RESOLUTION 1084

CITY OF LACEY

A RESOLUTION ADOPTING THE 2019 CITY OF LACEY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

WHEREAS, the City staff in conjunction with other emergency agencies has promulgated a 2019 update to the City's Comprehensive Emergency Management Plan, which updated plan will be beneficial to the City of Lacey and its citizens, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON:

1. The Comprehensive Emergency Management Plan attached hereto is hereby adopted as the 2019 City of Lacey Comprehensive Emergency Management Plan.

2. The Mayor is authorized to sign a letter of promulgation in the form attached hereto formally promulgating the Emergency Management Plan for the use of the City and its citizens.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this 12th day of March, 2020.

CITY COUNCIL

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

CITY OF LACEY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

2019 UPDATE

City of Lacey
Comprehensive Emergency Management Plan

Letter of Promulgation

The Lacey City Council is pleased to officially promulgate the (YEAR) City of Lacey Comprehensive Emergency Management Plan (CEMP). The City of Lacey has prepared this emergency management plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

This Comprehensive Emergency Management Plan attempts to be all-inclusive in combing the four phases of Emergency Management; *Mitigation*: activities that eliminate or reduce the probability of disaster; *Preparedness*: activities that governments, organizations, and individuals develop to save lives and minimize damage; *Response*: activities that prevent loss of lives and property and provide emergency assistance; and *Recovery*: short and long term activities that return all systems to normal or improved standards.

City of Lacey elected officials and employees and other public and private organizations are responsible for the primary response and recovery goals of emergency management in any hazard that impacts the City and other local jurisdictions during an emergency or disaster and to maintain a comprehensive internal process for conducting daily business before, during, and after an emergency or disaster.

Adopted by the City Council and approved by the Mayor this _____ day of _____, (YEAR).

_____
(NAME), Mayor
City of Lacey

DRAFT

EXECUTIVE SUMMARY OF THE CITY OF LACEY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

I. MISSION

When an emergency/disaster is imminent or has occurred, the City will respond according to disaster planning to preserve life and property, to mitigate the effects of a disaster, and recover from it. City officials will implement emergency statutes and ordinances, and will mobilize and commit their emergency resources as required by the needs of the citizens and as prescribed in the Comprehensive Emergency Management Plan (CEMP).

The general responