance with the Governor's emergency powers energy legislation.
  - 3. Provide information regarding the location and quantity of petroleum supplies, status of electricity supply and status of natural gas supply.
  
- F. Washington Utilities and Transportation Commission
  - 1. Provide informational assistance and expedite processing of requests from utilities under the Commission's jurisdiction for authority to provide specific services or take specific action related to the emergency or disaster.

## **EMERGENCY SUPPORT FUNCTION 13 PUBLIC SAFETY AND SECURITY**

PRIMARY AGENCY: City of Edmonds Police Department

SUPPORT AGENCIES: Snohomish County Sheriff's Office  
Mutual Aid Police Agencies  
Washington State Patrol  
Washington State Emergency Operations Center  
Snohomish County DEM

### **I. INTRODUCTION**

#### **A. Purpose**

To provide for the effective coordination of local law enforcement operations and resources during major emergencies and disasters.

#### **B. Scope**

This Emergency Support Function augments existing mutual aid agreements, emergency response plans and procedures existing at the local, county and state levels. It provides guidance for managing and coordinating law enforcement functions and addresses all public safety activities within the city.

### **II. POLICIES**

A. The procedures established in local plans and consent and/or mutual aid agreements shall be utilized when responding to an emergency or disaster.

B. Additional resources necessary for law enforcement activities shall normally be obtained through agencies with which letters of mutual aid consent are in place.

### **III. SITUATION**

Law enforcement emergencies may occur at any time and under many circumstances. Major emergencies affecting law enforcement agencies include civil disturbances, crowd control at large public gatherings, evacuation activities,

major transportation route disruptions, and threats and/or acts of terrorism. General law enforcement problems may be compounded by disaster-related community disruption. Law enforcement agencies may also be required to provide support activities to other City Departments during emergencies.

In January of 2011, the Department of Homeland Security introduced the new National Terrorism Advisory System (NTAS), which takes the place of the color-coded alerts formerly found in the Homeland Security Advisory System (HSAS). The new system has been developed to better coordinate information sharing among all levels of Law Enforcement and other stakeholders; and provide more specific guidance for the public, as well. With NTAS, the Department of Homeland Security will coordinate the development and issuance of formal, detailed alerts regarding specific or credible terrorist threats. The alerts will clearly identify threats as either “imminent” or “elevated;” and provide a concise summary of the potential threat, actions being taken at the Federal level, and recommended steps for local government, business and private individuals.

The Edmonds Police Department response to terrorism is dependent upon the situation presented. Within the response will be an analytical element, as information collection and disbursement would be a key component of any response. The goal of the response is two-fold: 1) to enhance the safety of the public at large, and 2) to neutralize any threat to the best of the Department’s ability.

The Edmonds Police Department participates in the Regional Intelligence Group (RIG). The RIG has access to a variety of databases that are specific to WA State Homeland Security Region 1, which includes Snohomish, Skagit, Whatcom, Island and San Juan Counties. In the event of an act of terrorism within the City of Edmonds, the Department would be in contact with the RIG 1 analyst, in an effort to gain intelligence and useful information. The RIG may also disseminate related information to those that may find the information useful.

The Edmonds Police Department has the ability to reach out directly to the WA State Fusion Center, which has broader access to information. This communication can be conducted one-on-one through the Fusion center, via direct email, or through the Northwest Warn (NWWARN) system. The Fusion Center provides interdisciplinary expertise and situational awareness, as well as information analysis and sharing, to support public and private sector security and critical infrastructure protection.

Additionally, the Edmonds Police Department also has access to the Joint Terrorism Task Force (JTTF) working group. Any credible terrorist threat would be immediately reported to the JTTF, and leads followed up on appropriately utilizing federal resources if authorized.

#### IV. CONCEPT OF OPERATIONS

- A. The Edmonds Police Department is the Incident Command Agency for law enforcement activities within the city. Supporting agencies shall report to, and operate under the Incident Commander. The Police Department may establish a unified command with supporting agencies during large-scale incidents.
- B. Letters of mutual aid consent exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through these agencies.
- C. The Police Chief or designee will report to the Emergency Operations Center to coordinate law enforcement field operations and resources when activated.
- D. On-scene management of emergencies shall follow the Incident Command System, as mandated by the National Incident Management System (NIMS).
- E. The Police Chief or designee shall provide direction and control over Department resources and coordination with the Emergency Operations Center. Department personnel shall operate according to specific directives, Department policies and procedures, and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
- F. Command posts may be established for the coordination of field operations. The On-scene Commander shall provide regular status reports and coordinate requests through the Emergency Operations Center when activated. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
- G. Communications and emergency notifications shall be through established channels.
- H. Notification of off-duty personnel shall be done according to Department procedures, by telephone, Department radio, pager or by Emergency Public Information Procedures.
- I. When the emergency warrants the involvement of state and/or federal military or law enforcement agencies, the Police Chief shall be responsible for the coordination of activities between these agencies and the City, and for providing appropriate information to the Emergency Operations Center when activated.

## V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.
- C. Additional information can be found in the *Snohomish County Law Enforcement Mobilization Plan*, a separately published document.

## VI. RESPONSIBILITIES

- A. City of Edmonds Police Department
  - 1. Provide law enforcement activities within the city.
  - 2. Provide emergency traffic control, coordination of evacuation operations, perimeter control and assistance with city-wide damage assessment.
  - 3. Provide security at the Emergency Operations Center and other critical locations when necessary.
  - 4. Provide communications equipment and emergency notification and warning activities within the city.
  - 5. Provide for the coordination of explosive device identification, handling and disposal.
  - 6. Provide support to the Snohomish County Medical Examiner in the identification of the deceased.
  - 7. Serve as liaison between City personnel and military and state and federal law enforcement agencies responding to emergencies.
  - 8. Provide direction and control for air and land search and rescue activities.

B. Mutual Aid Police Agencies

1. Provide law enforcement operational support with staff, equipment and supplies in accordance with existing consent and/or mutual aid agreements.

C. Snohomish County DEM

1. Provide resource assistance and/or support to command officers as requested.

D. State

Washington State Patrol

1. Provide law enforcement on state and interstate highways within the city.
2. Provide law enforcement operational support with staff equipment and supplies in accordance with existing agreements and/or as requested through the State Emergency Operations Center when activated.

Washington State Emergency Operations Center

1. Coordinate requests for state and federal resources as appropriate.
2. Provide National Guard support to law enforcement as requested and as approved by the Governor.

E. Federal

*See Emergency Support Function (ESF) 20 - Defense Support to Civil Authorities*

## **EMERGENCY SUPPORT FUNCTION 14 LONG-TERM COMMUNITY RECOVERY**

**PRIMARY AGENCIES:** City of Edmonds Community Services Department  
City of Edmonds Public Works Department  
City of Edmonds Development Services Department  
City of Edmonds Finance Department

**SUPPORT AGENCIES:** All City of Edmonds Departments  
City of Edmonds City Council  
Snohomish County Fire District 1  
Sound Disposal  
Republic Services  
Waste Management NW  
Snohomish County DEM  
Snohomish Chapter American Red Cross  
Washington State Emergency Operations Center  
Washington State Department of Commerce  
Washington State Department of Employment Security  
Washington State Department of Social and Health Services

### **I. INTRODUCTION**

#### **A. Purpose**

To provide guidance for the overall recovery and restoration activities taking place in the city following a major emergency or disaster. The recovery phase includes both short-term and long-term activities. Short-term activities begin during the response phase of the disaster and can last up to six (6) months; long-term activities may continue for ten (10) years or more. Mitigation activities are on-going and will continue to be addressed throughout the response and recovery phases of a disaster.

#### **B. Scope**

Recovery and restoration activities taking place following any emergency or disaster will be determined by the specific incident. The goal of long-term recovery is to restore the city to pre-disaster (or improved) condition. Some of the long-term recovery activities are extensions of short-term activities; other long-term tasks begin after short-term tasks are completed. City, county, state and federal agencies may be involved in activities depending upon the incident and scope of the situation.

## II. POLICIES

- A. A preliminary damage assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster; or if an assessment is requested by state or county officials. This information shall be provided to SnoCo DEM in order to support the Governor's disaster declaration request to the President.
- B. The City shall provide support to local, state and federal officials in the completion of Damage Survey Reports in order to expedite the availability of Public and Individual Assistance Programs that provide support in the overall recovery of the community. Additional information on damage assessment activities may be found in Support Annex B: Damage Assessment.
- C. Recovery activities of state, federal and organized volunteer agencies will be coordinated through a Joint Field Office. The location and level of operation will be determined by the extent of the disaster and upon the needs of local jurisdictions.
- D. SnoCo DEM will provide a liaison to coordinate activities with the Joint Field Office when requested by Washington State Emergency Management Division or the Federal Emergency Management Agency.
- E. Recovery activities shall be in accordance with the City of Edmonds *Disaster Recovery Plan*, a separately published document.

## III. SITUATION

Recovery and restoration activities include, but are not limited to: repair of damaged facilities, utilities and infrastructure; site decontamination; and broad-based assistance to citizens and businesses. Depending upon the nature of the incident, one or more City Departments will have a role in restoration and recovery activities.

## IV. CONCEPT OF OPERATIONS

- A. The Community Services and Public Works Departments shall be the lead agencies for damage assessment activities within the city. The damage assessment process will include staff from all City Departments capable of contributing to this effort and shall be carried out in a cooperative manner.

- B. The American Red Cross utilizes a damage survey process in order to determine the effect of the disaster on individual residents and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.
- C. In major incidents requiring the involvement of multiple City Departments, support agencies or community support groups the Mayor will appoint a Recovery Task Force to coordinate recovery activities within the city. The City Council may provide insight into strategies and vision for planning efforts, allocation of funds to projects, adoption of new or emergency ordinances to facilitate expedited recovery and mitigation processes.
- D. In major disaster recovery situations, or in incidents where there has been a Presidential Declaration, a team composed of state and federal disaster assistance employees may be assigned to the City to assist with damage survey and provide restoration guidance.
- E. Following an evaluation of damage, appropriate City Staff and other involved agencies will determine priorities for repair of essential facilities, utilities and infrastructure.
- F. The Community Services Department is the lead agency in the coordination of recovery efforts and the maintenance of the City's *Disaster Recovery Plan*. In situations where disaster recovery is primarily composed of repair to facilities, utilities and infrastructure, the Public Works Department will play a key role in recovery efforts. In situations where there is contamination from hazardous materials releases requiring long-term mitigation and clean-up activities Snohomish County Fire District 1 will play a key role.
- G. The Finance Department will assist Public Works and Engineering in preparing work contracts; and in the collection and documentation of all costs associated with disaster response and recovery activities.
- H. In situations where the county or state has received a Presidential Disaster Declaration, state and federal funds may be made available to assist local jurisdiction with disaster costs. The Finance Department, with assistance from other City Departments, will prepare all financial documentation required by the state and federal government to ensure recovery of allowable disaster costs.

- I. In disaster recovery situations involving major damage to portions of the city, it may be necessary to evaluate reconstruction and zoning in certain areas. This may include sensitive land use areas, areas targeted for re-development or re-zoning and areas which need other improvements. The Development Services Department will be responsible for reviewing such areas and making recommendations regarding re-building, re-zoning and other desirable community improvements. The Development Services Department will also research potential funding sources for such improvements.
- J. The City Clerk shall provide training and information to City Departments regarding the protection of vital City records prior to emergency situations. In post emergency or disaster situations where vital records have been damaged or destroyed, the City Clerk shall have the lead role for recovering and restoring vital records. City Departments shall provide assistance to the City Clerk when requested.

## V. PROCEDURES

- A. Specific information on Recovery policies and procedures can be found in the City of Edmonds *Disaster Recovery Plan*.
- B. Specific information on Damage Assessment can be found in *Support Annex B: Damage Assessment*.
- C. The City of Edmonds will follow established state and federal procedures required for the recovery of disaster costs.
- D. The City of Edmonds may develop special policies and ordinances for zoning, development and construction following a disaster.

## VI. RESPONSIBILITIES

- A. City of Edmonds Community Services / Economic Development Department
  - 1. Serve as the lead agency in recovery planning and post disaster activities.
  - 2. Coordinate Recovery Task Force Activities when necessary and serve as chairperson when directed by the Mayor.
  - 3. Assist local businesses in determining essential recovery needs.

4. Support local businesses throughout the recovery process.
5. Serve as a member of the Recovery Task Force as Appropriate.

B. City of Edmonds Public Works Department

1. Evaluate facilities, utilities and infrastructure damaged during a disaster and establish priorities for repair.
2. Work with other local, state and federal agencies involved in repair and recovery activities within the city to ensure coordinated and efficient operations.
3. When appropriate, serve as the City's liaison with disaster assistance teams from the state and federal government.
4. Document all costs and activities associated with disaster response and recovery activities and provide information to the Administrative Services Department.
5. Serve as a member of the Recovery Task Force as appropriate.

C. Snohomish County Fire District 1

1. Work with local, state and federal agencies to mitigate hazardous material contaminated areas to ensure community safety.
2. Evaluate Fire District facilities damaged during a disaster and establish priorities for repair.
3. When appropriate, serve as the City's liaison with disaster assistance teams from the state and federal government.
4. Document all costs and activities associated with disaster response and recovery activities and provide information to Administrative Services.
5. Provide personnel to serve as a member of the Recovery Task Force, as appropriate.

D. City of Edmonds Finance Department

1. Collect information regarding disaster related costs, prepare documentation and submit to appropriate state and federal agencies.

2. Serve as a member of the Recovery Task Force as appropriate.
  3. Provide training and information to City Departments regarding the protection of vital city records.
  4. Coordinate recovery and restoration activities associated with vital City records.
- E. City of Edmonds Development Services Department
1. Evaluate land use, zoning and target improvement areas following a disaster. Make appropriate recommendations.
  2. Serve as a member of the Recovery Task Force as appropriate.
- F. All City of Edmonds Departments
1. Evaluate City facilities as appropriate and establish priorities for repair.
  2. Document all costs and activities associated with disaster response and recovery activities and provide information to Administrative Services.
  3. Serve as a member of the Recovery Task Force as appropriate.
- G. Sound Disposal, Republic Services, and Waste Management NW
1. Provide for the continuation of regularly scheduled household waste pick-up services.
  2. Coordinate with the Edmonds Public Works Department for the collection and management of disaster-related debris.
- H. Snohomish County DEM
1. Serve as liaison between state/federal disaster recovery teams and the City, as appropriate.
  2. Provide a location for state/federal disaster recovery teams to work as necessary.
  3. Assist the City with maintenance of the City's *Disaster Recovery Plan*.

- I. WA State Emergency Operations Center
  - 1. Coordinate activities of Disaster Reservists in support of Preliminary Damage Assessment mission.
  
- J. County, State and Federal Agencies
  - 1. Provide direction and support to the City during disaster recovery operations.

**EMERGENCY SUPPORT FUNCTION 15  
EXTERNAL AFFAIRS AND EMERGENCY PUBLIC INFORMATION**

PRIMARY AGENCY: City of Edmonds Disaster Coordinator  
Snohomish County DEM

SUPPORT AGENCIES: All City Departments  
City of Edmonds City Council  
Snohomish County Fire District 1  
SNOCOM Communications Center  
Washington State Emergency Operations Center  
Federal Emergency Management Agency

**I. INTRODUCTION**

**A. Purpose**

1. To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated and timely information to impacted communities and populace, first responders, governments, media and the private sector.
2. To provide resource support and mechanisms to implement a local Joint Information Center (JIC) when necessary, supplementing first responder public information officers (PIOs) operations with JIC resources.

**B. Scope**

This Emergency Support Function details the establishment of support positions to coordinate communications to various audiences. It applies to all City Departments that may require public affairs or public information support; or whose public information support or assets may be employed during an emergency or disaster.

**II. POLICIES**

- A. It is the policy of the City of Edmonds to provide consistent, accurate, complete and timely information using all available communications methods.
- B. It is the policy of the City to coordinate the development and dissemination of all disaster-related public information through the designated Public Information Officer.

- C. It is the policy of the City to recognize that some of its residents and visitors speak and understand limited English. As such, the City will endeavor to utilize available resources to facilitate information dissemination to these people.

### III. SITUATION

Emergency or disaster situations are typically complex and extend beyond one operational period, possibly exhausting the public information capability of the City.

### IV. CONCEPT OF OPERATIONS

- A. The Mayor or Disaster Coordinator appoints a Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information as approved and authorized by the City Disaster Coordinator. The City Council may be involved to assist with consistent messaging to constituents from the Emergency Operations Center, the PIO, and, if operational, the Joint Information Center.
- B. Emergency public information shall be coordinated by the PIO with prior approval from the Disaster Coordinator.
- C. The Disaster Coordinator may appoint an Assistant PIO when media briefings are required from multiple locations or as the situation requires.
- D. Media briefings may take place at the City Council Chambers or at City Hall, or at an alternate site identified and announced by the PIO.
- E. Any or all of the following methods may be utilized to relay emergency information to the public:
- Print, radio, cable and television media
  - City website: <http://www.edmondswa.gov>
  - Printed education/information materials
  - City radio systems
  - Amateur Radio Services
  - Public address systems
  - AlertSense system
  - Emergency Alert System (EAS)
  - Social media accounts
  - Community Relations Department of Edmonds School District

- F. In some circumstances, it may become necessary to release emergency public information from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.
- G. The City can post emergency public information on the City's website. The PIO will coordinate all posted information.
- H. In an emergency, people will turn first to traditional sources of information. The PIO will strive to ensure the same message is given to all "traditional" sources.
- I. The City may request support from SnoCo DEM to establish a Joint Information Center and/or integration into a Joint Information System. This may include, as appropriate/available, the SnoCo DEM Mobile JIC.

## V. PROCEDURES

- A. The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization from the Disaster Coordinator.
- B. Information will also be disseminated to the Mayor, City Council, emergency personnel in the field and other City employees so they will know what information and guidance is being released to the public.
- C. Media briefings, if held in the City, may take place at the City Council Chambers or at City Hall, or at an alternate site identified and announced by the Public Information Officer.
- D. During incidents where the SnoCo DEM Emergency Coordination Center is activated, area-wide information will normally be coordinated through that location on behalf of the City. SnoCo DEM may activate a Joint Information Center (JIC) to manage external affairs for the incident.
- E. A Joint Information Center (JIC) may be established by SnoCo DEM, in coordination with other agencies, to coordinate emergency public information where multiple jurisdictions are impacted and/or involved in the response. This facility would be in direct contact with the City EOC, may include PIOs from other jurisdictions, and may be in conjunction with State and Federal information efforts. The location of the JIC will be at the SnoCo ECC or at an alternate designated location.
- F. The designated PIO will maintain up-to-date distribution lists.

- G. Translation of emergency public information for non-English speaking persons will be coordinated through the EOC, with assistance requested from SnoCo DEM.
- H. Special instructions and provisions may be made for hospitals, nursing homes, schools and other groups.

## VI. RESPONSIBILITIES

### A. City of Edmonds Mayor

- 1. Represent the City at press conferences, public hearings and other public events, as appropriate.
- 2. Appoint a Public Information Officer (PIO) to coordinate the dissemination of emergency public information.

### B. City of Edmonds Disaster Coordinator

- 1. Appoint a Public Information Officer (PIO) if necessary.
- 2. Establish policies and procedures pertaining to the release of emergency information and instructions.
- 3. Approve all press releases and briefings.
- 4. Support the PIO in coordinating all press releases and briefings.

### C. All City Departments

- 1. Provide pertinent and timely information (e.g. road closures, emergency instructions, available assistance, restricted areas, etc.) to the EOC regarding field activities and emergency public information.
- 2. Coordinate requests for assistance through the EOC.
- 3. Notify the designated PIO of rumors and misinformation so that corrections can be prepared and issued immediately.

### D. Public Information Officer(s)

- 1. Represent the City at press conferences, public hearings and other public events as directed by the Disaster Coordinator.

2. Receive approval from the Disaster Coordinator for all press releases and briefings.
3. Coordinate with SnoCo DEM when information is to be released on the EAS, AlertSense, or other shared information system(s).
4. Gather and coordinate emergency public information for timely release to the public.
5. Provide copies of all press releases to SnoCo DEM.
6. Notify appropriate agencies to assist in the dissemination of emergency public information.
7. Give regular information briefings to City officials, news media and the public, as authorized by the Disaster Coordinator.
8. Provide information to City Departments that may dispense information to ensure consistency of messaging.
9. Provide pre-printed emergency public information brochures and/or flyers for distribution to the public.
10. Recommend appropriate location(s) for public official and media briefings.
11. Monitor media coverage and public reaction and perceptions to identify rumors and misinformation as soon as possible. Prepare correction(s), if applicable.
12. Participate in SnoCo DEM Joint Information System conference calls when scheduled.

E. Snohomish County DEM

Throughout the emergency or disaster, SnoCo DEM will coordinate with city, county and state PIOs to develop and disseminate emergency public information.

1. Will activate the county JIS and, if appropriate, open the county JIC facility.
2. Will facilitate county JIS conference calls.

3. Will provide PIO/JIC support to the City as resources allow.
4. Will assist with dissemination of City messaging.

F. WA State Emergency Operations Center

1. Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
2. Coordinates with local and Federal agencies on the release of emergency information and instructions.

G. Federal

The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.

## **EMERGENCY SUPPORT FUNCTION 20 DEFENSE SUPPORT TO CIVIL AUTHORITIES**

**PRIMARY AGENCIES:** Washington State Military Department, National Guard  
Snohomish County DEM  
City of Edmonds Police Department

**SUPPORT AGENCIES:** Washington State Emergency Operations Center  
Federal Emergency Management Agency  
US Northern Command (USNORTHCOM)

### **I. INTRODUCTION**

#### **A. Purpose**

To establish guidelines for requesting military assistance and for coordinating military support with City response activities.

#### **B. Scope**

The scope of military involvement will be determined by the nature of the incident and the amount of support needed for the incident.

### **II. POLICIES**

**A.** The City of Edmonds Police Department shall serve as liaison between military forces located within the city and the Emergency Operations Center.

**B.** All military forces remain under, and will follow, the military chain of command.

### **III. SITUATION**

It is anticipated that military support will be requested or authorized only under the most extreme circumstances when city, county and state resources are unable to cope with the nature or extent of the emergency or disaster.

#### IV. CONCEPT OF OPERATIONS

- A. The Governor of the State of Washington has the authority to order the organized militia of Washington or any part thereof into active service in order for the state to execute the laws and perform such services as the Governor shall deem proper. This power resides with the Governor or acting Governor alone and may not be delegated.
- B. The Washington Emergency Management Division, in consultation with the Adjutant General, may recommend activation of the National Guard when there is an anticipated justifiable need for the services of the military, or upon a validated request from a local jurisdiction when the need cannot be met by local or state resources.
- C. Requests for military assistance will be coordinated through SnoCo DEM. Requests must include the following: proclamation of local emergency; date, time and location of incident; damage done; casualties; extent of the incident; and the severity and magnitude.
- D. The role of the military in a disaster operation is limited to the preparation for an impending disaster and emergency response. This role may include the following: transportation; security forces; urban search and rescue; hazardous materials; communications; air support; wild-land firefighting; limited feeding; medical; and supplemental power.
- E. The base commander of a military installation has the authority to respond to immediate life threatening emergencies. Requests under these circumstances may be made directly to the local installation.
- F. Coordination of military activities will normally occur between a military liaison assigned to the County Emergency Coordination Center and the State Emergency Operations Center.
- G. Federal military forces may be activated under the authority of the President of the United States.

#### V. PROCEDURES

- A. Individual military organizations will follow the military chain of command and established procedures for their organization.
- B. Requests for military assistance shall be made by the Mayor or Disaster Coordinator to SnoCo DEM.

## VI. RESPONSIBILITIES

### A. City of Edmonds Police Department

1. Serve as liaison between military personnel and the City Emergency Operation Center.

### B. Snohomish County DEM

1. Request military support as necessary.
2. Serve as liaison between military personnel located at the County Emergency Coordination Center and City.
3. Assign military personnel as required through the military liaison at the County Emergency Coordination Center.

### C. WA State Emergency Operations Center

1. Serve as the coordination point between military forces and the County Emergency Coordination Center.

### D. Military Organizations

1. Provide assistance as directed by the Adjutant General and approved by the Governor.

### E. Federal Emergency Management Agency

1. Coordinate requests for federal military support through the US Northern Command.

## **SUPPORT ANNEX A EVACUATION AND MOVEMENT**

**PRIMARY AGENCIES:** City of Edmonds Police Department  
Snohomish County Fire District 1

**SUPPORT AGENCIES:** City of Edmonds Public Works Department  
City of Edmonds Development Services Department  
City of Edmonds Community Services Department  
City of Edmonds Finance Department  
City of Edmonds Parks and Recreation Department  
Snohomish County DEM  
WA Department of Transportation  
WA State Patrol  
WA State Emergency Operations Center

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this emergency support annex is to provide guidance for carrying out evacuation operations within the City of Edmonds.

#### **B. Scope**

Evacuation operations will be determined by the nature and magnitude of the specific incident. Evacuations may, in some events, cross jurisdictional boundaries.

#### **C. Assumptions**

1. The City of Edmonds has few major highways or arterials which could adequately handle traffic volumes if it were necessary to evacuate all or part of the City.
2. Daily experience demonstrates that routes into and out of Edmonds are routinely overloaded with traffic during peak travel times. It can be safely assumed that any evacuation would overwhelm main available routes in all directions.
3. Any evacuation planning must be considered within the larger context of regional planning. The City of Edmonds is bordered on

three sides by heavily populated neighboring jurisdictions. Should the need arise to evacuate those jurisdictions as well as the City, traffic volumes will increase exponentially.

4. The City is bordered on the west by Puget Sound, and a WA State Ferries terminal is located within the City.
5. The majority of threats facing the City of Edmonds occur with little or no warning, providing no opportunity to evacuate people.
6. While mass evacuation planning is necessary for a scenario in which the City of Edmonds would be rendered uninhabitable due to catastrophic destruction caused by natural phenomena or terrorist attack; it is far more likely that only specific areas of the City would need to be evacuated in response to a localized threat such as a limited haz-mat incident.
7. Sheltering-in-place could be the best response to most threats faced by the City of Edmonds.
8. People evacuating from other locations may pass through the City of Edmonds while enroute elsewhere.
9. Any evacuation operation will require the meeting of human needs during and after the movement of people.

## II. POLICIES

- A. Evacuation orders shall be issued by the highest ranking official available at the time of the emergency. This will normally be the Mayor, Police Chief, Fire Chief, or Public Works Director.
- B. The Disaster Coordinator and SnoCo DEM shall be notified any time there is an evacuation affecting the City.
- C. All City-owned vehicles (not otherwise involved in emergency response) will be made available for use.

## III. SITUATION

Nearly any emergency or disaster could create a need for an evacuation. Evacuation operations are utilized to remove people from areas that pose a

potential or immediate danger which is extreme in nature. These situations could arise as the result of a natural, human caused, or technological incident and range from the evacuation of a few individuals from a small area to large populations from a widespread area. The evacuation of people from areas of risk in the City of Edmonds may involve the emergency responses of more than one governmental jurisdiction. The movement of people may be across jurisdictional boundaries.

There are three (3) types of evacuation order: voluntary evacuation, recommended evacuation order, and mandatory evacuation order.

A. Voluntary Evacuation Order

A voluntary evacuation order is issued when it is believed that a hazard has a moderate probability of posing a significant threat to people living or working in an area of risk. People are encouraged to leave the area; however the decision if and when to evacuate will be made by the individual.

B. Recommended Evacuation Order

A recommended evacuation order is issued when it is believed that the possibility of hazard occurrence is high, but the potential impact is low to moderate. As with the voluntary evacuation order, the decision to evacuate is the responsibility of the individual.

C. Mandatory Evacuation Order

A mandatory evacuation order is issued when it is believed that both the probability and impact of a hazard are high, and the lives of citizens and responders assisting them are at risk. The decision to evacuate still rests with the individual; however, those who choose to remain within the danger area will be informed that emergency assistance may not be available to them.

NOTE: The terminology utilized herein referencing the three types of orders is non-technical and is intended to be understandable to residents and visitors of the City.

## IV. CONCEPT OF OPERATIONS

### A. Evacuation Operations include the following six (6) phases:

#### 1. Incident Analysis

Decisions to evacuate will be made on a case-by-case basis. The decision to evacuate will depend entirely upon the nature, scope and severity of the emergency. Other factors to be considered include the number of people affected; necessary protective actions; available transportation routes and resources; and the time available in which to effect the evacuation.

#### 2. Warning

The evacuation information will be promulgated to the public from the Incident Command Post or Emergency Operations Center (EOC). Information will be disseminated following procedures outlined in Emergency Support Function (ESF) 2 – Communications; and Emergency Support Function (ESF) 15 – External Affairs and Emergency Public Information.

#### 3. Preparation to Move

Before the evacuation order is disseminated to the public, it is essential that all details be checked and the necessary response personnel are organized and prepared to implement the evacuation. An effective evacuation is dependent upon the close coordination of evacuation information and instructions.

#### 4. Movement of Population

An orderly evacuation of even a small area of the City will be an immense undertaking which largely depends upon the willing cooperation of the public. For this reason, it is critical that the public information provided be timely, accurate, and reassuring. In an evacuation of limited scope, with information promulgated over the electronic media, it may be physically impossible to discourage others from leaving, regardless of their actual risk. Even with accurate and consistent messaging, it is possible for a panic to develop and create city-wide gridlock. If this situation should arise, the City will attempt to execute a traffic plan with the resources available, and continue to reinforce accurate messaging. Evacuations will be accomplished through the use of appropriate modes of transportation to include, but not be limited to: private vehicle, public transportation, and pedestrian (foot) traffic.

5. Reception / Support of Evacuees

In the event of an evacuation of a small number of people, for a limited amount of time, it may be possible to set-up a reception/support facility in an area or structure with limited services. Provisions for large numbers of people or for longer periods of time will quickly overwhelm City resources. Considerations include: sanitary services, food preparation, sleeping facilities, logistical support and security. The reception and support of large numbers of people will require a regional, state-wide and/or probable Federal coordination effort.

6. Return

The return and re-entry of people to their homes and businesses can be as difficult to manage as the initial evacuation. To assist in the management of the returning population, an orderly, phased return will be implemented to the best of the City's ability.

B. Evacuation Operational Concepts

1. All evacuation operations will utilize the Incident Command System in accordance with NIMS and the National Response Framework.
2. In the event of an incident requiring the evacuation of all or part of the City of Edmonds, the evacuation order will be issued by the highest ranking City official available at the time of the incident. This will normally be the Mayor, Police Chief, Fire Chief, or Public Works Director. The SnoCo DEM Director may issue evacuation orders in the absence of a ranking City official. On-scene Incident Commanders may issue evacuation orders when dangerous or life-threatening situations exist.
3. Except in situations where there exists an immediate life-threatening situation, evacuation orders shall be coordinated through the Emergency Operations Center.
4. The individual ordering the evacuation shall request notification of the Disaster Coordinator and SnoCo DEM. Additionally, a request will be made for the activation of the County Emergency Coordination Center any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.
5. In the event of an evacuation impacting the major arterials, SR 99, SR 104, and/or SR 524 every effort will be made to include WA

State DOT and State Patrol in the planning process.

6. Any evacuation operation utilizing the WA State Ferries will be coordinated with WA DOT – Ferries Division. An evacuation of Kitsap County may also impact the City of Edmonds should the Kingston-Edmonds ferry run be used to transport evacuees.
7. Evacuation information shall be given in as clear and direct a manner as possible in order to provoke immediate response by the affected population. Direction and control of evacuation operations and notification to the public shall be done by uniformed personnel when possible. See sample Evacuation Order on page 144 of this document.
8. The primary mode of evacuation transportation will be private vehicle. Other transportation modes and assets will be utilized as appropriate and available. If public transit assets are utilized, pedestrian traffic will be directed to transfer points to access transit vehicles.
9. Provisions for individuals with special needs and the use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the needs of the situation.
10. The threat of a detonation of a nuclear, or other explosive device may result in the spontaneous evacuation of the general public. Direction and control during an evacuation of this type will be limited to recommending evacuation routes, traffic control and coordination through SnoCo DEM with jurisdictions outside the area regarding reception and shelter needs.
11. Evacuation information shall be disseminated through procedures established in Emergency Support Function 2 – Communications; and Emergency Support Function 15 – External Affairs and Emergency Public Information.
12. Re-entry to evacuated areas will be allowed after the appropriate agencies have determined that the threat no longer exists or when appropriate controls have been put into place to protect those re-entering the area.

C. Direction and Control

1. The Police Department or Fire District shall provide direction and control over evacuation operations. The lead agency shall be dependent upon the situation and will likely be coordinated

between the two departments. A Unified Command structure will be instituted as appropriate.

2. The City of Edmonds will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and agencies involved in the evacuation operation or reception of evacuees shall be through the County Emergency Coordination Center.
3. Requests for resources through existing mutual aid agreements and/or contracts through private contractors will be coordinated through the City EOC. Resources beyond those will be requested through the County ECC.

## V. PROCEDURES

The following procedures, coupled with existing emergency mobilization procedures located in the Edmonds Police Department's Policy Manual, a separately published document, shall be used to guide operations.

### A. Incident Analysis

1. Command and Control
  - a) Identify incident and necessity for evacuation.
  - b) Notify City of Edmonds Disaster Coordinator and SnoCo DEM Duty Officer.
  - c) Determine degree of mobilization necessary and appropriate command structure.
  - d) Determine assignment of personnel.
2. Planning
  - a) Collect situation information from field and Incident Commander.
  - b) Initiate coordination with adjacent jurisdictions.
  - c) Identify emergency response routes.
  - d) Identify special needs populations and develop strategies to meet their needs.
  - e) Identify destination areas and needed shelters.
  - f) Begin long-range staffing determinations.

3. Operations

- a) Conduct situation size-up and determine need for evacuation.
- b) Determine initial evacuation boundaries.
- c) Determine number of dwellings / residents to be evacuated.
- d) Determine time available for evacuation.
- e) Determine resources necessary to accomplish evacuation.
- f) Provide Incident Commander with current situation report.

4. Logistics

- a) Locate resources needed to conduct an evacuation or support movement of people through jurisdiction.
- b) Assess resource availability, to include staffing, material assets and supplies.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

B. Warning

1. Command and Control

- a) Assign a Public Information Officer to ensure that all messaging is correct, timely, and consistent.
- b) Determine appropriate notification methods. Refer to ESF 2 – Communications.
- c) Review and re-evaluate on-going activities.

2. Planning

- a) Identify areas and/or populations to be notified.
- b) Assess communications infrastructure. Refer to ESF 2 – Communications.
- c) Determine timing of notifications.
- d) Develop messaging appropriate to notification methods in use.

3. Operations

- a) Disseminate evacuation information.
- b) Maintain record of addresses notified and/or special

- conditions or needs.
- c) Maintain record of evacuation refusals.

4. Logistics

- a) Support communications efforts as appropriate.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

C. Preparation to Move

1. Command and Control

- a) Approve prepared Incident Evacuation Plan.
- b) Direct personnel to carry out evacuation activities.
- c) Review and evaluate on-going activities.

2. Planning

- a) Make final determination of evacuation area.
- b) Assess transportation infrastructure. Refer to ESF 1 – Transportation.
- c) Identify destination areas and/or shelters. Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.
- d) Identify suitable non-public shelter locations (i.e. hotels, etc.)
- e) Establish evacuation routes and develop Incident Action Plan (IAP).
- f) Identify transfer points if needed.
- g) Identify en-route support areas.
- h) Prepare notification documentation system.
- i) Begin return planning.
- j) Prepare estimate of evacuation population size.
- k) Identify number and type(s) of shelters needed.
- l) Prepare estimate of resources needed in support of shelter operations.

3. Operations

- a) Request assistance to support operational activities.
- b) Mark evacuation route(s).
- c) Establish needed transfer points.

- d) Identify and activate route control points.
- e) Identify critical intersections and potential problem areas along route(s).
- f) Establish dedicated routes for emergency response personnel and vehicles.
- g) Initial activation of destination areas/shelters.

#### 4. Logistics

- a) Initiate resource tracking procedures.
- b) Identify transportation resources available.
- c) Procure needed resources for route marking/management.
- d) Deploy traffic management, mass care and sheltering staff and assets.
- e) Coordinate with SnoCo DEM for additional resources as needed.

#### 5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

### D. Movement and Enroute Support

#### 1. Command and Control

- a) Direct personnel to carry out evacuation activities.
- b) Review and re-evaluate on-going activities.
- c) Continue incident data collection.

#### 2. Operations

- a) Monitor and manage traffic flow along evacuation route(s).
- b) Fully staff transfer points.
- c) Staff critical intersections.
- d) Continue evacuation information dissemination.
- e) Identify people requiring assistance.
- f) Closely document evacuation process to avoid duplication of effort and/or missed areas.
- g) Maintain law enforcement presence in evacuated area(s) and along routes.
- h) Decontamination activities, if warranted by the incident. Refer to ESF 10 – Hazardous Materials.

3. Logistics
  - a) Coordinate deployment of transportation assets to assist people without private transportation, and/or those in need of para-transit support.
  - b) Provide supplies to en-route support areas.
  - c) Respond to resource requests as necessary.
  - d) Maintain resource tracking.
  - e) Coordinate with SnoCo DEM for additional resources as needed.

4. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

E. Reception and Support

1. Command and Control

- a) Ensure Mass Care activities are initiated. Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.
- b) Coordinate with SnoCo DEM to provide out-of-area shelters and reception areas, if needed.

2. Planning

- a) Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.

3. Operations

- a) Activation of shelters and/or support centers. Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.
- b) Provide current and accurate information updates to evacuees.
- c) Initiate identification, registration and tracking of evacuees requiring shelter.

4. Logistics

- a) Ensure adequate supply levels at shelters and reception areas.

b) Respond to resource requests as necessary.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

F. Return

1. Command and Control

- a) Determine safety of restricted areas.
- b) Identify appropriate controls to manage re-entry.

2. Planning

- a) Determine end of evacuation and timing to begin Return phase.
- b) Determine shelter closure schedule.
- c) Identify transportation resources needed for Return phase.
- d) Determine necessary staffing levels for Return operations.

3. Operations

- a) Mark return route(s).
- b) Inform evacuees of timing and method of return.
- c) Provide transportation as needed and possible.
- d) Monitor and manage traffic flow along return route(s).
- e) Fully staff transfer points.
- f) Staff critical intersections.
- g) Deactivation of shelter operations.

4. Logistics

- a) Identify and procure transportation resources needed for return of evacuees.
- b) Coordinate return of deactivated resources.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

## VI. RESPONSIBILITIES

- A. City of Edmonds Police Department and Snohomish County Fire District 1
  - 1. Conduct rapid situation size-up to determine the need to evacuate.
  - 2. Determine initial evacuation boundaries.
  - 3. Obtain evacuation order from highest ranking official available at the time of the incident.
  - 4. Coordinate the dissemination of evacuation orders and emergency public information.
  - 5. Request activation of the County Emergency Coordination Center to facilitate coordination of activities with outside agencies and jurisdictions when appropriate.
  - 6. Provide direction and control of evacuation operations.
  - 7. Determine appropriate routes.
  - 8. Provide perimeter control and security of evacuation zone.
  - 9. Establish accountability procedure for all personnel.
  - 10. Provide EOC with current and updated information as conditions change, or as requested.
  - 11. Determine appropriate and safe re-entry timing.
- B. City of Edmonds Public Works Department
  - 1. Assist with situation size-up as necessary and appropriate.
  - 2. Assess transportation routes, identify alternate routes; and provide temporary traffic control measures/devices and operations control of traffic signals.
  - 3. Remove debris and other obstacles from evacuation routes as needed.

4. Coordinate use of City transportation resources when used to transport evacuees during evacuation operations.
  5. Provide other support as requested and appropriate.
- C. City of Edmonds Community Services and Development Services Departments
1. Provide support and assistance in evacuation efforts as appropriate.
- D. City of Edmonds Parks and Recreation Department
1. In the event of an evacuation of limited scope and/or duration, coordinate mass care activities as described in Emergency Support Function 6 – Mass Care, Emergency Assistance, Housing and Human Services.
  2. Provide support and assistance in evacuation efforts as appropriate.
- E. City of Edmonds Finance Department
1. Maintain accurate tracking, recording and documentation of all expenses incurred throughout all phases of evacuation operations.
- F. Snohomish County DEM
1. Activate County ECC to appropriate level.
  2. Disseminate public information regarding evacuation through appropriate sources.
  3. Notify mass transit services to delay, postpone and/or re-direct incoming traffic from the evacuation area.
  4. Notify affected jurisdictions and coordinate evacuation activities as appropriate.

5. Arrange for temporary sheltering and reception areas for evacuations that relocate populations across jurisdictional boundaries.
6. Coordinate outside transportation resources planned for use in an evacuation.
7. Mobilize volunteer assets as appropriate.

## **COMMAND AND CONTROL**

### **Evacuation Action Checklist**

#### **Incident Analysis**

Identify incident and determine need for evacuation Time: \_\_\_\_\_  
Notify Edmonds Disaster Coordinator and SnoCo DEM Time: \_\_\_\_\_  
Determine necessary degree of mobilization \_\_\_\_\_  
Determine command structure \_\_\_\_\_  
Begin assignment of personnel Time: \_\_\_\_\_

#### **Warning**

Assign Public Information Officer (PIO) Time: \_\_\_\_\_  
Determine appropriate notification methods \_\_\_\_\_  
(Refer to ESF 2 – Communications)  
Approve and release notifications Time: \_\_\_\_\_  
Review and evaluate ongoing activities \_\_\_\_\_  
Provide briefing to City Policy group Time: \_\_\_\_\_

#### **Preparation to Move**

Approve evacuation Incident Action Plan (IAP) Time: \_\_\_\_\_  
Direct personnel to carry out evacuation activities Time: \_\_\_\_\_  
Review and evaluate ongoing activities \_\_\_\_\_

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

Review, amend and revise evacuation orders as necessary Time: \_\_\_\_\_  
Notify relevant agencies/jurisdictions of changes Time: \_\_\_\_\_  
Ensure Public Information notices are consistent and ongoing \_\_\_\_\_  
(Refer to ESF 15 – External Affairs and Emergency Public  
Information)  
Review and evaluate ongoing activities \_\_\_\_\_

#### **Reception and Support**

Ensure Mass Care Activities are initiated (Refer to ESF 6 – Mass Time: \_\_\_\_\_  
Care, Emergency Assistance, Housing and Human Services)

#### **Return**

Determine safety of restricted areas Time: \_\_\_\_\_  
Confirm approval to return Time: \_\_\_\_\_  
Identify appropriate controls to manage re-entry Time: \_\_\_\_\_

## PLANNING

### Evacuation Action Checklist

#### **Incident Analysis**

- Collect situation information from field personnel and Incident Commander \_\_\_\_\_
- Determine resources necessary to accomplish evacuation \_\_\_\_\_
- Initiate coordination with adjacent jurisdictions Time: \_\_\_\_\_
- Identify emergency response routes Time: \_\_\_\_\_
- Identify special needs populations and develop strategies to meet identified needs \_\_\_\_\_
- Identify destination areas and needed shelters Time: \_\_\_\_\_
- Begin long-range staffing determinations \_\_\_\_\_

#### **Warning**

- Identify areas and/or populations to be notified \_\_\_\_\_
- Assess communications infrastructure (Refer to ESF 2 – Communications) \_\_\_\_\_
- Determine timing of notifications \_\_\_\_\_
- Develop messaging appropriate to notification methods in use Time: \_\_\_\_\_

#### **Preparation to Move**

- Make final determination of evacuation area Time: \_\_\_\_\_
- Assess transportation infrastructure (Refer to ESF 1 – Transportation) \_\_\_\_\_
- Establish evacuation route(s) and develop Incident Action Plan (IAP) Time: \_\_\_\_\_
- Identify transfer points \_\_\_\_\_
- Identify en-route support areas \_\_\_\_\_
- Identify available transportation resources \_\_\_\_\_
- Activate shelter planning (Refer to ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services) \_\_\_\_\_
- Prepare notification documentation system \_\_\_\_\_
- Begin return planning \_\_\_\_\_

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

- Continue incident data collection \_\_\_\_\_
- Monitor and document evacuation progress \_\_\_\_\_
- Prepare estimate of evacuation population size \_\_\_\_\_

(Continued on next page.)

**Reception and Support**

Prepare estimate of resources needed in support of shelter  
Operations (Refer to ESF 6 – Mass Care, Emergency  
Assistance, Housing and Human Services)

\_\_\_\_\_

**Return**

Determine end of evacuation and timing to begin Return phase  
Determine shelter closure schedule  
Identify transportation resources needed for Return phase  
Determine necessary staffing levels for Return operations

Time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## OPERATIONS

### Evacuation Action Checklist

#### **Incident Analysis**

Conduct situation size-up and determine need for evacuation Time: \_\_\_\_\_  
Determine initial evacuation boundaries Time: \_\_\_\_\_  
Determine number of dwellings/people to be evacuated \_\_\_\_\_  
Determine time available for evacuation operations \_\_\_\_\_  
Provide Incident Commander with current situation report Time: \_\_\_\_\_

#### **Warning**

Disseminate evacuation information Time: \_\_\_\_\_  
Maintain record of addresses notified \_\_\_\_\_  
Document special conditions or needs to be addressed \_\_\_\_\_

#### **Preparation to Move**

Request assistance to support operational activities Time: \_\_\_\_\_  
Establish communications between Operations Branches Time: \_\_\_\_\_  
Mark evacuation route(s) Time: \_\_\_\_\_  
Identify traffic management tactics to be used Time: \_\_\_\_\_  
Establish needed transfer points Time: \_\_\_\_\_  
Identify and activate route control points Time: \_\_\_\_\_  
Identify critical intersections/possible problem areas \_\_\_\_\_  
Establish dedicated emergency response routes \_\_\_\_\_  
Activate destination areas/shelters Time: \_\_\_\_\_

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

Monitor and manage traffic flow along evacuation route(s) \_\_\_\_\_  
Fully staff transfer points \_\_\_\_\_  
Staff critical intersections \_\_\_\_\_  
Continue evacuation information dissemination \_\_\_\_\_  
Identify people requiring assistance \_\_\_\_\_  
Maintain law enforcement presence in evacuated area(s) and along \_\_\_\_\_  
Routes \_\_\_\_\_  
Quarantine and decontamination activities, if warranted by event \_\_\_\_\_  
(Refer to ESF 10 – Hazardous Materials)  
Request additional support resources as necessary Time: \_\_\_\_\_

(Continued on the next page.)

**Reception and Support**

Activate shelters and/or support centers Time: \_\_\_\_\_  
Provide current and accurate information to evacuees \_\_\_\_\_  
Provide information on location of specialty shelters \_\_\_\_\_  
Initiate identification, registration and tracking of evacuees requiring \_\_\_\_\_  
shelter services \_\_\_\_\_  
Determine level of site security necessary at activated shelters \_\_\_\_\_

**Return**

Mark return route(s) Time: \_\_\_\_\_  
Inform evacuees of timing and method of return Time: \_\_\_\_\_  
Provide transportation as needed and possible \_\_\_\_\_  
Monitor and manage traffic flow along return route(s) \_\_\_\_\_  
Fully staff transfer points \_\_\_\_\_  
Staff critical intersections \_\_\_\_\_  
Deactivate shelter operations Time: \_\_\_\_\_

# LOGISTICS

## Evacuation Action Checklist

### **Incident Analysis**

Identify resources needed to conduct an evacuation or support movement of people through jurisdiction \_\_\_\_\_  
Assess resource availability, to include staffing, material assets and supplies \_\_\_\_\_

### **Warning**

Support communications efforts as appropriate \_\_\_\_\_

### **Preparation to Move**

Initiate resource tracking procedures \_\_\_\_\_  
Procure needed resources \_\_\_\_\_  
Deploy traffic management, mass care and sheltering staff and assets Time: \_\_\_\_\_

### **Movement and En-Route Support**

Coordinate deployment of transportation assets to assist people without private transportation, and/or those needing para-transit support \_\_\_\_\_  
Identify accommodations for transport of luggage \_\_\_\_\_  
Provide supplies to en-route support areas Time: \_\_\_\_\_  
Respond to resource requests as necessary \_\_\_\_\_  
Maintain resource tracking \_\_\_\_\_  
Monitor availability of supplies for en-route support areas \_\_\_\_\_

### **Reception and Support**

Ensure adequate supply levels at shelters and reception areas(s) \_\_\_\_\_  
Respond to resource requests as necessary \_\_\_\_\_

### **Return**

Identify and procure transportation resources needed for return of evacuees \_\_\_\_\_  
Coordinate return of deactivated resources \_\_\_\_\_

## Sample Evacuation Order

Attention!

An emergency situation exists at (location) .

The (jurisdiction) fire/police department has issued the following emergency evacuation order.

All persons within the area of are directed to evacuate immediately.

Use the following evacuation routes .

Shelters are set up at .

Stay tuned to your television or radio station for further instructions and information. DO NOT CALL 911.

## **SUPPORT ANNEX B DAMAGE ASSESSMENT**

PRIMARY AGENCIES: City of Edmonds Public Works Department  
City of Edmonds Development Services Department  
City of Edmonds Police Department

SUPPORT AGENCIES: Snohomish County Fire District 1  
Snohomish County DEM  
American Red Cross  
WA State Emergency Operations Center

### **I. INTRODUCTION**

#### **A. Purpose**

To provide guidelines for city-wide damage assessment activities in order to establish response and resource allocation priorities; and determine building and City infrastructure safety.

#### **B. Scope**

This Support Annex is designed to provide guidance in the coordination and execution of damage assessment activities within the city. Damage assessment will be divided into three levels:

- Windshield Survey - a drive by assessment of overall damage to determine resource allocation priorities during the response phase of the emergency
- Preliminary Damage Assessment - an initial estimate of monetary damage
- Safety Evaluation of Damaged Buildings - an assessment of building safety carried out by trained staff utilizing Applied Technology Council (ATC-20) Guidelines.

### **II. POLICIES**

- A. A preliminary damage assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster or it is requested by state or county officials. This information shall be provided to Snohomish County DEM in order to support the Governor's request for a disaster declaration to the President.

- B. The City shall provide support to local, state and federal officials in the completion of Damage Survey Reports in order to expedite the availability of Public and Individual Assistance Programs which provide support in the overall recovery of the community.

### III. SITUATION

Nearly any disaster can cause significant damage requiring a thorough assessment of its impact on the City. It is essential that procedures are in place that will expedite the damage assessment process in order to assist in the priority allocation of resources and gain access to state and federal disaster recovery funding.

### IV. CONCEPT OF OPERATIONS

- A. Specific information on Damage Assessment procedures can be found in the City of Edmonds *Damage Assessment Manual*, a separately published document.
- B. The Public Works Department and Building Division shall be the lead agencies for damage assessment activities within the city. The damage assessment process will include staff from all City departments capable of contributing to this effort and shall be carried out in a cooperative manner.
- C. Damage assessment activities will normally be coordinated through the Emergency Operations Center. The Planning Division shall be responsible for compiling windshield survey damage assessment information as it is reported to the Emergency Operations Center to aid response operations.
- D. The Development Services Department will provide damage assessment for City buildings and infrastructure. The Department will coordinate with Facilities Maintenance to make minor repairs. Public Works Department will be responsible for identifying needed repairs and/or coordinating the relocation of City employees, if necessary. The Emergency Operations Board, utilizing recommendations from staff, will prioritize repair activities of City facilities. Priority will be given to critical and essential services.
- E. The Public Works Department will coordinate damage assessment information with utility services providers to facilitate priority repair activities.
- F. The Development Services and Public Works Departments will coordinate

activities with local, state and federal agencies to ensure the timely completion of Damage Survey Reports and other documentation necessary to obtain state and federal cost recovery assistance.

- G. The Fire District, Police, and Public Works Departments shall carry out windshield survey damage assessment according to established procedures or as directed at the time of the emergency. Information shall be reported to the Emergency Operations Center or other designated location.
- H. Evaluation of damaged buildings shall be coordinated by the Building Official and be carried out by staff trained in the Applied Technology Council (ATC-20) Procedures for Post-earthquake Safety Evaluation of Buildings or other appropriate training based on the scope of the disaster. This evaluation will normally take place after completion of the windshield survey and in conjunction with preliminary damage assessment activities.
- I. The American Red Cross utilizes a damage survey process in order to determine the effect of the disaster on individual residents and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.
- J. Structural engineers may be required for detailed evaluation of some City buildings. When necessary this shall be coordinated by the Engineering Division.

## V. RESPONSIBILITIES

- A. City of Edmonds Development Services Department
  - 1. Coordinate city-wide damage assessment activities with all involved departments and support agencies.
  - 2. Develop damage assessment procedures in coordination with the Fire District, Public Works and Police Departments and provide training to appropriate City staff.
  - 3. Provide training to appropriate staff in the Applied Technology Council (ATC-20) Post-earthquake Safety Evaluation of Buildings.
  - 4. Record damage assessment information and report to appropriate local, state and federal agencies.

5. Prepare necessary documentation for cost recovery through state and federal programs.
- B. City of Edmonds Police Department
1. Provide staff and equipment as available, to carry out windshield survey and provide information to the Emergency Operations Center or other designated location.
  2. Assist the Development Services Department in the development of damage assessment procedures.
- C. Snohomish County Fire District 1
1. Provide staff and equipment as available, to carry out windshield survey and provide information to the Emergency Operations Center or other designated location.
  2. Assist the Development Services Department in the development of damage assessment procedures.
- D. City of Edmonds Public Works Department
1. Assist the Development Services Department in the development of damage assessment procedures.
  2. Provide staff to coordinate damage assessment information reported to the Emergency Operations Center.
  3. Provide staff and equipment to the Development Services Department to support windshield survey activities.
  4. Provide damage assessment for City utilities and infrastructure.
  5. Make emergency temporary repairs to City facilities as necessary.
- E. Snohomish County DEM
1. Gather damage assessment information from the City and report information to appropriate county, state and federal agencies.
- F. American Red Cross
1. Carry out damage survey activities in accordance with Red Cross

Procedures. Report information to the County Emergency Operations Center.

G. All City Departments

1. Provide support as directed to the damage assessment process.

H. WA State Emergency Operations Center

1. Coordinate activities of Disaster Reservists in support of Preliminary Damage Assessment mission.

**SUPPORT ANNEX C  
ANIMAL DISASTER PROTECTION PLAN**

PRIMARY AGENCIES: Progressive Animal Welfare Society (PAWS)  
Washington State Animal Rescue Team (WASART)

SUPPORT AGENCIES: SnoCo DEM  
Community Transit  
Everett Transit  
Sound Transit  
Metro Transit  
Washington Animal Response Management (WARM)  
Red Cross of Snohomish County  
Red Cross of King/Kitsap Counties  
Local veterinary clinics, kennels, and animal boarding facilities  
Sarvey Wildlife Center

## I. INTRODUCTION

### A. SITUATION

Pets and livestock can become victims of disaster. Pets can be injured or become separated from their owners, and livestock can be displaced or threatened by emergency conditions. Recent experiences demonstrate that disaster animal welfare plans are an essential component in overall community emergency response and recovery planning.

### B. PURPOSE

This plan articulates how animal welfare will be coordinated, and is the basis for development of supporting plans and procedures consistent with state and national standards for dealing with animals in a disaster.

This plan establishes a working structure for animal rescue, evacuation, shelter, veterinary services, and mortality management during disasters that occur within the City. The plan is intended to assist volunteer organizations in addressing needs of pets, livestock, poultry, horses and captive wildlife during disasters.

### C. AUTHORITIES AND REFERENCES

*Comprehensive Emergency Management Plans*  
City of Edmonds *CEMP*

*Washington State Comprehensive Emergency Management Plan,*  
Emergency Support Function (ESF) 11, Appendix A, Tab B – Washington  
Animal Response Management Plan, March 2006.

RCW 38.52, *Emergency Management*

Federal Emergency Management Agency, Disaster Assistance Policy  
DAP9523.19, *Eligible Costs Related to Pet Evacuations and Sheltering,*  
dated October 24, 2007.<sup>a1</sup>

National Pets Evacuation and Transportation Standards Act (H.R. 3858-  
PETS)

Americans With Disabilities Act (ADA)

Interlocal Cooperation Agreement with SnoCo DEM

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<sup>a</sup>

Always refer to the most current version before assuming eligibility for possible reimbursement. FEMA policies change frequently.

## D. RELEVANT DEFINITIONS

**Congregate household pet shelter** – Any private or public facility that provides refuge of rescued household pets and the household pets of shelter clients in response to a declared major disaster or emergency under federal regulations.<sup>b</sup>

**Household pet** – Any cat, dog, or other domesticated animal normally maintained in or near the domicile of the owner or caregiver of the animal. For the purpose of this plan, household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals, and animals kept for racing purposes.

**Service animal** – In accordance with the Americans with Disabilities Act (rev. July 2010): A dog or miniature horse trained to perform specific tasks for a person with a sensory, emotional, mental or physical disability.

**PAWS** – Progressive Animal Welfare Society

- On a daily basis, PAWS operates an animal rescue, rehabilitation, and adoption center for dogs and cats. During disaster, PAWS will take the lead as the primary animal welfare coordinating group and will provide animal shelter services.
- PAWS has a wildlife rescue and rehabilitation department that may be utilized, to some degree, if captive wildlife are discovered during animal rescue and shelter operations. **Limited capability is available to assist with captive exotic animals.**

**Sarvey Wildlife Center** – Sarvey rescues and rehabilitates orphaned, injured, and sick wild animals from the Puget Sound area. In the event exotic or captive wildlife are discovered during animal rescue and shelter operations, Sarvey will be utilized as a backup resource and subject matter expert.

**WARM** – Washington Animal Response Management – Established to coordinate the response of State agencies in assisting local and volunteer organizations to provide all animals affected by natural or technological disasters. Activities include: emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; and identification for return to the owner.

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<sup>b</sup> Household pets are defined separately from horses or farm animals because of eligibility for the reimbursement of eligible costs in the event of a federally declared emergency.

**WASART** – Washington State Animal Rescue Team – WASART is a volunteer organization that partners with government agencies and other public and private organizations to rescue, transport and shelter animals in a disaster or emergency. WASART will be the lead animal rescue agency.

## **II. CONCEPT OF OPERATIONS**

- A.** These special procedures for dealing with animals may be activated by the City upon occurrence of an emergency or disaster as defined in Chapter 38.52, Revised Code of Washington, and in collaboration with SnoCo DEM.
- B.** Animal rescue and shelter activities are coordinated through the City's Emergency Operations Center and will be addressed on a regional basis, as needed, by SnoCo DEM.
- C.** The primary animal disaster shelter organization is PAWS. PAWS may be activated by the City or SnoCo DEM. Where possible, PAWS members will be registered in advance as Emergency Workers under WAC 118-04.
- D.** When animal rescue activities are required, SnoCo DEM may activate WASART. Where possible, WASART members will be registered in advance as Emergency Workers under WAC 118-04.
  - WASART will work in partnership with PAWS. WASART will be the lead agency for: (a) animal search, rescue and recovery; and (b) large animal sheltering (e.g., horses, camelids, etc.).
  - WASART will support animal shelter operations as a secondary duty according to needs and staffing availability.
- E.** Animal welfare response will provide for joint owner-pet rescue/evacuation whenever possible without endangering human life.
- F.** Maximum attempt should be made to identify and establish animal evacuation shelters in close proximity to human sheltering facilities. Adjacent sheltering is the desired method.

- G.** Household pets in cages or carriers, or are under close control will be allowed to use public transit<sup>c</sup> for movement to shelter facilities.
- H.** Those facilities that normally house multiple animals (animal hospitals, boarding kennels, etc.) are encouraged to create evacuation plans for such animals consistent with this procedure.
- I.** Coordination of animal disaster operations will be conducted according to the standards and practices of the National Incident Management System (NIMS) and the Incident Command System (ICS).
- J.** According to updated FEMA policy, domesticated animals (not kept for commercial purposes) can travel in commercial carriers and be housed in temporary facilities. Wherever possible, household pets will be housed adjacent to established public shelters.
- K.** Local governments that conduct animal shelter operations or receive evacuees from areas declared a major disaster or an emergency<sup>d</sup> may seek reimbursement for eligible pet rescue, sheltering and evacuation-support costs. This only applies to household pets and service animals. Contractors and private nonprofit (PNP) organizations may be reimbursed by the City provided that the contractor or PNP is performing operations on behalf of the City and/or SnoCo DEM according to this plan, and all eligible expenses are documented.  
(Reference FEMA Disaster Assistance Policy DAP9523.19 - October 24, 2007).
- L.** It is foreseeable that some emergency operations may take priority over the rescue of animals under this plan. Although every effort will be made to include animals in all emergency response strategy, circumstances may prevent the full implementation of that strategy.
- M.** Ineligibility of horses and farm animals for FEMA reimbursement in a major disaster will not impact the purpose of this plan to carry out the rescue and evacuation of such animals to the extent possible with the resources available.

### **III. RESPONSIBILITIES**

#### **A. SnoCo DEM**

SnoCo DEM may activate and coordinate animal disaster welfare operations through the County ECC upon request of the City. SnoCo DEM's responsibilities may include:

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<sup>c</sup> According to current transit policies.

<sup>d</sup> Robert T. Stafford Disaster Relief and Assistance Act, as amended.

1. Overall coordination of disaster mitigation, preparedness, response, and recovery in accordance with the law and the City's *CEMP*.
2. Provide overall coordination of emergency/disaster animal welfare response activities.
3. Activate the provisions of this plan.
4. Provide assistance where possible through the resource management capabilities of the ECC.

## **B. PAWS**

PAWS is the recognized alliance of volunteers responsible for executing this animal emergency plan. Responsibilities include:

1. Develop and maintain lists of resources, including trained volunteers and animal professionals able to provide assistance in a disaster.
2. Maintain a trained volunteer base in accordance with PAWS' internal policies and procedures.
3. Coordinate just-in-time, on-site training for animal professionals and trained animal shelter/rescue volunteers as needed during an event.
4. Provide safety and awareness briefings as needed to first responders and disaster volunteers.
5. Conduct domestic animal shelter activities using PAWS personnel and coordinating the efforts of additional groups as available and appropriate.
6. Conduct **limited** exotic animal rescue and shelter activities as resources allow. (See Appendix 8 for additional details.) Assist in identifying and contacting appropriate exotic animal partners to aid in rescue and shelter efforts.
7. Develop and release public information prior to the emergency or disaster on disaster planning and safety for animals.
8. Notify and mobilize all PAWS volunteers and partnering animal groups in time of emergency.
9. Assist the City, SnoCo DEM, and/or the Red Cross with identification of suitable facilities for animal shelters and other animal rescue and shelter resources.
10. Be prepared to make reports to the City's Emergency Operations Center and/or SnoCo ECC on animal emergency response activities.
11. Participate, through the appropriate EOC representative, in development of animal rescue and shelter provisions in the Incident Action Plans (IAPs) prepared for each operational period.
12. Assist with the annual review and revision of plans and procedures for dealing with animals in an emergency or disaster.
13. Prepare after action reports for the City.

**C. WASART**

WASART is the lead agency for animal rescue operations. They will coordinate activities with PAWS and other regional partners as appropriate. Responsibilities include:

1. Develop and maintain lists of resources, including trained volunteers and animal professionals able to provide assistance in a disaster.
2. Maintain a trained volunteer base in accordance with WASART's internal policies and procedures.
3. Coordinate just-in-time, on-site training for animal professionals and trained animal shelter/rescue volunteers as needed during an event.
4. Provide safety and awareness briefings as needed to first responders and disaster volunteers.
5. Conduct large-animal shelter activities using WASART personnel and coordinating the efforts of additional groups as available and appropriate.
6. Conduct **limited** exotic animal rescue and shelter activities as resources allow. Assist in identifying and contacting appropriate exotic animal partners to aid in rescue and shelter efforts.
7. Develop and release public information prior to the emergency or disaster on disaster planning and safety for animals.
8. Notify and mobilize all WASART volunteers and partnering animal groups in time of emergency.
9. Assist the City and SnoCo DEM with identification of suitable facilities for large-animal shelters and other animal rescue and shelter resources.
10. Be prepared to make reports to the City's Emergency Operations Center and/or SnoCo DEM on animal emergency response activities.
11. Participate, through the appropriate EOC representative, in development of animal rescue and shelter provisions in the Incident Action Plans (IAPs) prepared for each operational period.
12. Assist with the annual review and revision of plans and procedures for dealing with animals in an emergency or disaster.
13. Prepare after action reports for SnoCo DEM and/or the City.

**D.** Each City's Department of Animal Control will carry out its statutory responsibilities in coordination with PAWS and WASART *to the extent possible*.

**E.** Washington Animal Response Management (WARM) assistance may be requested in the event local resources are overwhelmed.

#### **IV. PROCEDURES**

- A.** PAWS and WASART are independent agencies. As such, each is responsible for maintaining a database of local resources to be used for animal disaster response. Resources will include, but not be limited to, trained and professionally qualified volunteers, contact information, available supplies, equipment, facilities and transportation.
- B.** Animal disaster response volunteers from each agency will participate in animal handling skills and animal behavior training and disaster exercises as a part of disaster readiness. It is highly recommended that all volunteers also are “NIMS compliant” with Incident Command System courses, ICS-100 and ICS-700.
- C.** PAWS will coordinate with the Red Cross chapters (King/Kitsap and Snohomish Counties) to develop co-location (adjacent facilities) of human/household pet shelters to the extent possible.
- D.** The City and/or SnoCo DEM will activate the provisions of this plan by contacting PAWS and WASART leadership. Activate means notification of the PAWS and WASART personnel, implementation of domestic animal evacuation and shelter operations, and conducting other animal rescue activities as Emergency Workers as defined in WAC 118-04.
- E.** A designated representative from PAWS and/or WASART will coordinate with the City’s Public Information Officer (or SnoCo DEM Joint Information Center) to ensure dissemination of information on the location and availability of animal shelters and animal care resources. The joint public information process will be used for reunification of animals with their owners.
- F.** The Seattle/King Health Department or Snohomish Health District and Washington State Department of Agriculture will assist with identification, prevention and control of animal diseases that may impact public and animal health.
- G.** PAWS and WASART, in cooperation with Animal Control, will coordinate with the EOC for removal and disposal of animal carcasses consistent with internal policies and requirements of the Seattle/King Health Department or Snohomish Health District and Washington State Department of Agriculture.

Contact Information for Participating Agencies

**Progressive Animal Welfare Society (PAWS)**

15305 4<sup>th</sup> Avenue W

Lynnwood, WA 98037

Main phone: 425/787-2500

Emergency phone: 425/412-4029

**WA State Animal Rescue Team (WASART)**

Phone: 360/886-7276

[animalresponseteam@gmail.com](mailto:animalresponseteam@gmail.com)

**Sarvey Wildlife Center**

Phone: 360/435-4817

CITY OF EDMONDS  
DISASTER RECOVERY PLAN  
SUPPORT ANNEX D – DEBRIS MANAGEMENT PLAN

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# **I. INTRODUCTION**

## **A. INTRODUCTION**

The City of Edmonds recognizes that natural and human-caused disasters have the potential to create debris that can disrupt the quality of life for its citizens, and complicate disaster response and recovery operations following such disasters. This *Annex* has been developed to provide the framework for City government and other entities to clear and remove debris generated during a public emergency or disaster occurring within the limits of the City of Edmonds. This *Annex* focuses on the activities likely to be required during an emergency or disaster, without regard to the type or cause of the event; and unifies the efforts of public and private organizations for a comprehensive and effective approach to:

- Provide organizational structure, guidance, and standardized guidelines for the clearance, removal, and disposal of debris caused by a major debris-generating event;
- Establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues;
- Implement and coordinate private sector debris removal and disposal contracts to maximize clean-up efficiencies;
- Expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate threats to the health, safety, and welfare of Edmonds residents; and
- Coordinate partner relationships through communications and pre-planning with local, State, and Federal agencies that have debris management responsibilities.

## **B. AUTHORITY**

The City of Edmonds *Disaster Debris Management Annex* is developed under the authority of the following local, state, and federal statutes and regulations.

1. Revised Code of Washington 38.52.070; 35.33.081; 35.33.101; and 70.95
2. Washington Administrative Codes 118-30; 173-350-040; 173-350-310; 173-350-320; and 296-62-41011
3. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2251-2303 Federal Civil Defense Act of 1950, as amended, 2301-2303 Improved Civil Defense 1980
4. Homeland Security Presidential Directive 5
5. Edmonds City Ordinance 2224
6. Edmonds Municipal Code Chapter 1.02.035
7. Edmonds Municipal Code Chapter 6.60

## C. ALIGNMENT WITH OTHER PLANS

### 1. City Plans

The City of Edmonds *Disaster Debris Management Annex* is a supplement to the City's *Disaster Recovery Plan*; and is designed to work in concert with the City's *Comprehensive Emergency Management Plan*, and *The North King and South Snohomish Counties Regional Mitigation Plan for Natural Hazards*.

### 2. Snohomish County Debris Plan

This *Annex* aligns with and implements the *Snohomish County Public Works Solid Waste Division Disaster Debris Management Plan*, a separately published document.

### 3. Washington State Comprehensive Emergency Management Plan

This *Annex* aligns with the *Washington State Comprehensive Emergency Management Plan (CEMP)*, *Emergency Support Function (ESF) #3: Public Works*, and *ESF #14: Long-Term Community Recovery*, by providing operational guidance to organize disaster debris operations at the local level.

### 4. National Response Framework

The *National Response Framework (NRF)* provides the concept of operations for Federal response to events. This *Annex* aligns with *ESF #3: Public Works*, and *ESF #14: Long-Term Community Recovery*, by providing for the coordination of disaster debris operations through all levels of government using the *National Incident Command System (NIMS)* organizational structure.

## D. LIMITATIONS

The information and procedures included in this *Annex* have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this *Annex* that in major emergencies and disaster situations a perfect response to all incidents will be practical or possible. As Edmonds resources may be overwhelmed and essential systems may be dysfunctional, the City can only endeavor to make every reasonable effort to respond and recover based on the situation, information, and resources available at the time the situation occurs.

## II. SITUATION AND ASSUMPTIONS

### A. SITUATION AND ASSUMPTIONS

This *Annex* takes an all-hazards approach to identifying and responding to hazards that may pose a threat to the City of Edmonds. Natural hazards such as wind, rain and snow storms, earthquake, flood, landslide, tidal surge, create a variety of debris that includes, but is not limited to: trees and other vegetative organic matter, construction materials, appliances, personal property, mud and sediment. Technological, or man-made, disasters such as common and private carrier accident, civil disturbance, terrorist activity, conventional and nuclear war, explosion, structural collapse, hazardous material incident, and major fire, may result in a large number of casualties and heavy damage to buildings and basic infrastructure. Law enforcement constraints due to terrorist or criminal activity may hinder normal debris operations, and contaminated debris may require special handling. These factors will necessitate close coordination with local and Federal law enforcement, health and environmental officials. See Table 1-1: Characteristics of Possible Events, below.

Table 1-1: Characteristics of Possible Events

Incident	Debris Characteristics	Regional Probability	Debris Impact
Wind Storm	Primarily vegetative waste; may also include construction/demolition materials from damaged or destroyed structures, some municipal solid waste from damaged structures. Extended power outages may result in large amounts of putrescible waste from private homes and grocery stores.	High	Moderate
Flooding	Construction/demolition waste, municipal solid waste, and problem waste, including sediment, vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Much of the debris from flooding events may be considered problem waste because of contamination from wastewater, petroleum, or other substances.	High	Moderate
Earthquake	Primarily construction/demolition waste and municipal solid waste intermixed with problem waste.	Moderate	High
Urban, Wild-land, and Wild-land/Urban Interface Fires	Burned vegetative waste, burned construction demolition waste, and problem waste, including ash and charred wood waste and ash-covered items. /	Moderate	Low
Ice Storms	Primarily vegetative waste from broken tree limbs and branches. May also include construction/demolition waste and putrescible waste from extended power outages.	Moderate	Moderate
Volcano	Primarily ash, mud, and ash-covered items. May also include construction/demolition waste.	Low	High
Tsunami or Seiche	Sediment and construction/demolition waste possibly contaminated with problem waste, including wastewater, petroleum, or other	Low	Moderate

Incident	Debris Characteristics	Regional Probability	Debris Impact
	hazardous materials.		
Landslides	Sediments and construction/demolition waste possibly contaminated with problem waste.	High	High
Plant Disease	Variable amounts of vegetative debris that might require special handling as problem waste with specific disposal characteristics.	Low	Moderate
Animal Disease	Variable amounts of putrescible waste that might require special handling as problem waste with specific disposal instructions.	Low	Moderate
Nuclear, Chemical, or Biological Accident	Various amounts of contaminated soil, water, construction/demolition waste, and/or municipal solid waste that would require special handling as problem waste with specific disposal instructions.	Moderate	Moderate
Nuclear, Chemical, or Biological Attack	Various amounts of contaminated soil, water, construction/demolition waste, and/or municipal solid waste that would require special handling as problem waste with specific disposal instructions.	High	High

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized, the associated costs, and the speed with which the problem can be addressed. Further, the quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration and intensity.

For planning purposes, this *Annex* assumes that the magnitude of the event exceeds the capacities of the City of Edmonds. This *Annex* addresses the clearing, removal, and disposal of debris generated by the above hazards based on the following assumptions:

- A major natural or man-made disaster that requires the removal of debris from public or private lands and waters could occur at any time;
- The amount of debris resulting from a major natural disaster will exceed the removal and disposal capabilities of the City of Edmonds;
- The City of Edmonds will coordinate with the Snohomish County Public Works Solid Waste Division and the City's certificated waste haulers for additional resources to assist in the debris removal, reduction, and disposal processes;
- The City of Edmonds may contract for additional resources to assist in the debris removal, reduction, and disposal capabilities.

## B. DEBRIS ESTIMATION

This *Annex* addresses the potential impacts resulting from three different debris scenarios: a low-volume event, such as damaging winds or winter storm; a medium-volume event, such as urban flooding or severe storm; and a high-volume-event, such as an earthquake or man-

made incident.

The United States Army Corps of Engineers (USACE) has developed the following guidelines for use in debris estimating:

- Treat debris piles as a cube, not a cone, when estimating
- 15 trees, 8 inches in diameter = 40 cubic yards (cy) on average
- One acre of debris, 3.33 yards high = 16,117 cy

The Federal Emergency Management Agency (FEMA) also provides debris estimation guidance in its publication, *Debris Management Guide (FEMA Publication 325)*. The volume of debris from a residential structure can be estimated using the following formula:

$L' \times W' \times S \times 0.20 \times VCM = \text{cubic yards (cy) of debris}$  L = building length in feet

W = building width in feet

S = height of building expressed in stories

VCM = Vegetative Cover Multiplier. This is a measure of the amount of debris within a subdivision or neighborhood. The descriptions and multipliers are:

*Light (1.1 multiplier)* – includes new home developments where more ground is visible than trees; these areas have sparse canopy cover.

*Medium (1.3 multiplier)* – generally has a uniform pattern of open space and tree canopy cover; this is the most common description for vegetative cover.

*Heavy (1.5 multiplier)* – generally found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover.

Personal property within an average single-family residence is estimated based on these averages:

- Homes without a basement, 25 – 30 cy
- Homes with a basement, 45 – 50 cy

For example, the debris generated by the destruction of a one-story, single-family, 2000 sq ft home in Edmonds would be calculated this way:

$$\begin{aligned} 40' \times 50' \times 1 \times 0.20 \times 1.3 &= 520\text{cy of debris for the structure} \\ &+ 25\text{cy of personal property} \\ &545\text{cy of total debris for this property} \end{aligned}$$

## 1. Low-Volume Event

Characteristics of low-volume events include, but are not limited to:

- Result from high winds, winter storms, or limited urban flooding
- Have a minimal impact on critical resources and infrastructure
- May not receive a Presidential Disaster Declaration
- Debris composition is primarily vegetative with some construction/demolition
- Debris may include white goods and putrescible materials, depending upon the size of the event and secondary impacts, such as extended power outage

Historically, high winds and winter storms occur one to five times a year in Edmonds.

## 2. Medium-Volume Event

Characteristics of medium-volume events include, but are not limited to:

- Result from high winds, winter storms, snow/ice, or urban flooding with landslides
- Have a measurable impact on critical resources and infrastructure
- May not immediately receive a Presidential Disaster Declaration
- Debris composition is primarily vegetative with some construction/demolition
- Debris may include white goods and putrescible materials, depending upon the size of the event and secondary impacts, such as extended power outage
- Debris may also include soil, gravel, rock and asphalt

Historically, urban-flooding with landslides occur one or more times per year in Edmonds. These events can generate a medium to high amount of debris.

## 3. High-Volume Event

Characteristics of high-volume events include, but are not limited to:

- Result from severe storms, earthquake or man-made event
- Have significant impacts to critical resources and infrastructure, including utilities, transportation and communications
- Immediately receives a Presidential Disaster Declaration
- Debris composition may include vegetative, construction/demolition, white goods and putrescible materials, household hazardous waste, vessels and vehicles
- Debris may also include soil, gravel, rock and asphalt

A high-volume event is considered an infrequent event, occurring once every 100 or more years. While a large magnitude earthquake has a medium probability of impacting the City, it carries the greatest probability of generating large amounts of debris, potentially causing partial damage or a total loss to numerous single and multi-family homes in Edmonds.

### **III. ORGANIZATION and RESPONSIBILITIES**

#### **A. CITY OF EDMONDS DEPARTMENTS**

Debris Management operations will be managed as part of the City of Edmonds overall recovery processes. The specific Debris Management responsibilities of primary and support agencies are as follows:

##### 1. Public Works Department

The Public Works Department's responsibilities include, but are not limited to:

- Designation of a Debris Manager to oversee debris clearance and removal operations for the City
- Provide a liaison to the City Emergency Operations Center (EOC) to coordinate debris management related requests
- Coordinate all assignments of City staff involved in debris management operations
- Provide personnel and equipment to assist in clearing priority transportation routes and access to critical facilities
- Provide personnel and equipment to remove and dispose of debris
- Assess availability and suitability of Neighborhood Collection Sites
- Open and ready for operations appropriate NCS
- Track and document data required for completion of Public Assistance program Project Worksheets
- Establish and maintain necessary contracts with solid waste haulers and other contractors, for provision of personnel, equipment and assistance with debris removal operations
- Provide timely Situation Reports and updates to the Snohomish County Debris Management Center and SnoCo DEM EOC
- Assist in the development of Public Information messaging

##### 2. Development Services Department

The Development Services Department's responsibilities include, but are not limited to:

- Provide GIS mapping in support of on-going debris management activities
- Provide expertise and recommendation for reconstruction and demolition

### 3. Administrative Services / Finance

The Administrative Services / Finance Department's responsibilities include, but are not limited to:

- Compile debris related costs and maintain financial records of the event
- Coordinate emergency purchasing and contracting
- Receive contractor invoices and review for compliance against the contract
- Assist Public Works Department with completion of Project Worksheets
- Coordinate with Snohomish County Public Works for City debris activities which use the County *Debris Plan* to manage debris generated within the City of Edmonds

### 4. Police Department

The Police Department's responsibilities include, but are not limited to:

- Assist in monitoring illegal dumping activities
- Assist in monitoring Neighborhood Collection sites to ensure compliance with local traffic regulations, if necessary
- Coordinate traffic control at all loading sites and at entrances to and from Neighborhood Collection sites
- Document debris management activities and costs

### 5. Parks and Recreation

The Park and Recreation Department's responsibilities include, but are not limited to:

- Assist Public Works Department with debris removal and recycling efforts
- Provide light and heavy equipment, generators, personnel, and supplies
- Provide barricades for routing of traffic around and through Neighborhood Collection sites
- Document debris management activities and costs

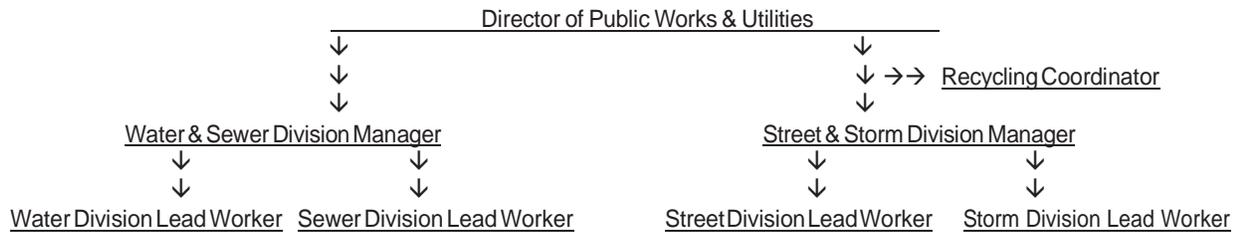
### 6. City of Edmonds Attorney's Office

The City Attorney's responsibilities include, but are not limited to:

- Review contracts
- Identify City liability issues
- Manage all legal matters associated with debris operations
- Assist, as needed, with private property actions necessary to ensure public health and safety

## B. DEBRIS MANAGEMENT ORGANIZATION

Immediately following a disaster event, the City of Edmonds will establish a Disaster Debris Management Team. The Debris Management Team will help facilitate the successful coordination of debris operations. The Public Works Director, or designee, will identify the appropriate staff members for the Team.



## C. EXTERNAL AGENCIES

### 1. Snohomish County Fire District #1

The City of Edmonds contracts with Snohomish County Fire District #1 for the provision of fire and EMS services. The Fire District's Debris Management responsibilities include, but are not limited to:

- Respond to fire and other emergencies at Neighborhood Collection sites
- Respond to hazardous materials incidents
- Assist in the distribution of emergency public information
- Document debris management activities and costs

### 2. Snohomish County Department of Emergency Management

- Coordinate additional resource needs through the SnoCo EOC
- Assist with the development and dissemination of public information
- Provide guidance as requested throughout the Public Assistance process

### 3. Snohomish County Public Works Solid Waste Division

It is anticipated that requests for county debris management assistance will be coordinated through the county EOC, with SnoCo DEM providing the lead coordination with the DMC. (per Snohomish County Disaster Debris Management Plan, Section 2.2.3)

### 4. Snohomish County Health District

- Inspect and approve location of additional Neighborhood Collection sites not identified and approved with this *Plan*.

- Assist in monitoring collection site operations and close-out activities
- Enforce existing regulations regarding vector control and proper disposal of garbage

#### 5. Puget Sound Clean Air Agency (PSCAA)

The PSCAA is responsible for regulating air quality in Puget Sound. During debris-causing disasters, the PSCAA bans outdoor burning of debris and provides guidance on the removal and disposal of asbestos contaminated debris. They also provide information the City will need to contract with an industrial hygiene consultant to provide air quality monitoring for debris operations that create large quantities of dust and other particulates.

#### 6. Washington State Emergency Operations Center (WA EMD)

- Facilitate Governor's Disaster Declarations
- Receive and respond to resource requests
- Administer Public and Individual Assistance programs, and act as Liaison to FEMA on behalf of Cities and Counties

#### 7. Washington State Department of Ecology (WA DOE)

The Department of Ecology is responsible for the protection of Washington's environment, providing statewide regulation of municipal solid waste and hazardous waste. During a disaster, WA DOE may provide support and guidance to local health districts and solid waster agencies regarding debris operations. WA DOE may also issue permits for debris activities.

#### 8. Washington State General Administration (WA GA)

As the primary State agency tasked under Emergency Support Function (ESF) #3: Public Works of the WA State *Comprehensive Emergency Operations Plan*, WA GA coordinates logistical and engineering support for State facilities. During a debris-causing event, WA GA may provide resources to local requests coordinated through the WA State Emergency Operations Center.

#### 9. Washington State National Guard

The Washington National Guard may provide equipment, personnel, and technical assistance to protect the State of Washington. During debris-causing events, National Guard resources provide security for equipment staging areas, debris sorting and reduction sites, limited electrical power, sheltering, traffic control, and aerial reconnaissance. National Guard resources must be requested through the WA State Emergency Operations Center, and are available only after local resources have been exhausted.

#### 10. US Army Corps of Engineers (USACE)

The USACE is the lead Federal agency for ESF #3: Public Works and Engineering, of the *National Response Framework*. During a Presidentially declared disaster, the USACE may provide technical assistance to local responders for debris removal operations. The USACE also has contract resources available to support local debris management operations.

#### 11. Environmental Protection Agency (EPA)

EPA may provide technical assistance and guidance on collection, reduction and disposal of contaminated debris and other hazardous materials during debris operations. EPA also has contract resources available to assist with collection, management, and disposal of hazardous materials.

#### 12. United States Coast Guard (USCG)

As designated in the Ports and Waterways Safety Act, the USCG is responsible for keeping waterways safe and open. While there is no specific language stating that USCG is responsible for debris removal from navigable waterways, the USCG has been tasked in the past to assist in waterway and marine transportation system recovery.

#### 13. Federal Emergency Management Agency (FEMA)

FEMA is the Federal agency tasked with coordination of the emergency management functions of the Federal government. In catastrophic disasters, FEMA may provide direct Federal assistance to support the performance of local, tribal and state debris management activities and operations. Following a Presidential declaration, FEMA may use its mission authority to task other Federal agencies, such as USACE and EPA, with debris clearance. FEMA also administers the Public Assistance program.

### **D. CONTRACTORS and VENDORS**

The City of Edmonds may elect to use contractors and service vendors to augment local resources in support of City debris management operations.

#### 1. Solid Waste Collection Companies

Solid waste collection companies are private entities that provide daily municipal solid waste service. During disaster events, solid waste service providers remain responsible for the collection and transportation of municipal solid waste. Sound

Disposal and Republic Services of Lynnwood (formerly Allied Waste Services) provide daily municipal solid waste service to the City of Edmonds. These haulers will provide assistance to the City in the removal and transportation of disaster debris in addition to their regular solid waste collections. Details on the additional services to be provided by these companies can be found in *Section VI – Contracted Resources* of this document.

## 2. Debris Management Contractors

Debris management contractors provide additional resources to assist with debris clearance, removal, separation, and disposal during debris-generating events. These contractors can be put under contract prior to an incident to ensure efficient response during and after an event. Federal agencies, such as the US Army Corps of Engineers (USACE) and US Environmental Protection Agency (EPA), may also have contract resources available to assist with debris management operations.

## 3. Debris Monitoring Contractors

Debris monitoring contractors provide oversight and documentation of debris management operations. This can include supervising other contractors, documenting debris clearance and disposal operations for potential reimbursement, and operations of neighborhood collection sites.

Appendix G: *Pre-Qualified Contractors*, provides a list of contractors that can be used to support debris management operations.

## **E. ADDITIONAL RESOURCES**

Additional resources may be available from neighboring jurisdictions and county departments. Resource requests beyond existing mutual aid and inter-local agreements shall be coordinated through SnoCo DEM. These requests for assistance include, but are not limited to, the state and Federal assets listed in sub-section C: *External Agencies* above. Requests for state and/or Federal assets *must* be coordinated through SnoCo DEM.

## **F. CURRENT RESOURCES**

### 1. Staff

Debris operations staff members are responsible for directing debris operations during and after an event. The number and type of staff needed to complete debris operations will be dependant upon the scope and magnitude of the disaster. Debris operations staff will likely be comprised of City of Edmonds full-time personnel, personnel from neighboring jurisdictions, and/or contractors.

Some support roles may be filled by volunteer Registered Emergency Workers.

During an incident, staff may be needed to assume one or more roles as described below. The Public Works Director will be responsible for appointing appropriate staff to fulfill these roles.

- Debris Removal Manager – The Debris Removal Manager coordinates all debris removal activities related to an incident. Activities include communication among other members of the Debris Management Team, communication of project status activity and reporting, and dissemination and implementation of policy directives to debris removal personnel.
- Debris Collection Supervisor – The Debris Collection Supervisor oversees collection activities prior to debris arrival at the disposal site, and coordinates debris routing, staffing and field reporting activities.
- Debris Site Supervisor – The Debris Site Supervisor manages one or more Neighborhood Collection Sites and is responsible for overseeing waste separation and environmental protection concerns, as well as completing required reporting documentation.
- Finance, Administration and Logistical Staff – These positions track time for personnel, equipment, and incident costs. These positions also assist with contracting and purchasing resources, completing documentation required for reimbursement of expenses, and coordinates the de-mobilization of resources.

Additional specialized staff may be needed to act as technical specialists during all phases of a debris-generating event. These include the following:

- Debris Management Subject Matter Expert (SME) – A Debris Management SME provides information and guidance to command staff working in the operations and planning sections.
- Quality Assurance Personnel – Quality Assurance Personnel ensure the debris operations are cost effective. Possible duties include, but are not limited to, monitoring the type and amount of debris during collection, sorting, reduction, and disposal.
- Structural Engineer – A Structural Engineer oversees, inspects, and assesses impacted structures and makes appropriate recommendations on building condemnation and demolition.
- Legal Staff – The City of Edmonds Attorney's Office will conduct reviews and manages all legal matters in the debris management planning process. In addition to advising the debris management planning staff, the City Attorney's Office may also perform the following tasks:
  - Development of Memorandums of Understanding with adjacent jurisdictions
  - Contract review
  - Right-of-entry permitting

- Community liability
- Indemnification
- Condemnation of buildings
- Land acquisition for Neighborhood Collection Sites
- Site closure / restoration and insurance
- Public Information Officer (PIO) – The Mayor will assign appropriate staff to function as the City’s PIO for debris operations. The PIO shall coordinate with Debris Operations staff and PIOs of other involved agencies to provide timely and accurate information to the public regarding debris removal activities and schedules.

## 2. Equipment

During an incident, equipment such as trucks, rubber tire loaders, graders, chippers, chain saws, small cranes, bulldozers and backhoes may be needed to complete debris clearance and removal operations. The City of Edmonds will endeavor to work cooperatively with Sound Disposal and Republic Services of Lynnwood (formerly Allied Waste Services) and other vendors to provide for the needed equipment. Equipment needs are dependant upon the scope and magnitude of the incident and will be identified at the time of the incident.

*Appendix E: Additional Resources* includes a list of City of Edmonds equipment available for debris operations.

## 3. Technology

Geographic Information System (GIS) mapping and modeling can be used to estimate debris volumes and distributions; plan debris clearance operations; and identify debris clearance priorities. The City of Edmonds has the capability to provide GIS mapping and modeling. Snohomish County GIS staff are also available to assist with GIS.

## 4. Contract Resources

During an incident it may be necessary to contract with other resource providers to augment the City of Edmonds debris management staff and equipment.

These resources can be used to assist with specific tasks such as debris clearance or collection site management. Contractors **cannot** be awarded pre- disaster / stand-by contracts with mobilization or unit costs that are significantly higher than what they could be if the contract were awarded post-disaster.

*Section VI, Contracted Resources*, provides instructions for contracting additional resources prior to and during an incident. *Appendix G: Pre-Qualified Contractors*, provides a list of standby and pre-qualified contract resources available for debris operations.

## 5. Mutual Aid and Inter-local Agreements

The City of Edmonds has a variety of agreements in place to assist with the provision of staff, equipment, and other resources during an incident.

Agreements applicable to a debris incident include:

- WA Public Works Emergency Response Mutual Aid Agreement – This is a voluntary agreement which provides Public Works equipment and staff to signatories upon request following a local and/or state proclamation of emergency.
- Emergency Management Assistance Compact – Upon declaration of a state of emergency made by the governor, resources may be requested through the WA State Emergency Operations Center. This is a voluntary, mutual aid agreement between states which may provide all types of resources. Requests for EMAC resources shall be coordinated through SnoCo DEM.
- WA State Fire Mobilization Plan – This plan provides firefighting personnel and equipment necessary to manage fires, disasters or other large-scale incidents. Resource requests are made through SnoCo DEM to the WA State Emergency Operations Center. This agreement in no way replaces local mutual aid.

## 6. Disposal Facilities

During a debris-generating event, it may be necessary to utilize a variety of resources to dispose of different types of debris. A limited number of regional disposal facilities exist. The amount and type of debris each facility accepts may change based on the size and severity of the incident; and will be determined by the Snohomish County Debris Management Team. The County has developed a system of identified sites; and will be responsible for titrating the event generated debris into the rail/barge system.

Each Neighborhood Collection Site will collect Household Hazardous Waste. The County Solid Waste Division will be responsible for consolidating event generated HHW at the Cathcart facility to ensure it is accounted for as specifically event related material.

## 7. Recycling and Composting Facilities

During a debris-generating event, it may be necessary to utilize a variety of resources to recycle, compost, or otherwise reduce different types of debris. These resources provide an alternative to divert waste from landfills and may provide additional economic and environmental benefits. The amount and type of debris each facility accepts may change based on the size and severity of the incident. These facilities include:

- Cedar Grove Composting – 3620 36<sup>th</sup> Place NE, Everett. This facility

accepts green waste suitable for composting.

- Fruhling Sand and Topsoil – 1010 228<sup>th</sup> Street SW, Bothell. This facility accepts green waste suitable for composting.
- Pacific Topsoil – 7500 NE 175<sup>th</sup> Street, Kenmore. This facility accepts green waste suitable for composting.
- CleanScapes – 7201 E Marginal Way S, Seattle. This facility accepts construction and demolition (CDL) debris.

Use of these facilities as debris management sites or final disposition of disaster debris will be coordinated by the Snohomish County Solid Waste Debris Management Coordinator (DMC).

## **G. EMERGENCY COMMUNICATIONS PLAN**

Communications within the City of Edmonds and with other external agencies during a debris-causing event shall be managed according to *Emergency Support Function 2 – Telecommunications, Information Systems and Warning* of the City of Edmonds *Comprehensive Emergency Management Plan*.

## **H. HEALTH and SAFETY**

Debris operations involve the use of heavy equipment to move and process various types of debris. Many of these actions can pose safety hazards to emergency response and recovery personnel as well as the public. In addition to those safety hazards, exposure to certain types of debris, such as building materials that contain asbestos and mixed debris that contains hazardous materials, can pose potential health risks to emergency workers.

All debris operations shall be done in compliance with the health and safety requirements found in the City of Edmonds *Citywide Accident Prevention Program*. A copy of this Program will be included as *Appendix D* of this *Annex*. The procedures in the *Accident Prevention Program* enable the City of Edmonds and their contractors to avoid accidents during debris recovery operations and to protect workers from exposure to hazardous materials. The health and safety strategy establishes minimum safety standards for the agency and contractor personnel to follow. In addition, the strategy provides emergency workers with information on how to identify hazardous conditions and specific guidelines on the appropriate and proper use of personal protective equipment (PPE).

To facilitate compliance, the health and safety strategy specifies how the safety information will be disseminated to all Edmonds emergency/temporary employees and contractors, and how compliance with minimum safety standards will be monitored. The strategy also includes specific corrective actions to be taken if workers do not comply with the minimum safety standards.

## **IV. CONCEPT OF OPERATIONS**

### **A. NIMS INTEGRATION**

The National Incident Management System (NIMS) is mandated by *Homeland Security Presidential Directive – 5*, and provides a consistent, nationwide approach for Federal, State, local and tribal governments, the private sector and non- governmental organizations to effectively and efficiently prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of principles and terminology.

It is the policy of the City of Edmonds that all disaster related Debris Management activities will be conducted in accordance with NIMS.

### **B. DEBRIS MANAGEMENT RESPONSE LEVELS**

Response to debris-generating events is categorized into three (3) levels. The required level of response will be established by the Incident Commander or Debris Manager, and is triggered by the geographic scope and impact of an actual or anticipated incident.

#### **1. Level One: Routine Operations**

A Level One incident corresponds to day-to-day emergencies, requiring minimal coordination and assistance. These include incidents such as small landslides, minor flooding or a single building collapse. The situation can be efficiently and effectively supported with existing resources and there is no need to proclaim a local emergency.

#### **2. Level Two: Medium Impact Disaster**

A Level Two incident requires more than routine coordination and assistance; and generally involves more than one jurisdiction. These include incidents such as moderate earthquakes, minor or moderate flooding in multiple locations, and winter storms with snow, ice, or high winds. The situation may require mutual aid or contract resources; and may be necessary to proclaim a local emergency.

#### **3. Level Three: High Impact Disaster**

Level Three incidents are incidents that require a high degree of coordination and generally involve State and Federal assistance. These include incidents such as large earthquakes, severe or wide-spread flooding, or severe winter storms. In most cases, a local emergency will be proclaimed.

## C. DEBRIS MANAGEMENT OPERATIONAL PHASES

Response to debris management events are characterized by the three (3) phases described below. These phases may overlap based on the specifics of the incident.

### 1. Increased Readiness

The City of Edmonds will move to the increased readiness phase when a natural or human-caused incident capable of creating disaster debris threatens the region. During this time, staff will complete the following tasks:

- Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal operations.
- Alert City departments that have debris removal responsibilities to ensure that personnel, facilities, and equipment are ready and available for emergency use.
- If necessary, relocate personnel and resources to safety and stage in areas where they can be effectively mobilized.
- Review potential local and regional debris collection sites that may be used in the response and recovery phases in the context of the current threat or event.
- Begin communication with Snohomish County Solid Waste Debris Management Coordinator (DMC) regarding their expected activation level, and anticipated City needs.
- Begin public information messaging regarding debris removal and collection.
- Review resource listing of private contractors who may assist in debris removal operations. Make necessary arrangements to ensure their availability in the event of the disaster.

### 2. Response

Debris management response operations are designed to address immediate or short-term effects of a debris causing incident. Prior to deployment, staff will be briefed on the debris removal plan and all safety issues concerning it, to include issuing any personal protective equipment that may be needed. During the response phase, staff will initiate the following tasks:

- Activate debris management plan and coordinate with damage assessment team.
- Begin documenting costs.
- Begin debris clearance from transportation routes, based on identified debris removal priorities.
- Coordinate and track resources.

- Establish priorities regarding allocation and use of available resources.
- Identify need for and activate neighborhood collection sites if necessary.
- Coordinate with Sound Disposal and Republic Services of Lynnwood (formerly Allied Waste Services) for curbside collection and/or removal of debris from neighborhood sites.
- Confirm location(s) of regional debris management sites with Snohomish County Solid Waste DMC.
- Address any legal, environmental, and/or health issues relating to the debris removal process.
- Continue to provide public information messaging through City PIO and SnoCo DEM.

### 3. Recovery

Debris management operations are designed to return the community to normalcy following a debris-generating event. During the recovery phase, staff will initiate the following tasks:

- Continue to collect, store, reduce, and dispose of debris in a cost-effective and environmentally responsible manner.
- Continue to document all associated costs.
- Upon completion of the debris removal mission, close-out debris sorting and reduction sites by developing and implementing the necessary site restoration actions.
- Coordinate project worksheet completion with Snohomish County Solid Waste DMC.
- Perform necessary audits of operation and submit claim for Federal assistance.

## **V. DEBRIS COLLECTION and HAULING OPERATIONS**

### **A. DAMAGE ASSESSMENT and DEBRIS ESTIMATES**

Damage assessment is the systematic process of gathering preliminary estimates of disaster debris quantities and composition; damage costs; and general descriptions of the locale, type, and severity of damage sustained by both the public and private sectors. Initial damage assessments are usually completed within 36 hours of an incident by local, state, Federal, and volunteer organizations and provide an indication of the loss and recovery needs. The initial damage assessment is the basis for determining the level of state and Federal assistance needed, as well as the types of assistance necessary for recovery. The assessment may take longer depending upon the City of Edmonds' or the Region's ability to respond to life, safety, and property concerns.

The damage assessment should accomplish all of the following:

- Estimate the quantity and types of debris
- Estimate damage costs
- Determine impact on critical facilities
- Identify impact on residential and commercial areas
- Identify additional resources needed for response and recovery

#### 1. Damage Assessment Operations

The City of Edmonds will follow damage assessment procedures as described in *Support Annex A: Damage Assessment of the City's Comprehensive Emergency Management Plan*.

#### 2. FEMA Preliminary Damage Assessment

A Preliminary Damage Assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster; or if it is requested by Snohomish County or state officials.

### **B. DEBRIS CLEARANCE and REMOVAL GUIDELINES**

The City of Edmonds has developed the following guidance for prioritizing debris removal:

- Life Safety
- Situation Stabilization
- Property Protection
- Economic Stability and Environmental Protection

These guidelines will dictate planning, response, and recovery during disaster debris-generating events.

### **C. DEBRIS REMOVAL PRIORITIES**

The City of Edmonds has developed the following priorities for debris clearance. Specific incident factors, such as crime scene preservation and accident investigation, may require a delay in the clearing of debris until approval is obtained from law enforcement officials.

- Clear Lifelines and Emergency Access Routes – Lifelines are those routes that provide access for emergency responders, alternate and evacuation routes, and damage assessment routes. Lifelines also include potential staging areas, shelter access and other community resources which support emergency response. The City of Edmonds will coordinate with WA DOT and neighboring cities to identify priorities for clearing transportation access routes.
- Clear Access to Critical Facilities and Infrastructure – These vital assets, systems, and networks include hospitals, fire and police stations, dispatch centers, and emergency operation centers, as well as cellular and land-line telephone services, utilities, water and sanitation facilities.
- Clear Major Freeways or Arterial Routes – Freeways and arterial routes are portions of the public transportation system that are needed to aid in response and recovery operations. They may or may not have been cleared as an emergency access route.
- Clear Areas Necessary for Movement of Goods and Services / Economic Restoration – These are routes necessary for the effective transportation of goods and services throughout the region, but are not included in one of the preceding categories. Included here are access to warehouses, airports, seaports, and major business districts.
- Clear Minor Arterial Routes – These routes typically receive moderate traffic flows.
- Clear Local Routes – Residential neighborhoods.

***Appendix A: City and Priority Routes and Facilities provides a listing and map of debris clearance priorities, including lifeline routes and critical infrastructure.***

### **D. DEBRIS OPERATIONS**

Debris clearance and removal operations will focus predominately on public roads and other critical infrastructure.

## 1. Debris Clearance

Initial debris clearance will focus on removing debris from public property based on the priorities listed above. Additional debris clearance from private or commercial property may be necessary if the debris presents a health or safety risk to the citizens of Edmonds.

Issues to be considered during debris clearance and collection include the following:

- Debris Composition – Commingling of debris creates problems with reduction and recycling techniques, which may adversely affect future reimbursement. Whenever possible, immediate action should be taken to prevent or reduce commingling of debris during debris collection operations.
- Location of Debris – Debris clearance on private property is not a reimbursable expense, however, should debris on private property present a health or safety risk, the City may elect to clear the debris. This will be decided on a case-by-case basis at the time of the incident.

*Appendix E: Additional Resources* lists additional resources that can be used to clear and haul disaster debris following an incident.

## 2. Collection Methods

Based on the specifics of the debris-generating event, the City of Edmonds will utilize curbside collection, neighborhood collection sites, or a combination of both methods.

- Curbside Collection – Edmonds residents may be asked to place their debris at the edge of the right-of-way for pickup. If curbside collection is used, residents will be instructed to separate their debris into multiple categories including municipal solid waste; vegetative (green) waste; construction and demolition debris; and putrescible materials. The haulers prefer to have debris separated if possible.
- Neighborhood Collection Sites – Residents may be asked to bring disaster debris to collection sites to temporarily store, segregate, and process debris before it is hauled to a County Debris Management Site or Transfer Station. The City of Edmonds will use drop boxes as debris receptacles at neighborhood collection site(s).

## 3. Household Hazardous Waste and White Goods

Household Hazardous Waste (HHW) removal is eligible for FEMA reimbursement if the debris is a result of the disaster. In most cases, HHW will

be hauled by residents and collected at the Everett MRW facility (3434 McDougall Avenue, Everett).

The City of Edmonds will coordinate with the Snohomish County DMC and contracted haulers to determine the handling of HHW.

Household hazardous wastes include:

- Gas cans
- Aerosol spray cans
- Fire extinguishers
- Fluorescent lamps
- Paint and lacquers
- Lawn chemicals
- Household electronics
- Cleaning agents
- Batteries

White goods debris removal is eligible for FEMA reimbursement if the debris is a result of the disaster and removed from publicly maintained property and roadways whose maintenance is the responsibility of the City. White goods debris that contains ozone depleting refrigerants, mercury, or compressor oils need to have such materials removed by a certified technician before recycling. The SCC, RCW, and federal laws should be followed regarding the final disposal of removed refrigerants, mercury, or compressor oils. The City of Edmonds will coordinate with the Snohomish County DMC to determine the need for white goods collection.

White goods include:

- Refrigerators
- Freezers
- Air conditioners
- Ovens / ranges
- Washing machines
- Clothes dryers
- Heat pumps
- Commercial chillers

#### 4. Other Problem Wastes

In addition to white goods and household hazardous waste, other problem wastes, such as pathogenic waste, biological or nuclear waste, asbestos, etc. can be generated by a debris causing event. These wastes require additional, specialized handling. These problem wastes can include:

- Electronics (E-waste) – E-waste may contain a variety of potentially toxic chemicals, including heavy metals and polychlorinated biphenyls (PCBs). The EPA has classified cathode ray tube monitors as hazardous waste, and other electronic components may also qualify as hazardous. The City of Edmonds will coordinate the collection of e-wastes with Snohomish County Solid Waste.
- Treated Wood – treated wood includes different types of building materials, including telephone poles, railroad ties, fence posts and wood used to construct marine docks. Care must be taken to ensure that treated wood is not chipped, shredded, mulched, composted, incinerated or otherwise improperly disposed of.
- Gypsum Drywall – When gypsum deteriorates in landfills it can create hydrogen sulfide gas, which poses an explosion and inhalation hazard. Large amounts of drywall are often generated during storms and floods. If possible, gypsum drywall should be recycled rather than disposed of in a landfill.
- Asbestos – regulations for asbestos handling are well established by several different local, state and Federal agencies. After a major debris-causing incident, asbestos inspections may not be possible prior to demolition, resulting in an increased risk to public health. The City of Edmonds will work with the Snohomish County DMC and haulers to ensure that waste possibly containing asbestos is properly handled and disposed of.
- Human Waste – In the event of a disaster which disables water, sewer, or septic systems, citizens may have human waste stored in containers that require disposal. This waste is considered a bio-hazard and cannot enter the debris stream. The City of Edmonds will cooperate with the Snohomish Health District, Snohomish Solid Waste and ESCA to determine the proper method for collection and disposal of this waste.
- Titled Vehicles – vehicles including cars, trailers, mobile homes, boats and RVs may be included in the event generated debris. Snohomish County Solid Waste utilizes a “Junk Vehicle” affidavit process. Forms are available on line. The City, with assistance from the SnoCo ECUP team will manage the process prior to recycling and disposal.

## 5. Debris Operations Monitoring

Debris monitoring operations document the debris clearance and removal operations, including the location and amount of debris collected. Monitoring is needed to ensure that any debris removal contractors are performing the scope of work required by their contract, and to determine eligibility for FEMA Public Assistance program reimbursement.

Debris monitoring will be performed by City of Edmonds staff, staff from neighboring jurisdictions, and/or by a debris monitoring contractor hired by the City.

Key elements to observe and record when monitoring and documenting debris operations include:

- Type of debris collected
- Amount of debris collected
- Original collection location
- Amount of debris processed and final disposition for each type of debris (reuse, recycle, special processing, etc.)

#### 6. Documentation and Reporting Requirements

During operation of neighborhood collection sites, any incidents that will have a bearing on site close-out need to be documented. These include, but are not limited to: fuel or hydraulic fluid spills; discovery of hazardous waste; etc.

### **E. NEIGHBORHOOD COLLECTION SITES**

The City of Edmonds may elect to open Neighborhood Collection Site(s). The decision to open neighborhood sites will be made at the time of the incident, based upon the estimated amount and types of debris generated by the event. *Appendix B: Collection Sites and Staffing Assignment Maps* identifies the possible locations of Neighborhood Collection Sites within the City of Edmonds.

#### 1. Site Management

Neighborhood Collection Site preparation and operation may be managed by the City of Edmonds or a contractor. To meet overall debris management strategy goals and to ensure that the site operates safely and efficiently, a site manager, debris monitoring personnel, and safety personnel should be assigned for each site. The City of Edmonds will work cooperatively with neighboring jurisdictions to help meet collection site staffing needs. Collection site staff responsibilities include, but are not limited to:

- Site Manager – The site manager is responsible for supervising day-to-day operations, maintaining daily logs, preparing site progress reports, and enforcing safety and permitting requirements during site operations. The site manager is also responsible for scheduling the environmental monitoring and updating the site layout. The site manager has oversight of the activities of debris operations contractors and haulers to ensure that they comply with the terms of their contracts.
- Monitoring Staff and Assignments – Monitors should be placed at ingress and egress points to verify residency of individuals bringing debris, quantify debris loads, check loads for hazardous materials, and confirm

final destination of debris with hauler(s). The specific duties of the monitors will depend on how debris is collected.

- Safety Personnel – safety personnel are responsible for traffic control and ensuring that site operations comply with local, state and Federal occupational safety regulations.

## 2. Site Establishment and Operations Planning

When possible, neighborhood collection sites will be identified and established prior to an incident to allow for appropriate planning and permitting to be completed. *Appendix F: Neighborhood Collection Site Operating Plans* contains operating plans for potential collection sites identified by the City of Edmonds.

## 3. Neighborhood Collection Site Locations

The City of Edmonds has identified two Neighborhood Collection Site(s) for use during disaster debris operations that meet the criteria discussed below. *Appendix F: Neighborhood Collection Site Operating Plans* provides a list of sites currently identified.

Considerations for the location of Neighborhood Collection Sites include:

- Proximity to the impacted area – as close as possible
- Hard, preferably non-porous, surface such as a paved parking lot
- Accessible by main transportation routes with good ingress and egress to accommodate heavy truck traffic
- Outside environmentally sensitive areas, such as wetlands
- Large enough to accommodate multiple debris drop boxes, white goods and HHW collection
- Can be secured when not actively staffed

## 4. Site Preparation and Permitting

For privately owned sites, the City of Edmonds will develop lease/use agreements or Memorandums of Understanding with the property owners.

The City of Edmonds has procured temporary permits from the Health District, and will endeavor to develop and operate City Neighborhood Collection Sites using the WA State Department of Ecology's *Intermediate Solid Waste Handling Facility Standards* under WAC 173-350-310 as guidance. Storm water permitting regulations will apply, so the City will procure a blanket NPDES permit for debris operations as necessary.

## 5. Traffic Patterns

Traffic circulation should be well defined around and through the Neighborhood

Collection Site(s). Although traffic signage and barricades can aid in directing traffic, the planning staff may also consider the use of flag personnel to help direct traffic.

#### 6. Environmental Monitoring Program

Environmental data will be collected prior to the start of site operations, and at the close of operations to support site close-out and quality assurance. A comparison of the data will be used to determine any necessary remediation.

If the site is also used as an equipment staging area, fueling and repair activities will be monitored to prevent and mitigate any spills of petroleum products.

#### 7. Site Closure

After site operations have concluded, the property must be restored to its pre-activity environmental state. Restoration of a site involves removing all traces of the operations and remediation of any contamination that may have occurred. Debris, bins, protective berms and any other items should be removed from the site upon completion of all debris removal operations.

#### 8. Site Evaluation and Restoration

Final restoration of the landscape must be acceptable to the landowner, within reasonable expectations. Landscape restoration will be included in the operations plans as early as possible, and preferably included in any MOUs or lease agreements.

The final environmental site evaluation is the last step of the environmental monitoring program. Testing will be conducted to confirm that the site has been returned to its pre-activity state. Test samples will be taken at the same locations as those of the initial assessment and monitoring program.

Based on the results of testing, additional remediation may be required before the owner takes final acceptance of the site. The MOU or lease agreement shall have provisions to release the City from future damages when the site is returned to its original condition, or when final acceptance is received from the owner.

### **F. DEBRIS REUSE, REDUCTION, and DISPOSAL METHODS**

The 1989 Waste Not Washington Act (ESHB 1671) revisions to RCW 70.95 established waste reduction and recycling as the priority methods of managing waste in the State of Washington. The City of Edmonds will make reduction and recycling the highest priorities for managing disaster debris. The Debris Removal Manager will coordinate with debris hauling contractors to ensure maximum

segregation for recyclable materials. Numerous methods are available that reduce the overall volume of disaster debris and limit the amount of debris remaining for landfill disposal.

## 1. Reuse and Recycling

Reuse and recycling strategies involve diverting material from the disposal stream and reusing it. The recycling and reuse of disaster debris is most often limited to metals, soils, and construction and demolition debris. *Appendix E: Additional Resources* has a list of contractors that can provide these services during an incident. Debris types most suitable for reuse and recycling include:

- Metals – Most non-ferrous and ferrous metal debris is suitable for recycling. Metal maulers and shredders can be used to shred trailer frames, trailer parts, appliances and other metal items. Ferrous and non-ferrous metals are separated using an electromagnet and then sold to metal recycling companies.
- Soil – Soil can be combined with other organic materials that will decompose over time. This procedure produces significant amounts of material which can be sold, recycled back into the agricultural community, or stored on-site to be used as cover for debris management sites when they are returned to their original states. The City of Edmonds will consult with the Snohomish Health District to establish what monitoring and testing is necessary to ensure that soil is not contaminated with chemicals. If soil is not suitable for agricultural or residential use, it may be disposed of in a permitted landfill.
- Construction and Demolition Materials – Concrete, asphalt, and masonry products can be crushed and used as base material for certain road construction products, or as trench backfill. Debris targeted for base materials needs to meet size specifications as determined by the end user. Clean wood products used in construction can also be chipped or ground for use as mulch or hog fuel.
- Organic Materials – Organic materials such as leaves, grass, wood, and food scraps are suitable for composting, which is the controlled decomposition of organic materials by microorganisms. The result of this process is a soil-like material called compost. Yard trimmings and food scraps make up about 25% of the waste generated by the average household. Composting can greatly reduce the amount of waste that ends up in landfills or incinerators. The City of Edmonds will work to ensure that appropriate materials are composted to the greatest degree possible.

## 2. Volume Reduction Methods

Volume reduction methods reduce the volume of disaster debris to decrease impact on disposal facilities or create opportunities to reuse debris. *Appendix E:*

*Additional Resources* has a list of contractors that can provide these services during an incident. Volume reduction methods include:

- Chipping and Grinding – chipping and grinding reduces the volume of some types of debris by as much as 75%. This method is commonly used to reduce the volume of disaster debris, including vegetative debris, construction / demolition debris, plastics, rubber, and metals. Clean wood can also be reduced and used for mulch. Plastics and metals can be chipped to reduce overall volume prior to transport for disposal.
- Hog Fuel Incinerators - Hog fuel is made up of a specific grade of ground-up wood and bark. Wood and paper processing companies in the region utilize hog fuel as fuel for boilers. These companies may purchase storm debris that has been processed into hog fuel, depending upon current market conditions.

### 3. Debris Sorting and Diversion

When establishing and operating neighborhood collection sites, the Site Manager is responsible for ensuring appropriate staff are available to monitor debris and ensure that the debris is sorted into the appropriate categories for recycling, reuse, special waste processing, and disposal. The Site Manager may request guidance from a Subject Matter expert if needed.

## **VI. CONTRACTED RESOURCES**

### **A. EXISTING SOLID WASTE CONTRACTS**

As stated in *Part D: Contractors and Vendors of Section III – Organization and Responsibilities*, the City of Edmonds has existing franchise agreements for municipal waste collection with Sound Disposal and Republic Services of Lynnwood (formerly Allied Waste Services). It is expected that in a large scale debris- generating event, the City of Edmonds resources will be overwhelmed and the City will need to contract for additional debris services. Prior to contracting for additional resources, the City of Edmonds has consulted with Sound Disposal and Republic Services to determine what gaps exist.

**See Appendix G Pre-Qualified Contracts (Hauler Agreements)**

### **B. CONTRACT DEBRIS MANAGEMENT RESOURCE NEEDS**

The City of Edmonds has identified that additional resources may be needed in these areas to support disaster debris operations:

- Semi Tractors
- Truck Mounted Grapple Hooks
- Backhoes

Contracts have been or are being developed to address these identified needs.

### **C. EMERGENCY CONTRACTING and PROCUREMENT PROCEDURE**

The City of Edmonds will endeavor to contract for debris management resources prior to a debris causing incident or to pre-qualify contractors who may perform debris management operations. If emergency contracts have to be established during an event, the following general emergency contract rules apply:

- The contractor must be licensed and bonded
- The contractor must have adequate insurance
- The contract must comply with state and Federal procurement standards including provisions of 44 CFR part 13
- The contractor cannot be on the WA State Department of Labor and Industries Debarred Contractors list

In addition, the following City of Edmonds emergency contracting and procurement procedures must be followed:

- Edmonds City Code Chapter 3.10 – Emergency Reserve Finance Fund
- Edmonds City Code Chapter 6.60 – Disaster Preparation and Coordination
- RCW 35A.33.080 – Emergency Expenditures – Non-debatable Emergencies

- RCW 35A.33.090 – Emergency Expenditures – Other Emergencies – Hearing

## 1. Types of Contracts

When developing contracts for emergency work, the City will ensure that each scope of work will reference such terms as: “eligible work,” “work eligible under FEMA Public Assistance regulations, policies, and guidance,” “work performed on public property and/or public rights-of-way,” or other similar elements if the performed work is to be potentially reimbursed by FEMA. The type of contract used to supply debris management services will vary depending on the type of work to be performed and how soon after the incident the work is planned. The three recommended contract types for debris operations are:

- Time and Materials – These contracts will be limited to the first 96 hours of operation and only after local and State equipment has been committed. The price for equipment applies only when the equipment is operating, the City can terminate the contract at its convenience, and the City does not guarantee a minimum number of hours. These contracts MUST be converted to either Lump Sum or Unit Price contracts after the first 96 hours. The City will actively avoid this type of contracting, if at all possible.
- Lump Sum – The price of the work is fixed unless there is a change in the scope of work to be performed. Lump sum contracts will be calculated on either the “area” method or the “pass” method. The lump sum contract shall be used only when the scope of work is clearly defined and the areas of work can be specifically quantified.
- Unit Price – This is the most accurate account of actual quantities removed. This contract requires field inspectors to eliminate contractor fraud. All contractor trucks must be measured. Requires load tickets identifying truck number, contract number, contractor’s name, date, time departed site and estimated volume. A unit price is based on weight or volume of debris hauled.

All contracts shall be reviewed and approved by the City Attorney.

## 2. Competitive Bid Process

In some situations, such as emergency road clearing, or removal of debris at a specific site, FEMA allows for awarding a non-competitive contract for site-specific work. This is only allowable in cases where it is not feasible to delay the contract award by the amount of time necessary to obtain competitive bidding; and only in the first 96 hours for the purpose of life safety, rescue operations, or dire threat to public health. The City of Edmonds may elect to develop an expedited process to competitively bid work.

## **VII. PRIVATE PROPERTY DEMOLITION and DEBRIS REMOVAL**

Private property removal refers to the demolition and removal of disaster debris on private commercial or residential property. Private property demolition and debris removal is generally not eligible for reimbursement under the FEMA Public Assistance program. However, under specific circumstances private property demolition and removal may be reimbursed. The following section provides information on the process to demolish and remove disaster debris on private property with or without owner consent; and outlines the procedures that the City of Edmonds will need to follow in order to potentially receive expense reimbursement through the Public Assistance program.

### **A. DEBRIS REMOVAL and DEMOLITION PERMITTING and PROCEDURES**

Following a debris causing incident, the City of Edmonds may need to enter private property to demolish private structures made unsafe by the event in order to eliminate immediate threats to the life, health and safety of the citizens of Edmonds. The demolition of privately owned structures deemed unsafe and subsequent removal of demolition debris may be required if the following conditions are met:

- The City of Edmonds Building Official, or other designated authority, determines that the structure is unsafe and poses an immediate threat to the public. A structure will be considered unsafe if it is so damaged or structurally unstable that partial or complete collapse is imminent.
- The City of Edmonds demonstrates that it has the authority and legal responsibility to enter private property to perform the demolition. The legal basis for this responsibility must be established by law, ordinance or municipal code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, not merely defining the City's uniform level of services.
- A legally authorized official has ordered the demolition of unsafe structures and removal of demolition debris.

The condemnation and demolition of structures must comply with existing City condemnation and demolition procedures, unless expedited procedures are enacted due to the severity of the event.

#### 1. Demolition Documentation

The following documents should be collected and/or completed prior to demolition in order to comply with City of Edmonds regulations and to conform to FEMA reimbursement guidelines.

- Verification of Ownership – ensures that the proper site and owner are identified and that the owner is aware of the nature of the scheduled building assessment.

- Right-of-Entry Form – signed by the property owner, this form allows the building official or other authorized agent to enter the property to complete the assessment. A sample Right-of-Entry form is included in *Appendix H: Debris Management Operations Forms* of this document.
- Building Assessment – documents the damage to the structure and description of the threat to public health and safety. This assessment may contain the Building Official, or authorized agent's, determination as to whether the structure should be condemned, repaired or demolished.
- Photographic Documentation – illustrates the condition of the structure prior to the beginning of demolition work. Also can be used to confirm the address of the property and the scope of work required.
- Verification of Insurance - allows the City to pursue financial compensation if the property owner's insurance policy covers demolition and debris removal.
- Archeological Review – outlines the archeological low-impact stipulations for demolition and debris removal activities; also highlights the implications for failing to comply with the guidelines.
- Environmental Review – ensures that adverse impacts to protected environmental resources are minimized or avoided.
- WA State Historical Preservation Office Review – confirms that the WA State Historic preservation Officer has been notified and correspondence has been received to absolve the area of any historic significance.
- Letter or Notice of Condemnation – document signed by the Building Official that outlines the specific threat to the public's health and safety.
- Notice of Demolition – document issued to inform the property owner when the demolition will begin.
- Notice of Intent to Demolish – Notice conspicuously posted on or near the structure to be demolished.
- Demolition permit(s) issued in accordance with Edmonds Community Development Code Title 19.

## 2. Inspections

Prior to demolition, a representative of the City of Edmonds Building Division will conduct an inspection of the site. The inspector will photograph and document each site inspection. The inspections should include:

- Water and Sewer / Septic Tank Inspection – verifies that the utilities have been terminated and isolated from the proposed sphere of influence during demolition operations. The inspector should also verify that all other utilities have been terminated.
- Occupancy Inspection – conducted immediately before demolition to ensure that no one is physically in the structure.
- Open Void Inspection – performed if there is a basement that is to be filled. This inspection will be conducted once the above-grade structure is

gone and the inspector can visually see the entire below-grade excavation.

- Post-Demolition Inspection – completed once the structure is demolished, the debris is removed, and the site is graded.

### 3. Debris Removal and Demolition of Private Property without Owner Consent

If a privately owned structure meets the requirements for demolition but the consent by the owner is not obtained, an abbreviated and expedited procedure shall take place. The procedure to be followed by the City of Edmonds includes:

- A determination by the Building Official, or other authorized agent, that the structure is unsafe, unfit for human habitation, or presents a danger to the public in its existing state.
- The City of Edmonds will make a reasonable attempt to identify and contact the legal owner of the structure. The attempt to contact shall consist of those measures reasonable and possible based upon the state of available records and communication channels at the time of the event.
- A notice and order describing the area and/or parcel of land where debris removal or demolition will take place shall be published in the Seattle Times, Edmonds Beacon, and Enterprise publications at least seven (7) calendar days prior to the beginning of debris removal operations. During the seven (7) day period, property owners shall have the right and opportunity to go upon their property and remove such items as they deem appropriate.
- A notice and order shall be clearly posted in the area where debris removal will take place.
- The posting of a notice and order on the structure containing a physical address and telephone number where the owner can contact the City Staff person assigned, designating the date of posting of the condemnation notice, and stating the time period available prior to demolition for contacting the City.
- A waiting period of seven (7) days from the posting of the notice for a property owner to contact the City of Edmonds and present compelling evidence to the Development Services Director stating why the abatement or debris removal should not proceed.

If an owner does contact the City as provided in the notice and the Development Services Department does not conclude that the evidence presented by the owner alleviates the danger to the public, an owner may appeal to the Hearing Examiner. However, no appeal shall be allowed to jeopardize the health and safety of the citizens of Edmonds by causing a postponement of demolition beyond the next Edmonds Council meeting following the filing of such an appeal, unless postponement is ordered by the City.

## **B. SPECIAL CONSIDERATIONS**

### **1. Abandoned Vehicles and Vessels**

Following a significant event, abandoned vehicles and vessels may be deposited on City roadways and property, causing a threat to public health and safety. The City of Edmonds will coordinate the impoundment, salvage or sale of such vehicles with the Snohomish County Solid Waste Management Division. See Section D – Debris Operations, #4 Problem Wastes: Titled Vehicles (page 24 of this document).

### **2. Mobile Home Parks**

Mobile home parks, and other high structure density situations, create an extensive amount of mixed debris in a relatively small area. The most complex aspect of debris operations in a mobile home park is documenting ownership and legal responsibility for clean-up within the park. A mobile home park site may be owned, operated and maintained by multiple parties. The individual homes may be owned by a landlord or agency, or by the occupants. The City of Edmonds has one (1) mobile home park within its boundaries.

### **3. Navigation Hazard Removal**

Damage to the City of Edmonds tideland property, the Port of Edmonds, and navigable waterways can include abandoned sunken boats and other debris that may impede navigation. Marine debris removal will be coordinated with the US Coast Guard. Debris removal may also include assistance from the WA State Department of Transportation – Ferries, marine salvage contractors, commercial divers, and certified surveyors to ensure that navigation hazards are removed safely and efficiently.

Navigation hazards present two (2) primary challenges: locating the debris, and finding the legal owners. Marinas can be visually inspected by helicopter or boat. Sonar or dive teams may be needed for submerged vessels. A location or flotation marker may be helpful in order to keep vessel positions documented. The legal owner's information may be obtained by using a vessel's registration number and marina records.

## **C. ELIGIBILITY of PRIVATE PROPERTY DEMOLITION and DEBRIS REMOVAL COSTS**

In some cases, the costs of performing demolition of private structures may be eligible for Individual Assistance funding. FEMA will consider alternative measures to eliminate threats to life, public health and safety posed by disaster-damaged,

unsafe structures, including fencing off unsafe structures and restricting access, when evaluating requests for Public or Individual Assistance funding for demolition work. The Public Assistance staff must also concur that the demolition of unsafe structures and removal of demolition debris are in the public interest.

Eligible costs for FEMA Public Assistance reimbursement associated with the demolition of private structures may include, but not be limited to:

- Capping wells
- Pumping and capping septic tanks
- Filling in basements and swimming pools
- Testing and removing hazardous materials from unsafe structures, including asbestos and household hazardous wastes
- Securing utilities
- Securing permits, licenses, and title searches
- Demolition of disaster-damaged outbuildings, such as garages, sheds, and workshops determined to be unsafe

Ineligible costs associated with the demolition of private structures include:

- Removal of slabs or foundations, except in very unusual circumstances, such as when disaster-related erosion under slabs on a hillside causes an immediate public health and safety threat
- Removal of pads and driveways

Structures condemned as safety hazards prior to the disaster event are not eligible for demolition and subsequent demolition debris removal.

#### 1. Commercial Property

The removal of debris from commercial property and the demolition of commercial structures are generally not eligible for Public Assistance funding. It is assumed and expected that these commercial enterprises retain insurance that can and will cover the cost of debris removal and/or demolition. However, in some cases, the removal of debris from private commercial property and/or the demolition of private commercial structures by a local government may be eligible for FEMA reimbursement only when such removal is in the public interest.

#### 2. Duplication of Benefits

FEMA is prohibited from approving funds for work that is covered by any other source of funding. Therefore, the City of Edmonds will take reasonable steps to prevent such an occurrence and will verify that insurance coverage or any other source of funding does not exist for private property debris removal work and the demolition of private structures. The Right-of-Entry form included in Appendix H

of this document has a clause stating that a private property owner will re-pay the City of Edmonds the amount of insurance proceeds received for any debris removal or demolition work performed.

If the property owner indicates that they have insurance that will cover all or part of the cost for debris removal and structure demolition, the insurance proceeds must be used as the first source of funding. Public Assistance funding may be available for the remainder of the cost of the eligible work after insurance proceeds are recouped from the property owner.

## **VIII. PUBLIC INFORMATION**

The provision of adequate and timely public information during debris management operations is essential to the overall success of debris management activities and maintaining good community relations within the City. The City of Edmonds will manage the public information related to debris operations in accordance with the Public Information concept of Operations found in the City of Edmonds *Disaster Recovery Plan* and *ESF 15 – External Affairs and Emergency Public Information* of the City of Edmonds *Comprehensive Emergency Management Plan*, separately published documents.

### **A. PUBLIC INFORMATION OFFICER**

The City of Edmonds Mayor will assign appropriate staff to function as the City's PIO for debris operations. The PIO shall assist with the distribution of information regarding the debris operations.

### **B. COMMUNICATION and PUBLIC EDUCATION STRATEGY PRIOR to an INCIDENT**

The City of Edmonds will work cooperatively with the Snohomish County Public Works Communication Group and County Joint Information Center to provide a coordinated public information effort during debris causing incidents. The City of Edmonds will endeavor to provide information to City employees, stakeholders, and the public prior to, during, and after a debris causing event. The public information effort will include the following elements:

#### **1. Special Waste Considerations**

Special waste items are those that require special handling, treatment, and disposal due to their hazardous potential, large volumes, or other problematic characteristics. The City will coordinate with Snohomish County Public Works Communication Group and SnoCo DEM to develop and provide to the public information on:

- How to identify Special Waste
- Why they should separate Special Waste
- Precautions to be taken if placing Special Waste in the Right-of-Way

#### **2. Debris Collection Methods**

The City will endeavor to provide information on debris management operations and how the citizens can best assist themselves following a debris causing event. This messaging will include:

- Separation of Municipal Solid Waste
- Recycling and Recyclable Materials
- Composting
- Overview of a Neighborhood Collection Site

Public information pre-event will be posted to or linked from the City of Edmond's website. In addition, *Update on Edmonds*, the City's newsletter, can be used to disseminate information on hazard mitigation, and other debris related topics. When possible, public information will include messaging in languages other than English. Community facilities and events will also have information available throughout the year to help reduce risks.

### **C. PUBLIC INFORMATION STRATEGY DURING an INCIDENT**

The City of Edmonds public information staff will provide information to media outlets and the public during an incident. These activities may be provided solely by the City or through the cooperation of multiple jurisdictions as indicated above.

#### **1. Coordination with the Joint Information Center (JIC)**

Communications will normally be coordinated through the City's PIO and City Emergency Operations Center (EOC). In a large-scale or regional event, a County-level Joint Information Center (JIC) may be activated. If a JIC is activated, a City of Edmonds PIO and debris liaison will work with the JIC to coordinate messaging on behalf of the entire area. Messaging will include current information on:

- Clean-up instructions
- Status of City operations
- Location(s) of Neighborhood Collection Sites
- How to source-separate waste
- Handling procedures
- Illegal dumping provisions

#### **2. Pre-scripted Information**

The City of Edmonds will develop pre-scripted information will include, but not be limited to:

- Debris pick-up schedules
- Disposal methods and on-going actions to comply with Federal, state, and local environmental regulations
- Disposal procedures for self-help and independent contractors
- Restrictions and penalties for illegal dumping

- Curbside debris segregation instructions
- Process for answering the public's questions concerning debris removal

Pre-scripted information will be coordinated with SnoCo DEM, Snohomish Health District, and the Snohomish County Public Works Communications Group.

### 3. Distribution Strategy

The City of Edmonds will utilize various types of media to disseminate debris management public information as noted in *ESF 15 – External Affairs and Emergency Public Information* of the Edmonds CEMP, a separately published document. These can include, but are not limited to:

- Television and radio media
- Internet media – City website and the Regional Public Information Network (RPIN)
- Public forums – Community meetings, public area kiosks
- Direct mail products – Door hangers, fact sheets, flyers within City Mailings

The public information staff will take advantage of every information vehicle available if power, utilities, and other infrastructure have been damaged. In event of limited media capability, the City of Edmonds will provide public information materials to City staff and responders to have available for distribution during the course of their duties.

### 4. Alternate Languages and Formats

The City of Edmonds will rely on outside resources to assist in the provision of message materials in languages other than English. Based on the community demographics of the City of Edmonds, messaging may need to be developed in the following languages:

- Spanish
- Russian
- Korean
- Tagalog
- Vietnamese

The special needs population within Edmonds may also need information materials in alternate formats. Language and alternate format resources include the following:

- American Red Cross Seattle/Kitsap County
- ARC of Snohomish County

- Catholic Community Services
- Compass Health
- Community Services for the Blind
- Chinese Information and Service Center
- Edmonds Community College
- Refugee Federation Service Center
- Ukrainian Community Center of Washington
- Volunteers of America
- WA State Department of Emergency Management
- Google Translate

These and other resources are available through the 211 telephone service or on-line at: [www.win211.org](http://www.win211.org)

## **IX. TRAINING and EXERCISES**

### **A. TRAINING**

General emergency management training requirements are developed as part of the National Incident Management System (NIMS). Online courses and additional NIMS and FEMA information are available at <http://training.fema.gov>. The City of Edmonds is NIMS compliant and will remain in compliance by ensuring that all applicable staff have completed the required courses.

Specific training is available for staff that will support debris management operations. These courses include:

- IS-630: Introduction to the Public Assistance Program
- IS-631: Public Assistance Operations
- IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program
- E-202: Debris Management

As scheduling and funding allow, the City of Edmonds will endeavor to have all appropriate staff trained in the above classes, in order to support their understanding and implementation of this *Debris Management Annex*.

### **B. EXERCISES**

Procedures for disaster debris removal can be tested through table-top and operational exercises. The debris operations described in this Annex can be exercised specifically using a debris management scenario, or as part of another exercise. At minimum, operational exercises involving the debris management plan will be conducted every four (4) years.

Due to the close coordination required throughout the region for debris management operations, exercises will be developed and executed individually and collaboratively with other stakeholders. Regional stakeholders that will be considered include:

- Neighboring jurisdictions
- Snohomish County DEM
- Snohomish and King County agencies
- Snohomish Health District
- Commercial haulers

## **X. PLAN MAINTENANCE**

This *Debris Management Annex* was assembled by the City of Edmonds with assistance and input from the Emergency Services Coordinating Agency (ESCA), multiple City Departments, Snohomish County Public Works – Solid Waste Division, Snohomish Health District, the Port of Edmonds, Republic Services of Lynnwood (formally Allied Waste Services) and Sound Disposal. On-going maintenance of the *Annex* is the responsibility of the City of Edmonds Public Works Director.

This *Annex* will be reviewed annually prior to the onset of the winter storm season to address any staffing or organizational changes. Modifications to the *Annex* will be made according to information gathered from exercise after action reports and improvement plans, as well as actual events.

# **Appendices A through I**

*See separate Attachments:*

**Appendix A: Maps of City Priority Routes and Facilities**

**Appendix B: Staffing Assignments**

**Appendix C: Coordination with Snohomish County Solid Waste  
Management Division**

**Appendix D: City of Edmonds Accident Prevention Program**

**Appendix E: Additional Resources**

**Appendix F: Neighborhood Collection Sites**

**Appendix G: Pre-Qualified Agreements with the City of  
Edmonds' Certified Solid Waste Haulers**

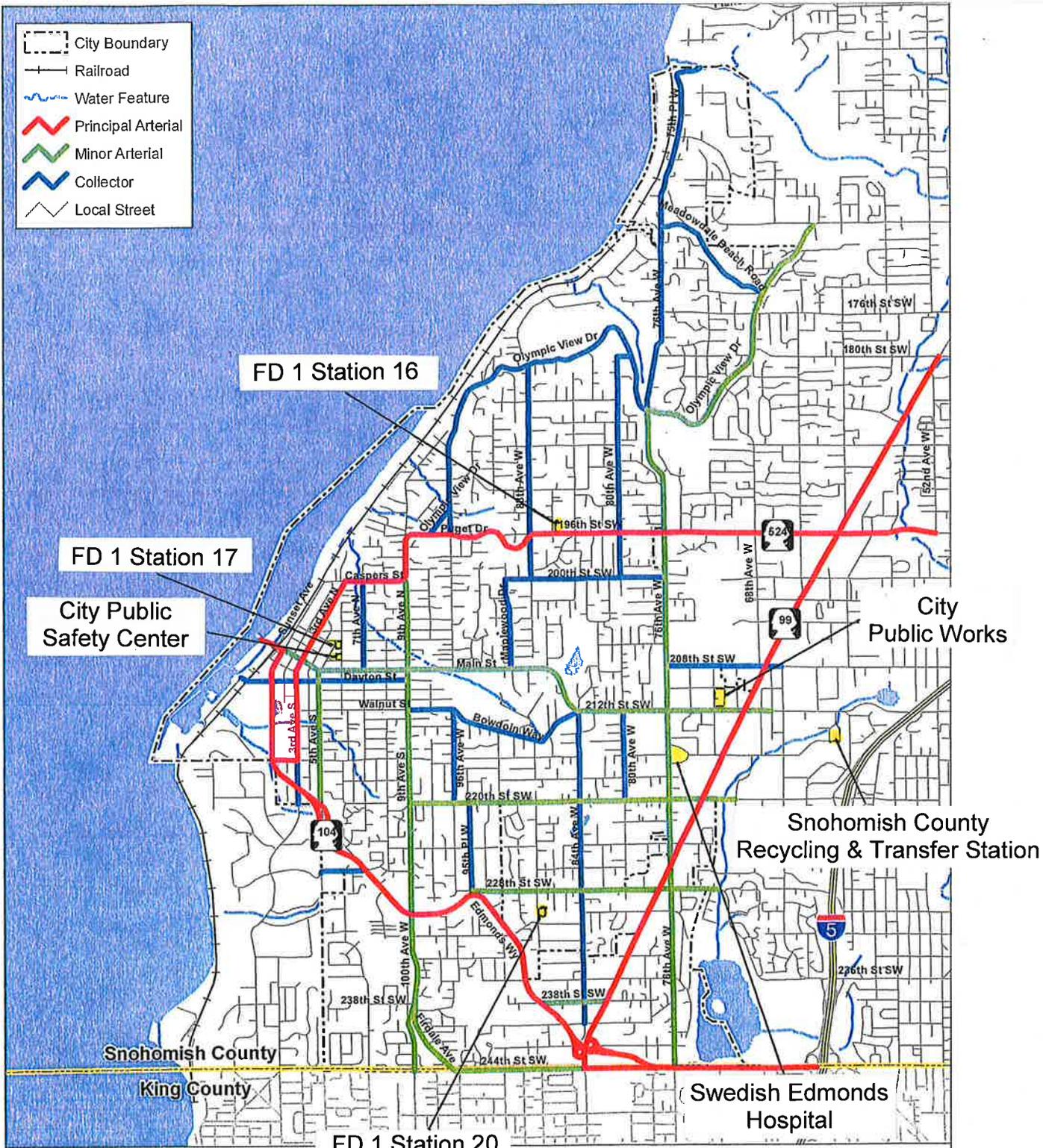
**Appendix H: Debris Management Operations Forms**

**Appendix I: Letter of Approval from Snohomish Health District**

# **Appendix A**

## **Maps of City Priority Routes and Facilities**

# Priority Routes and Facilities



Source: City of Edmonds (2008); WSDOT (2008);  
Snohomish County (2008)

0 0.5 1  
Miles



## City of Edmonds Priority Routes & Facilities

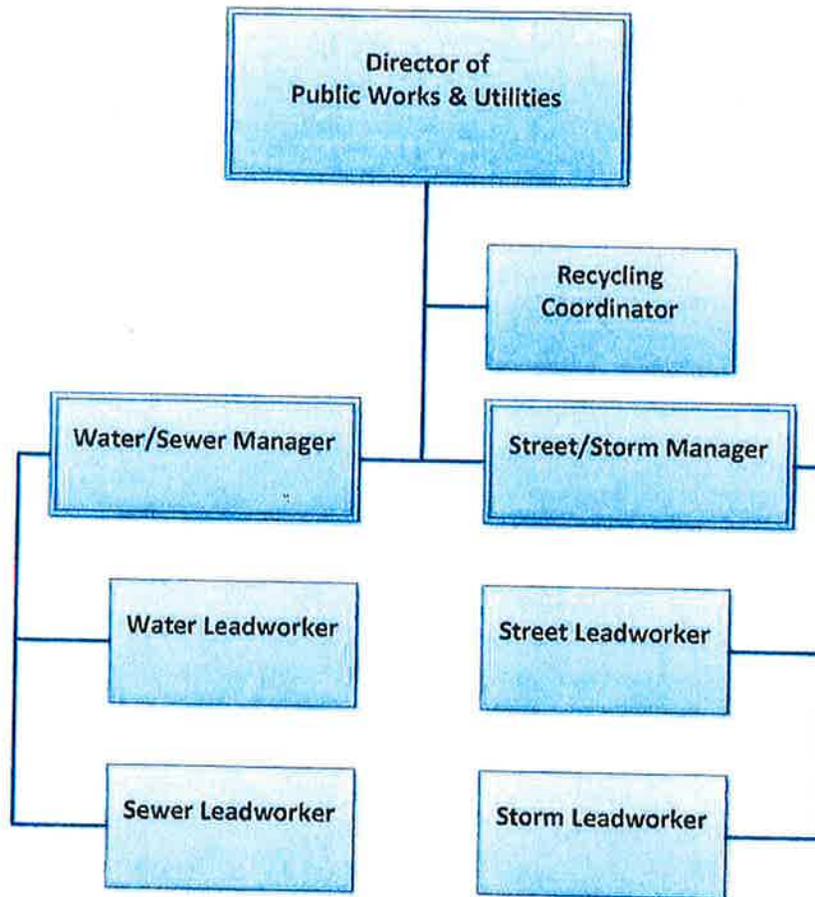
### Edmonds Recovery Plan Annex D

### Debris Management – Appendix A

# **Appendix B**

## **Staffing Assignments**

# Appendix B: Staffing Assignments



**Appendix C**

**Coordination with Snohomish County Solid  
Waste Management Division**

## **Appendix C – Snohomish County Solid Waste Management Division Disaster Debris Management Plan**

The City of Edmonds coordinates with Snohomish County for debris management and disposal under the adopted *Snohomish County Public Works Solid Waste Division Disaster Debris Management Plan*, approved November 2014, and successor Plans.

# **Appendix D**

## **City of Edmonds Accident Prevention Program**

**(The plan is currently in draft form and will be added to the appendix following approval.)**

# **Appendix E**

## **Additional Resources**

## Appendix E – Additional City Resources

The Public Works Department maintains a fleet of vehicles and equipment that would be available to respond and assist during and following a disaster event.

As of 2017 the following is a general list of the fleet resources owned by the City of Edmonds:

- 47 pickup trucks, dump trucks and flatbed trucks
- 3 large step vans
- 2 street sweepers
- 2 vactor trucks
- 36-foot bucket truck
- 2 backhoes
- 1 loader
- 1 chipper
- Trailers with generators, compressors and pumps

In addition the Parks Maintenance Division operates the following vehicles and equipment:

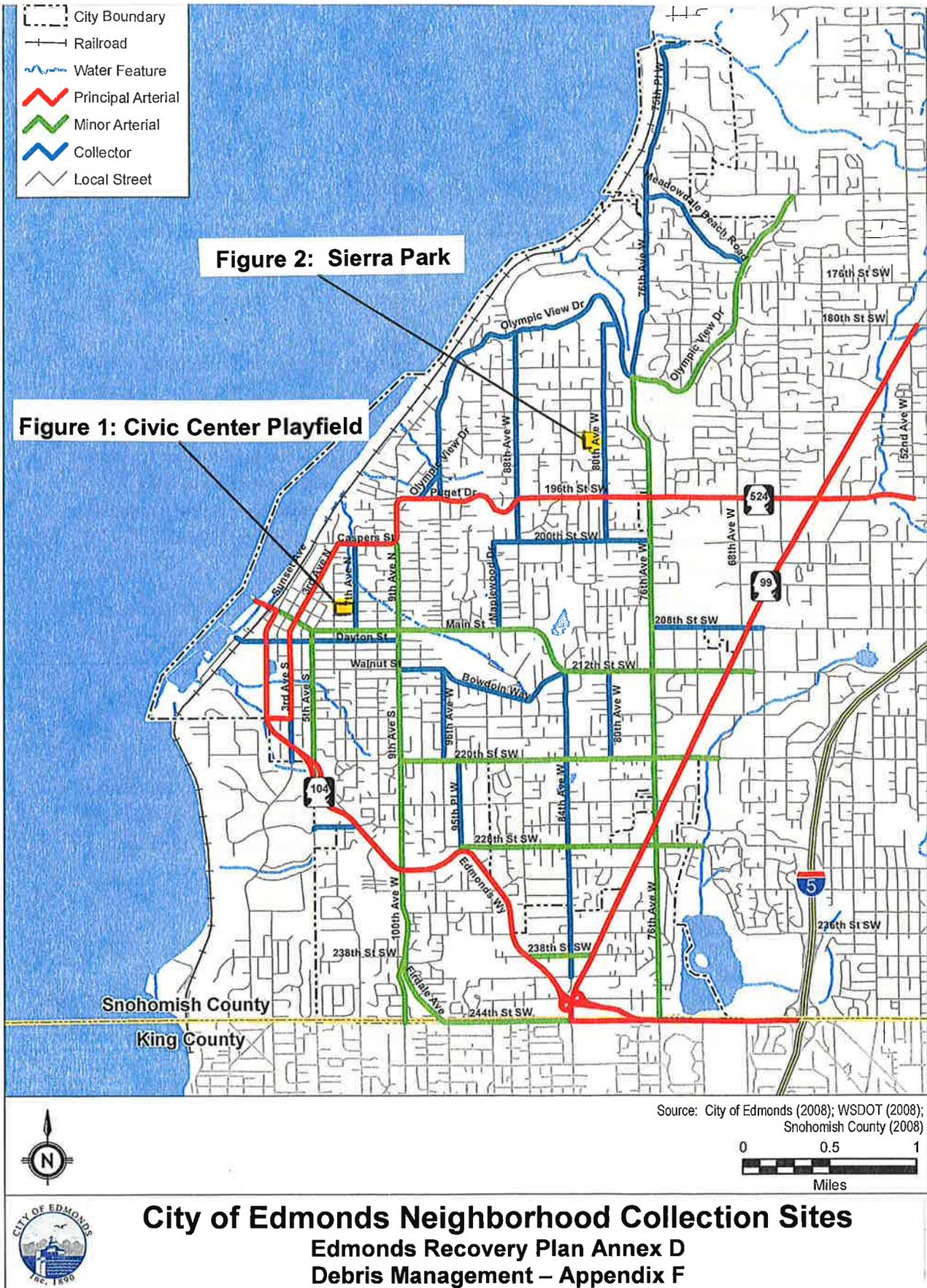
- 13 pickup trucks and flatbed trucks
- 2 tractors
- 1 loader
- 2 backhoes

Both Public Works and Parks Maintenance own various power tools, hand tools, ladders, spill response equipment, etc. The Street and Storm Division keeps a stock of permanent and temporary signage, barricades, and other safety equipment.

# **Appendix F**

## **Neighborhood Collection Sites**

# Neighborhood Collection Site Locations



# **Neighborhood Collection Site #1**

## **Civic Center Playfield**

# Neighborhood Collection Site Operating Plan

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## 1.1 Summary

The Neighborhood Collection Site (NCS) is located at the Civic Center Playfield in downtown Edmonds, approximately as shown on the Site Location Map, Figure 1. The facility provides service to the local residential population. This Plan of Operation provides a description of the procedures that Edmonds will use to operate the site.

### 1.1.1 Operation Summary

The NCS consists of: A gravel unloading area with large-capacity drop-box containers. Customers will be directed to back up to a location at the edge of the unloading area and deposit their solid waste into the containers. Full containers will be picked up by a hauler and transported to a permitted disposal site. The solid waste is dumped at the disposal site and the empty containers are returned to the NCS facility as needed.

### 1.1.2 Regulatory Compliance

The NCS should meet the applicable regulatory requirements of WAC Chapter 173-350-310 "Intermediate Solid Waste Handling Facilities." The following sections briefly outline the WAC requirements and how they have been addressed.

#### 1.1.2.1 WAC 173-350-310 Intermediate Solid Waste Handling Facilities

This document will serve as the operating plan identified in WAC 173-350-310. As defined in the WAC "The plan shall describe the facility's operation and shall convey to site operating personnel the concept of operation intended by the designer. The plan of operation shall be available for inspection at the request of the jurisdictional health department. If necessary, the plan shall be modified with the approval, or at the direction of the jurisdictional health department. Each plan of operation shall include the following:"

- a. A description of the types of solid wastes to be handled at the facility; see section 2.4
- b. A description of how solid wastes are to be handled on-site; see section 2.6
- c. A description of the procedures used to ensure that dangerous waste and other unacceptable waste are not accepted at the facility; see section 2.11
- d. Safety and emergency plans; see section 2.8 and 2.10
- e. A description of how equipment, structures and other systems are to be inspected and maintained, including the frequency of inspection and inspection logs; see section 3.1
- f. For putrescibles wastes, an odor management plan describing the actions to be taken to control nuisance odors; not applicable as waste will be removed from the NCS daily.
- g. The forms used to record volumes or weights; see section 3.2
- h. Other such details to demonstrate that the facility will be operated in accordance with this subsection and as required by the jurisdictional health department.

### **1.1.2.2 WAC 173-350-310 (5) (a) (ii) Operating Standards for Drop Box Facilities**

Operations at this facility will meet the requirements of WAC 173-350-310 (5) (a) (ii) Operating Standards for Drop Box facilities:

- a. Constructed with a lid or screen on top that prevents the loss of materials during transport and prevents access by rats and other vermin;
- b. Located in an easily identifiable place accessible by all-weather roads.
- c. Designed and serviced as often as necessary to ensure adequate dumping capacity at all times. Storage of solid waste outside of the drop-box is prohibited.
- d. Facility sign - a sign will be posted at the site entrance identifying the facility, hours of operation, and type of waste accepted.
- e. Remove all remaining waste at facility closure and remove the drop-boxes from the facility. At closure all waste will be removed to a permitted disposal site and the facility will be closed.

## **2 OPERATIONS**

### **2.1 Hours**

The NCS will be open from 8 am to 5 pm, Monday through Saturday. The site hours may be and could be revised to meet operational needs.

### **2.2 Staffing**

The NCS will be staffed by one or more staff responsible for observing and measuring refuse loads, keeping the site free of litter and debris, contacting the hauler when drop-box containers are full and contacting the appropriate authorities in case of emergency.

### **2.3 Vehicle Traffic**

All vehicles using the drop-box facility will enter the site through a gate located along the alleyway along the north side of the property. This gate may also serve as an exiting point. Another entrance and/or exit that is located on the west side of the property may also be utilized during part or all of the operation..

### **2.4 Allowable Materials**

This site will only handle the following types of debris:

- X Construction and Demolition debris
- X Vegetative debris
- X Municipal Solid Waste
- X White goods

### **2.5 Site Operations**

Debris will be transported to the NCS by citizens and unloaded by citizens and site staff into the drop-boxes located at the unloading area. The containers will have screened lids

and will be emptied at a permitted disposal site when full. The maximum amount of debris allowable on site will be dictated by the number of containers on-site. No debris will be left at the site over night. **See attached NCS Activity Plan Map.**

### **2.5.1 Debris Movement**

Vehicles will back up to a designated spot in the unloading area and unload debris into the drop-box containers. Scavenging will not be permitted at the site. Customers are instructed to keep small children and animals in their vehicles when at the facility.

### **2.5.2 Cleaning**

Site staff will be responsible for picking up debris and litter at the site, sweeping the concrete area and sweeping and raking spilled debris. Debris and spilled refuse will be placed in the drop-box containers.

## **2.6 Site Controls**

The following strategies will be used to mitigate nuisance conditions at the site.

### **2.6.1 Site Access**

Fences will be used to prevent unauthorized access to the site.

### **2.6.2 Vector Control**

Waste will be removed from the NCS on a daily basis. NCS site grounds will be kept clean by operating personnel. No formal vector or pest controls beyond removing the waste on a daily basis and maintaining the NCS site in a clean & sanitary condition are anticipated.

### **2.6.3 Bird Hazards**

No bird hazards are anticipated for this NCS site. Waste will be removed from the NCS on a daily basis. NCS site grounds will be kept clean by operating personnel. No bird controls beyond removing the waste on a daily basis and maintaining the NCS site in a clean & sanitary condition are anticipated.

### **2.6.4 Nuisance Odors**

Waste will be removed from the NCS on a daily basis. NCS site grounds will be kept clean by operating personnel. No nuisance odors are anticipated as all waste will be removed by the end of each day and the site will be maintained in a clean & sanitary condition.

### **2.6.5 Storm water runoff**

Storm water impacts from this temporary NCS site are not anticipated as the drop boxes & waste unloading activities will be located on an impervious surface area and wastes will be immediately loaded into the drop boxes. Impervious surface area at this site may consist of asphalt or plastic/PVC sheeting. Spilled waste at this temporary NCS site will be swept up or otherwise picked up on an ongoing basis during site operations and all wastes will be removed by the end of each day.

## **2.7 Safety Plan**

The City of Edmonds has on file with the Department of Labor and Industries a recognized accident prevention program. The Snohomish County *Operational Disaster Debris Management Plan* includes a detailed safety plan for disaster debris operations. The

City of Edmonds' accident prevention program is in compliance with all OSHA and WISHA regulations. A City of Edmonds Safety Manual and Operations Plan will be kept at the site.

## **2.8 Training**

The Snohomish County *Operational Disaster Debris Management Plan* includes a detailed training plan for employees who participate in disaster debris operations.

## **2.9 Emergency Plans and Procedures**

The general types of emergency conditions that may occur include fire and explosions. A list of emergency phone numbers and contacts will be kept at the facility and updated annually.

The general response to an emergency is:

- Assess the conditions and the impact on public health and operation of the facility.
- Determine the immediate response required with regard to public health and safety considerations.
- Notify the appropriate personnel, utilities and regulatory agencies as soon as possible.
- Take corrective action to restore the facility to normal operation.

Emergency telephone numbers include:

- Fire District 911
- Law Enforcement Agency 911
- Snohomish health District 425-339-5250
- Department of Ecology 360-407-6300

The nearest hospital is Swedish Stevens Hospital, which is located at 21600 76<sup>th</sup> Avenue W in Edmonds, Washington.

### **2.9.1 Fire**

Immediate fire protection for the site will be provided by portable fire extinguishers. Staff will be familiar with the location of the fire extinguishers and trained in their use. All fire extinguishers will be inspected annually. Any smoldering debris found at the facility will be extinguished by portable fire extinguisher. The waste will then be turned over and allowed to cool. All debris must be completely extinguished before loading into the drop box containers to prevent a fire in the containers. In case of a major fire, the public will be evacuated, all personnel will leave the area and the local fire department will be notified. The site will be closed to all emergency vehicles. The nearest fire station is located approximately 200 yards from the drop box facility.

### **2.9.2 Explosions**

The most likely source of explosion is reactive or explosive waste inadvertently disposed of by the public. This could include small amounts of hazardous wastes, containers of gasoline or other explosive liquid, fireworks or ammunition. To minimize the potential for these occurrences, waste coming into the site will be observed by site staff. If suspicious containers or materials are noted, the local fire department will be contacted regarding proper removal and disposal.

If an explosion occurs at the drop box facility, eliminating any possible ignition sources, such as vehicles and open flames, and evacuating the area will prevent the potential for

further explosions and injury. Anyone injured by an explosion will be given first aid and the fire department or paramedics will be contacted immediately. The gates to the facility will be closed to all but emergency vehicles.

## **2.10 Hazardous Waste**

No hazardous waste, whether HHW or regulated business waste should be handled through the NCS site. Residents or businesses that bring hazardous waste to the NCS will be directed to take the material to one of the fixed moderate risk waste (MRW) collection facilities or other suitable debris management sites. If hazardous waste is found in the drop box containers, access to the area will be restricted. Any flames or other potential sources of ignition will be removed from the area. The Snohomish Health District and appropriate regulatory agencies will be notified. A hazardous waste materials response team will be called to investigate the waste and determine how to remove it.

Debris from private vehicles may contain some small amounts of household hazardous waste. Visual inspection of the materials cannot be expected to remove all quantities. However, large and substantial amounts of hazardous waste will be strictly prohibited from the neighborhood collection facility unless the facility is configured to handle and process this type of waste.

## **2.11 Spill Control Plan**

The NCS will not accept liquids or barrels that may contain liquids. Liquid spills must be prevented from getting into storm drains. If a liquid spill is noticed at the site the following actions will be taken:

- Restrict access to the area by the public.
- Berm off the area with absorbent material, such as newspaper and cardboard that is available at the site, and prevent the liquid from reaching the storm water drains or runoff ditches.
- Call a hazardous materials response team to investigate the liquid and determine how to remove it
- If the liquid spilled is determined to be oil or hazardous material, notify the Snohomish Health District at 425-339-5250.
- If the liquid spilled is determined to be non-hazardous, dispose of wet absorbent material in the drop-boxes.
- If necessary, clean the floor to remove any contaminants.

## **2.12 Closure**

### **2.12.1 General**

The NCS will have a limited operational life based on the needs of the debris causing incident. The final disposition of the site facilities and closure of the site will depend on the pre-disaster use and the future use of the site. In general sites will be returned to their pre-use condition. The following section presents a general closure plan for the facility.

### **2.12.2 Closure Procedure**

- Any structures or machinery used to operate the facility will be removed.
- All waste will be removed from the site.

- New utilities installed as part of site development would be disconnected and the structures supporting them removed. This would include telephone and electricity.
- The drop-box area would be graded to a smooth surface or pre-existing contours. For unpaved portions of the site that were disturbed, a suitable material mix would be applied. Any grass areas disturbed by the operations would be returned to pre-existing conditions and could include a re-seeding over the area.
- Paved surfaces will be swept clean and returned to pre-existing conditions. Storm water catch basins shall be inspected and cleaned of accumulated debris if necessary.

## **3 FACILITY INSPECTIONS, RECORD KEEPING AND REPORTING**

### **3.1 Inspections**

The City of Edmonds will conduct site inspections daily during the life of this NCS to maintain the facility in good operating order and identify items needing maintenance. An inspection sheet will be filled out for each inspection and will be kept on site in a logbook.

### **3.2 Record keeping**

Daily records will be kept of the amount and type of solid waste delivered to and removed from the site tracking the following factors:

- Waste delivered by the public will be documented by volume.
- The number and type of vehicles coming to the site
- Address where each load of debris originated from

A Daily Site Activity Form should be included as an attachment to this document<sup>1</sup>.

### **3.3 Reporting**

A report will be prepared and submitted to the Snohomish Health District in accordance with WAC 173-350-310 following the closure of the site. If the site is operated longer than one year annual reports will be provided. The report will describe facility activities for the previous year and will contain the following minimum information:

- Facility name and address
- Calendar year reported
- Annual quantity and type of debris received

---

<sup>1</sup> A sample daily site activity log is included as attachment G to this document.

# Debris Management Site Inventory

## Investigation of Site Suitability

<b>Site Name: Civic Center Playfield</b>			<b>Parcel Number 0043421000000</b>		
<b>Site Address:</b> 300 Sixth Avenue N		<b>Site Coordinates:</b> N 47.812			
<b>Estimated Property Size:</b>		8.1	acres	<b>W 122.374</b>	
<b>Site Owner:</b>					
<b>Ownership Type:</b>		<input checked="" type="checkbox"/> Jurisdiction Property		<input type="checkbox"/> County Property	
				<input type="checkbox"/> Private Property	
<input type="checkbox"/> Other (describe)					
<b>Owner Address:</b>		121 5 <sup>th</sup> Ave. N			
<b>Owner Phone:</b>		425-775-2525			
<b>Owner Email:</b>					

### Site and Neighboring Properties Characterization

Characteristic	Comments
Current Use	Sports field; outdoor event site
Proposed Future Land Use	Unknown
Current Land use/Zoning	Public Use
Restoration Time Requirements	Unknown
Proximity to School, Church, or Community Center	Adjacent to property
Property Topography	Flat
Environmental Considerations	Potential for ground/surface water contamination
Open Water or Wetlands	None
Proximity to Ground Water Wells (wellhead protection area)	Unknown
Within 100-year floodplain	No
Soil/Slope Integrity	Good
Surface Water Drainage	Fair
Suitable for use in wet weather	Yes
Prevailing Wind Direction	Westerly
Brownfield Site	No
Superfund Site	No
Archeological or Historic Properties or Artifacts	None
Underground Utilities (water, wastewater, natural gas, electricity)	Yes
Noise Control Buffer	No
Adjacent to Airport/Airfield	No
Access to Electrical Service	Yes
Access to Water Service	Yes
Access to Sewer Service	Yes
Existing Lighting	Yes
Traffic Ingress/Egress Capacity	Will require traffic control plan & attendants
Transportation accessibility (topography, traffic congestion)	Suitable
Capable of Accepting Heavy Trucks (site and neighboring roads)	Yes
Proximity to Major Roadway	Within .5 mile to Main St. or 2i2th St. SW
Fencing and Other Security Features	Yes

Site Preparation Level of Effort  High  Medium  Low

Suitability to Wet Weather     High     Medium     Low  
Ability to Serve Spatial Area     High     Medium     Low

**Recommended Uses for This Site:**

C&D     Vegetative     White Goods  
 Hazardous Waste     Other (describe)

**Reduction Methods Acceptable for This Site:**

Open Burning     Incineration  
 Grinding     Other (describe) Collection for consolidation & transfer only

**Site Map: Please indicate intended use areas, traffic management patterns, utilities, and any other elements that will involve or impact operation of the site.**

**See attached NCS Activity Plan Map – Civic Center Playfield**

**List Jurisdictions that could utilize this site:** City of Edmonds; Town of Woodway

**Closest Recycling Facility Available to This Site:** Recycling Area at County's SWRTS facility in Mountlake Terrace

**Closest Yard Waste/Composting Facility Available to This Site:** Fruhling Sand & Topsoil, 1010 228<sup>th</sup> St. SW, Bothell

**Closest CDL Facility Available to This Site:** Unknown

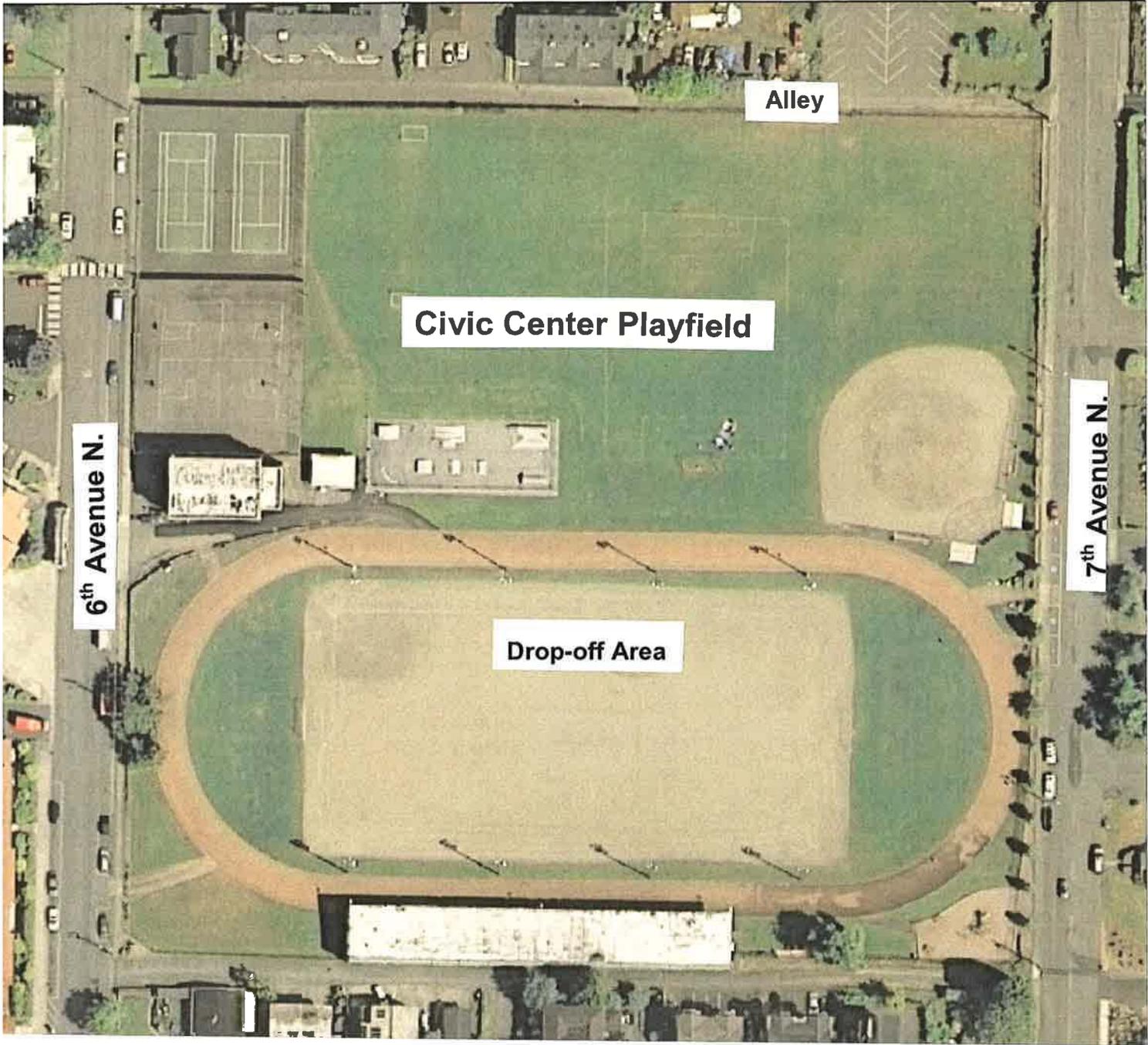
**Closest Transfer Station Available to This Site:** Southwest Recycling & Transfer Station, 21311 61<sup>st</sup> Place W, Mountlake Terrace

**Closest Landfill Available to This Site:** Unknown

Date of Site Survey: 10/2010

List pictures or other observations taken during site visit:

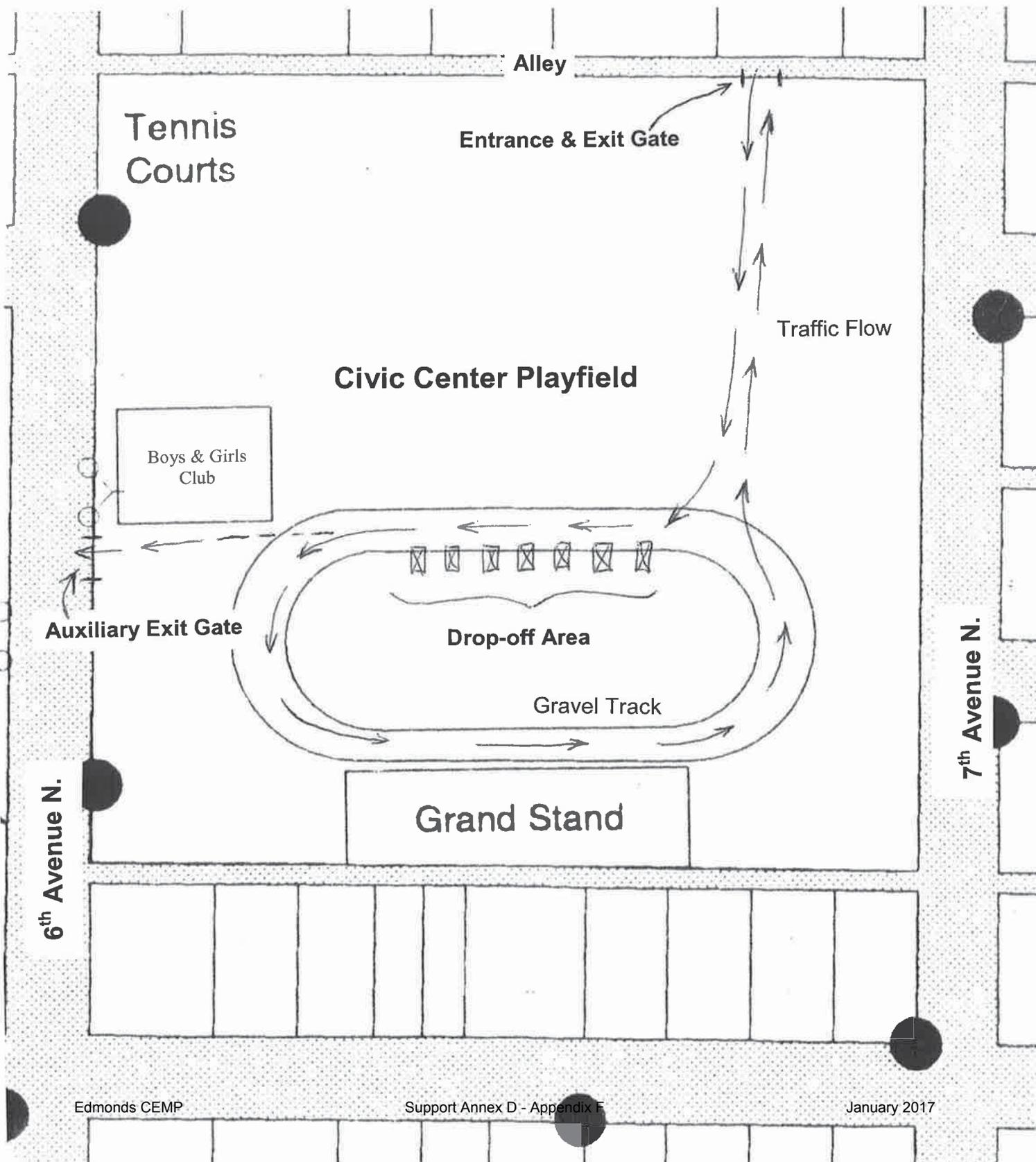
Potential Site Rating     Primary     Secondary     Tertiary



City of Edmonds  
**Neighborhood Collection Site**

# Neighborhood Collection Site Activity Plan Map

## Civic Center Playfield



# **Neighborhood Collection Site #2**

## **Sierra Park**

## Attachment B

# Neighborhood Collection Site Operating Plan

---

## 1.1 Summary

The Neighborhood Collection Site (NCS) is located at Sierra Park, approximately as shown on the Site Location Map, Figure 2. The facility provides service to the local residential population. This Plan of Operation provides a description of the procedures that Edmonds will use to operate the site.

### 1.1.1 Operation Summary

The NCS consists of: A grass field and gravel unloading area with large-capacity drop-box containers. Customers are directed to the unloading area and deposit their solid waste into the containers. Full containers are picked up by a hauler and transported to a permitted disposal site. The solid waste is dumped at the disposal site and the empty containers are returned to the NCS facility as needed.

### 1.1.2 Regulatory Compliance

The NCS should meet the applicable regulatory requirements of WAC Chapter 173-350-310 "Intermediate Solid Waste Handling Facilities." The following sections briefly outline the WAC requirements and how they have been addressed.

#### 1.1.2.1 WAC 173-350-310 Intermediate Solid Waste Handling Facilities

This document will serve as the operating plan identified in WAC 173-350-310. As defined in the WAC "The plan shall describe the facility's operation and shall convey to site operating personnel the concept of operation intended by the designer. The plan of operation shall be available for inspection at the request of the jurisdictional health department. If necessary, the plan shall be modified with the approval, or at the direction of the jurisdictional health department. Each plan of operation shall include the following:"

- a. A description of the types of solid wastes to be handled at the facility; see section 2.4
- b. A description of how solid wastes are to be handled on-site; see section 2.6
- c. A description of the procedures used to ensure that dangerous waste and other unacceptable waste are not accepted at the facility; see section 2.11
- d. Safety and emergency plans; see section 2.8 and 2.10
- e. A description of how equipment, structures and other systems are to be inspected and maintained, including the frequency of inspection and inspection logs; see section 3.1
- f. For putrescibles wastes, an odor management plan describing the actions to be taken to control nuisance odors; not applicable as waste will be removed from the NCS daily.
- g. The forms used to record volumes or weights; see section 3.2
- h. Other such details to demonstrate that the facility will be operated in accordance with this subsection and as required by the jurisdictional health department.

### **1.1.2.2 WAC 173-350-310 (5) (a) (ii) Operating Standards for Drop Box Facilities**

Operations at this facility will meet the requirements of WAC 173-350-310 (5) (a) (ii) Operating Standards for Drop Box facilities:

- a. Be serviced as often as necessary to ensure adequate dumping capacity at all times. Storage of waste outside the drop boxes is prohibited;
- b. Be protective of human health and the environment;
- c. Control rodents, insects, and other vectors;
- d. Control litter;
- e. Prohibit scavenging;
- f. Control dust;
- g. For putrescible waste, control nuisance odors; and
- h. Have a sign that identifies the facility and shows at least the name of the site, and, if applicable, hours during which the site is open for public use, what materials the facility does not accept and other necessary information posted at the site entrance;

## **2 OPERATIONS**

### **2.1 Hours**

The NCS will be open from 8 am to 5 pm, Monday - Saturday. The site hours may be and could be revised to meet operational needs.

### **2.2 Staffing**

The NCS will be staffed by one or more staff responsible for observing and measuring refuse loads, keeping the site free of litter and debris, contacting the hauler when drop box containers are full and contacting the appropriate authorities in case of emergency.

### **2.3 Vehicle Traffic**

All vehicles using this NCS will enter and exit through designated gates on 190<sup>th</sup> St. SW. Vehicles will be directed to the appropriate areas for unloading.

### **2.4 Allowable Materials**

This site will only handle the following types of debris:

- X Construction and Demolition debris
- X Vegetative debris
- X Municipal Solid Waste
- X White goods

### **2.5 Site Operations**

Debris will be transported to the site by citizens and loaded by citizens and staff into large-capacity drop-box containers located at the unloading area. The containers will have a screened lid, and will be emptied at a permitted facility when full.

The maximum amount of debris allowable on site will be dictated by the number of containers on-site. No debris will be left at the site over night. See attached NCS Activity Plan Map.

### **2.5.1 Debris Movement**

Vehicles will back up to a designated spot in the unloading area and deposit debris into the drop-box containers. Scavenging will not be permitted at the site. Customers are instructed to keep small children and animals in their vehicles when at the facility.

### **2.5.2 Cleaning**

Site staff will be responsible for picking up debris and litter at the site, sweeping the concrete area and sweeping and raking spilled debris. Debris and spilled refuse will be placed in the drop-box containers.

## **2.6 Site Controls**

The following strategies will be used to mitigate nuisance conditions at the site.

### **2.6.1 Site Access**

Fences will be used to prevent unauthorized access to the site.

### **2.6.2 Vector Control**

Waste will be removed from the NCS on a daily basis. NCS site grounds will be kept clean by operating personnel. No formal vector or pest controls beyond removing the waste on a daily basis and maintaining the NCS site in a clean & sanitary condition are anticipated.

### **2.6.3 Bird Hazards**

No bird hazards are anticipated for this NCS site. Waste will be removed from the NCS on a daily basis. NCS site grounds will be kept clean by operating personnel. No bird controls beyond removing the waste on a daily basis and maintaining the NCS site in a clean & sanitary condition are anticipated.

### **2.6.4 Nuisance Odors**

Waste will be removed from the NCS on a daily basis. NCS site grounds will be kept clean by operating personnel. No nuisance odors are anticipated as all waste will be removed by the end of each day and the site will be maintained in a clean & sanitary condition.

### **2.6.5 Storm water runoff**

Storm water impacts from this temporary NCS site are not anticipated as the drop boxes & waste unloading activities will be located on an impervious surface area and wastes will be immediately loaded into the drop-boxes. Impervious surface for this site may consist of asphalt or plastic/PVC sheeting. Spilled waste at this temporary NCS site will be swept up or otherwise picked up on an ongoing basis during site operations and all wastes will be removed by the end of each day.

## **2.7 Safety Plan**

The City of Edmonds has on file with the Department of Labor and Industries a recognized accident prevention program. The Snohomish County *Operational Disaster Debris Management Plan* includes a detailed safety plan for disaster debris operations. The

City of Edmonds accident prevention program is in compliance with all OSHA and WISHA regulations. A City of Edmonds Safety Manual and Operations Plan will be kept at the site.

## **2.8 Training**

The Snohomish County *Operational Disaster Debris Management Plan* includes a detailed training plan for employees who participate in disaster debris operations.

## **2.9 Emergency Plans and Procedures**

The general types of emergency conditions that may occur include fire and explosions. A list of emergency phone numbers and contacts will be kept at the facility and updated annually.

The general response to an emergency is:

- Assess the conditions and the impact on public health and operation of the facility.
- Determine the immediate response required with regard to public health and safety considerations.
- Notify the appropriate personnel, utilities and regulatory agencies as soon as possible.
- Take corrective action to restore the facility to normal operation.

Emergency telephone numbers include:

- Fire Department 911
- Law Enforcement Agency 911
- Snohomish Health District 425-339-5250
- Department of Ecology (360) 407-6300

The nearest hospital is Swedish Stevens Hospital, which is located at 21600 76<sup>th</sup> Ave. W, Edmonds, Washington.

### **2.9.1 Fire**

Immediate fire protection for the site will be provided by portable fire extinguishers. Staff will be familiar with the location of the fire extinguishers and trained in their use. All fire extinguishers will be inspected annually. Any smoldering debris found at the facility will be extinguished by portable fire extinguisher. The waste will then be turned over and allowed to cool. All debris must be completely extinguished before loading into the drop box containers to prevent a fire in the containers. In case of a major fire, the public will be evacuated, all personnel will leave the area and the local fire department will be notified. The site will be closed to all emergency vehicles. The nearest fire station is located approximately 1 mile from the NCS.

### **2.9.2 Explosions**

The most likely source of explosion is reactive or explosive waste inadvertently disposed of by the public. This could include small amounts of hazardous wastes, containers of gasoline or other explosive liquid, fireworks or ammunition. To minimize the potential for these occurrences, waste coming into the site will be observed by site staff. If suspicious containers or materials are noted, the local fire department will be contacted regarding proper removal and disposal.

If an explosion occurs at the drop box facility, eliminating any possible ignition sources, such as vehicles and open flames, and evacuating the area will prevent the potential for

further explosions and injury. Anyone injured by an explosion will be given first aid and the fire department or paramedics will be contacted immediately. The gates to the facility will be closed to all but emergency vehicles.

## **2.10 Hazardous Waste**

No hazardous waste, whether HHW or regulated business waste should be handled through the NCS site. Residents or businesses that bring hazardous waste to the NCS will be directed to take the material to one of the fixed moderate risk waste (MRW) collection facilities or other suitable debris management sites. If hazardous waste is found in the drop box containers, access to the area will be restricted. Any flames or other potential sources of ignition will be removed from the area. The Snohomish health District and appropriate regulatory agencies will be notified. A hazardous waste materials response team will be called to investigate the waste and determine how to remove it.

Debris from private vehicles may contain some small amounts of household hazardous waste. Visual inspection of the materials cannot be expected to remove all quantities. However, large and substantial amounts of hazardous waste will be strictly prohibited from the neighborhood collection facility unless the facility is configured to handle and process this type of waste.

## **2.11 Spill Control Plan**

The NCS will not accept liquids or barrels that may contain liquids. Liquid spills must be prevented from getting into storm drains. If a liquid spill is noticed at the site the following actions will be taken:

- Restrict access to the area by the public.
- Berm off the area with absorbent material, such as newspaper and cardboard that is available at the site, and prevent the liquid from reaching the storm water drains or runoff ditches.
- Call a hazardous materials response team to investigate the liquid and determine how to remove it
- If the liquid spilled is determined to be oil or hazardous material, notify the Washington State Department of Ecology at 1-425-649-7000 and the Snohomish health District at 425-339-5250.
- If the liquid spilled is determined to be non-hazardous, dispose of wet absorbent material in the drop-boxes.
- If necessary, clean the floor to remove any contaminants.

## **2.12 Closure**

### **2.12.1 General**

The NCS will have a limited operational life based on the needs of the debris causing incident. The final disposition of the site facilities and closure of the site will depend on the pre-disaster use and the future use of the site. In general sites will be returned to their pre-use condition. The following section presents a general closure plan for the facility.

### **2.12.2 Closure Procedure**

- Any structures or machinery used to operate the site will be removed.
- All waste will be removed from the site.

- New utilities installed as part of site development will be disconnected and the structures supporting them removed. This would include telephone and electricity.
- The drop-box area would be graded to a smooth surface or pre-existing contours. For unpaved portions of the site that were disturbed, a topsoil mixture would be applied, and a natural vegetative mix would be seeded over the area. Alternatively the site could be paved and/or developed for its next use.
- Paved surfaces will be swept clean and returned to pre-existing conditions. Storm water catch basins shall be inspected and cleaned of accumulated debris if necessary.

## **3 FACILITY INSPECTIONS, RECORD KEEPING AND REPORTING**

### **3.1 Inspections**

The City of Edmonds will conduct site inspections daily during the life of this NCS to maintain the facility in good operating order and identify items needing maintenance. An inspection sheet will be filled out for each inspection and will be kept on site in a logbook.

### **3.2 Record keeping**

Daily records will be kept of the amount and type of solid waste delivered to and removed from the site tracking the following factors:

- Waste delivered by the public will be documented by volume.
- The number and type of vehicles coming to the site
- Address where each load of debris originated from

A Daily Site Activity Form should be included as an attachment to this document<sup>1</sup>.

### **3.3 Reporting**

A report will be prepared and submitted to the Snohomish health District in accordance with WAC 173-350-310 following the closure of the site. If the site is operated longer than one year annual reports will be provided. The report will describe facility activities for the previous year and will contain the following minimum information:

- Facility name and address
- Calendar year reported
- Annual quantity and type of debris received

---

<sup>1</sup> A sample daily site activity log is included as attachment G to this document.

# Debris Management Site Inventory

## Investigation of Site Suitability

<b>Site Name: Sierra Park</b>			<b>Parcel Number 00481600600200</b>		
<b>Site Address:</b>		80 <sup>th</sup> Ave. W & 191 <sup>st</sup> St. SW		<b>Site Coordinates:</b>	
<b>Estimated Property Size:</b>		5.5 acres		<b>N 47.826</b>	
<b>Site Owner:</b>		City of Edmonds			
<b>Ownership Type:</b>		<input checked="" type="checkbox"/> Jurisdiction Property		<input type="checkbox"/> County Property	
				<input type="checkbox"/> Private Property	
<input type="checkbox"/> Other (describe)					
<b>Owner Address:</b>		121 5 <sup>th</sup> Ave. N			
<b>Owner Phone:</b>		425-775-2525			
<b>Owner Email:</b>					

### Site and Neighboring Properties Characterization

Characteristic	Comments
Current Use	Neighborhood park
Proposed Future Land Use	Unknown
Current Land use/Zoning	Public Use
Restoration Time Requirements	Unknown
Proximity to School, Church, or Community Center	.5 mile
Property Topography	Flat
Environmental Considerations	Potential for ground/surface water contamination
Open Water or Wetlands	None
Proximity to Ground Water Wells (wellhead protection area)	Unknown
Within 100-year floodplain	No
Soil/Slope Integrity	Good
Surface Water Drainage	Fair
Suitable for use in wet weather	Yes
Prevailing Wind Direction	Unknown
Brownfield Site	No
Superfund Site	No
Archeological or Historic Properties or Artifacts	None
Underground Utilities (water, wastewater, natural gas, electricity)	Yes
Noise Control Buffer	No
Adjacent to Airport/Airfield	No
Access to Electrical Service	Yes
Access to Water Service	Yes
Access to Sewer Service	No
Existing Lighting	Parking area only
Traffic Ingress/Egress Capacity	Will require traffic control plan & attendants
Transportation accessibility (topography, traffic congestion)	Suitable
Capable of Accepting Heavy Trucks (site and neighboring roads)	Yes
Proximity to Major Roadway	Within 1 mile of 196 <sup>th</sup> St. SW
Fencing and Other Security Features	Yes

**Site Preparation Level of Effort**    High       Medium       Low

Suitability to Wet Weather  High  Medium  Low  
Ability to Serve Spatial Area  High  Medium  Low

**Recommended Uses for This Site:**

C&D  Vegetative  White Goods  
 Hazardous Waste  Other (describe)

**Reduction Methods Acceptable for This Site:**

Open Burning  Incineration  
 Grinding  Other (describe) Collection & consolidation for transport only

**Site Map: Please indicate intended use areas, traffic management patterns, utilities, and any other elements that will involve or impact operation of the site.**

**See attached NCS Activity Plan Map – Sierra Park**

**List Jurisdictions that could utilize this site:** City of Edmonds

**Closest Recycling Facility Available to This Site:** Recycling Area at the County's SWRTS facility in Mountlake Terrace

**Closest Yard Waste/Composting Facility Available to This Site:** Fruhling Sand & Topsoil, 1010 228<sup>th</sup> St. SW, Bothell

**Closest CDL Facility Available to This Site:** Unknown

**Closest Transfer Station Available to This Site:** Southwest Recycling & Transfer Station, 21311 61<sup>st</sup> Place W, Mountlake Terrace

**Closest Landfill Available to This Site:** Unknown

**Date of Site Survey:** 10/2010

**List pictures or other observations taken during site visit:**

**Potential Site Rating**  Primary  Secondary  Tertiary



City of Edmonds  
**Neighborhood Collection Site**

# Neighborhood Collection Site Activity Plan Map

## Sierra Park



Sierra Park

190TH ST SW

Traffic Flow

Entrance & Exit Gate

Field Area

Drop-off Area

81ST AVE

80TH AVE W

192ND ST SW

## **Appendix G**

### **Pre-Qualified Agreements with the City of Edmonds' Certified Solid Waste Haulers**

## **Appendix G – Pre-Qualified Agreements with the City of Edmonds’ Certified Solid Waste Haulers**

The following letters qualify as letters of agreement from the City of Edmonds certified waste hauling companies:

- Letter from the Operations Manager at Republic Services of Lynnwood (formally Allied Waste Services).
- Letters from the President of Sound Disposal, Inc. – one from the company proper and two that Sound Disposal has elicited from both Republic Services and Rubatino Refuse Removal, Inc., in regards to additional resources.



May 20, 2010 (reissued August 3,2011)

Phil Williams  
Public Works Director  
7110 – 210<sup>th</sup> St. SW  
Edmonds, WA 98026

Dear Mr. Williams:

Allied Waste of Lynnwood is a Washington Utilities and Transportation Commission (WUTC) certified hauler in Snohomish County for the City of Edmonds (see WUTC Tariff 4, Appendix A for our exact boundaries) with certificate number G-12 as authorized in the Revised Code of Washington (RCW) 80.04.77 and 81.80. At the request of the City of Edmonds Public Work Department, we are providing this written assurance of our ability to meet the obligations of our WUTC certificate in the event of a debris generating event with the WUTC approved tariff structure.

Washington Administrative Code (WAC) 480-70-151 provides us the ability to contract with other companies for equipment and services to meet our collection obligations in our service areas with the WUTC approved tariff rates. This ability is important during a disaster event if we need to supplement our services. We understand that we are responsible for the following types of services during a debris generating event:

- Transport of vegetative debris from city right of way (ROW) to either a neighborhood collection center for segregation or to a County Temporary Staging and Reduction Site (TDSRS).
- Transport of construction and demolition debris from ROW to either a neighborhood collection center for segregation or to a County TDSRS.
- Transport segregated debris from neighborhood collection sites to County TDSRS.
- Transport segregated debris from TDSRS to either a recycling facility or a location for transport to the RDC landfill.
- Transport commercial and private property demolition debris.

To support our transportation responsibilities detailed above we have had discussions with a variety of equipment vendors. Further we have established open accounts with these vendors that will allow us to rent and/or contract for the use of all necessary equipment to fulfill these responsibilities. The list below represents the types of trucks and equipment we would anticipate needing to respond to a debris generating event:

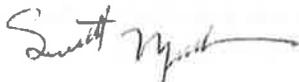
- Semi Tractors
- Wheeled Loaders
- Truck Mounted Grapple Hooks
- Backhoes

In addition to being able to secure all required equipment, we also have existing relationships with temporary employment agencies that will allow us to source any additional personnel that might be required to augment our regular crews.

We are confident that Allied Waste possesses the needed expertise, resources, and relationships to successfully fulfill our obligations to the City of Edmonds in responding to any debris generating event that the city may experience.

We look forward to continuing to work with the City of Edmonds on this important issue.

Sincerely,



Scott Mullan  
Operations Manager  
Allied Waste of Lynnwood

# Sound Disposal, Inc.

P.O. Box 487 • Edmonds, Washington 98020 • (425) 778-2404 • FAX (425) 672-2158

June 11, 2010

Noel F. Miller  
City of Edmonds Public Works Director  
7110 210<sup>th</sup> St. SW  
Edmonds, WA 98026

Dear Mr. Miller

Re: Emergency/Disaster Plan

Sound Disposal, Inc. is a Washington Utilities and Transportation Commission (WUTC) certified hauler in the City of Edmonds located in Snohomish County (see attached map)-Certificate G-82-as authorized by Revised Code of Washington (RCW) 80.04.77 and 81.80. At the request of the City of Edmonds Public Works Department, we are providing the written assurance of our ability to meet the obligations of our WUTC certificate in the event of a debris generating event with the WUTC approved rate structure.

Washington Administrative Code (WAC) 480-70-151 provides us with the ability to contract with other companies for equipment and services to meet our collection obligations in our service areas with the approved tariff rates. This ability is important during a disaster event if we need to supplement our services. We understand that we are responsible for the following types of services during a debris generating event:

- Transport of vegetative debris from city right of way (ROW) to either a neighborhood collection center for segregation or to a County Temporary Staging and Reduction Site (TDSRS).
- Transport of construction and demolition debris from ROW to either a neighborhood collection center for segregation or to a County TDSRS.
- Transport segregated debris from neighborhood collection sites to County TDSRS.
- Transport segregated debris from TDSRS to either a recycling facility or a location for transport to the RDC landfill.
- Transport commercial and private property demolition debris.

To support our transportation responsibilities detailed above, we have contacted a variety of equipment providers which would allow us to rent and/or contract for the use of all necessary equipment to fulfill these responsibilities. The list below represents the type of trucks and equipment we would anticipate needing to respond to a debris generating event:

\*Semi Tractors.

- \*Wheeled loaders
- \*Truck mounted grapple Hooks
- \*Backhoes

In addition to being able to secure all needed equipment, we have access to temporary employees that may be required to augment our regular crews.

We are confident that Sound Disposal possesses the needed expertise, resources, and relationships to successfully fulfill our obligations to the City of Edmonds in responding to any debris generating event that the city may experience.

We look forward to continuing to work with the City of Edmonds on this important issue.

Sincerely

A handwritten signature in cursive script that reads "Evelyn Nicholson Pres., Sec Treas".

Evelyn Nicholson, Pres., Sec/Treas.  
Sound Disposal, Inc.



June 11, 2010

Evelyn Nicholson  
Sound Disposal, Inc.  
PO Box 487  
Edmonds, WA 98020

RECEIVED  
MAR 02 2011  
PUBLIC WORKS DEPT.

Re: Emergency Response – City of Edmonds

Dear Evelyn:

This letter is to verify that in the event of a debris creating emergency, either natural or human in origin, Allied Waste Service of Lynnwood will cooperate with Sound Disposal, Inc to ensure they have the resources necessary to clear these debris within their service area in a timely manner. Allied's assistance will be logistical in nature and may take the form of personnel and/or equipment.

Sincerely,

A handwritten signature in blue ink that reads 'Scott Mullan' with a long horizontal flourish extending to the right.

Scott Mullan  
Operations Manager  
Allied Waste Services of Lynnwood

---

21325 - 66<sup>th</sup> Avenue West  
Lynnwood, WA 98036-7327  
425.778.0188 / Fax: 425.778.1148  
[www.disposal.com](http://www.disposal.com)



2812 HOYT AVENUE  
P.O. BOX 1029 • EVERETT, WA 98206-1029  
(425) 259-0044 • FAX (425) 339-4196  
www.rubatino.com

June 7, 2010

Evelyn Nicholson  
Sound Disposal Inc.  
PO Box 487  
Edmonds WA 98020

Re: Emergency Response

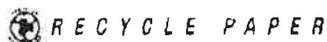
Dear Evelyn,

This is to verify that, in the event of an emergency, either natural or human originated, Rubatino Refuse Removal Inc. will provide to Sound Disposal Inc. whatever assistance is necessary to respond to the needs of the incident. This assistance may be in the form of personnel and/or equipment.

Sincerely,

A handwritten signature in black ink, appearing to read "Lawrence R. Goulet", is written over a horizontal line.

Lawrence R. Goulet  
Rubatino Refuse Removal Inc.



# **Appendix H**

## **Debris Management Operations Forms**

## **Appendix H – Debris Management Operations Forms**

*Included herein:*

Notice of Intent to Operate forms:  
Civic Center Playfield  
Sierra Park

Daily Site Activity Log templates:  
Civic Center Playfield  
Sierra Park

# Notice of Intent to Operate

## Debris Management Site and Neighborhood Collection Site

### Site Information

Site Type:	<input checked="" type="checkbox"/> Neighborhood Collection Site		
	<input type="checkbox"/> Debris Management Site		
Site Name:	Civic Center Playfield	Parcel Number	0043421000000
Site Address:	300 Sixth Avenue N., Edmonds WA 98020	Site Coordinates:	N 47.812
Estimated Property Size:	8.1 acres		W 122.374
Site Owner:	City of Edmonds		
Ownership Type:	<input checked="" type="checkbox"/> Jurisdiction Property	<input type="checkbox"/> County Property	<input type="checkbox"/> Private Property

### Agency Operating Site

Agency Name:	City of Edmonds	Agency Contact:	Phil Williams
Agency Address:	121 Fifth Avenue N., Edmonds WA	Contact Title:	Public Works Director
Contact Phone:	425-771-0235	Contact Email:	phil.williams@edmondswa.gov

### General Description of Activity to be Performed at Site

The Neighborhood Collection Site (NCS) consists of: A gravel unloading area with large-capacity drop-box containers. Customers will be directed to back up to a location at the edge of the unloading area and deposit their solid waste into the containers. Full containers will be picked up by a hauler and transported to a permitted disposal site. The solid waste is dumped at the disposal site and the empty containers are returned to the NCS facility as needed.

*Submit this form along with the completed Debris Management Site Inventory form and Debris Management or Neighborhood Collection Site Operating Plan to your local health agency.*

# Notice of Intent to Operate Debris Management Site and Neighborhood Collection Site

## Site Information

Site Type:	<input checked="" type="checkbox"/> Neighborhood Collection Site		
	<input type="checkbox"/> Debris Management Site		
Site Name:	Sierra Park	Parcel Number	00481600600200
Site Address:	80 <sup>th</sup> Avenue & 191 <sup>st</sup> St. SW, Edmonds 98026	Site Coordinates:	N 47.826
Estimated Property Size:	5.5 acres		W 122.343
Site Owner:	City of Edmonds		
Ownership Type:	<input checked="" type="checkbox"/> Jurisdiction Property	<input type="checkbox"/> County Property	<input type="checkbox"/> Private Property

## Agency Operating Site

Agency Name:	City of Edmonds	Agency Contact:	Phil Williams
Agency Address:	121 Fifth Avenue N, Edmonds 98020	Contact Title:	Public Works Director
Contact Phone:	425-771-0235	Contact Email:	phil.williams@edmondswa.gov

## General Description of Activity to be Performed at Site

The Neighborhood Collection Site (NCS) consists of: A grass field and gravel unloading area with large-capacity drop-box containers. Customers will be directed to back up to a location at the edge of the unloading area and deposit their solid waste into the containers. Full containers will be picked up by a hauler and transported to a permitted disposal site. The solid waste is dumped at the disposal site and the empty containers are returned to the NCS facility as needed.

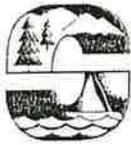
*Submit this form along with the completed Debris Management Site Inventory form and Debris Management or Neighborhood Collection Site Operating Plan to your local health agency.*





**Appendix I**

**Letter of Approval from Snohomish Health  
District**



SNOHOMISH  
HEALTH  
DISTRICT

ENVIRO. MENTAL HEALTH DIVISION  
3020 Rucker Avenue, Suite 104  
Everett, WA 98201-3900  
425.339.5250 FAX: 425.339.5254  
Deaf/Hard of Hearing: 425.339.5252 (TTY)

December 17, 2010

RECEIVED  
JAN 26 2011  
PUBLIC WORKS DEPT.

Phil Williams, Director  
City of Edmonds Public Works  
7110 210<sup>th</sup> Street SW  
Edmonds, WA 98026

Subject: Approved Operation Plan for Neighborhood Collection Site

Dear Mr. Williams:

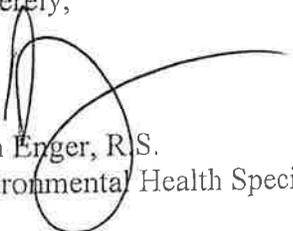
The Snohomish Health District would like to thank the City of Edmonds for partnering with Snohomish County in developing a coordinated response and recovery plan for collecting and removing waste following a debris generating event.

The Snohomish Health District has reviewed and approved the City of Edmonds's NCS Operation Plan. These sites are intended to be operated during declared disaster as a component of the Debris Management Plan for Snohomish County. In consultation with the Department of Ecology it has been determined that the Debris Management Plan does not require a solid waste handling permit.

Before opening these site(s), the City of Edmonds is to notify the Health District of its intent to operate. During the operation, the Health District will be available to provide technical assistance to your staff specific to handling and disposal of solid waste. Once the site(s) are closed, the Health District will do a final inspection to ensure that all waste has been removed and disposed of properly.

If you have any questions, please feel free to contact me at 425.339.5250.

Sincerely,



Aran Enger, R.S.  
Environmental Health Specialist

AE:ek

c: Dawn Marie Maurer, Department of Ecology  
Deanna Carveth, Snohomish County Solid Waste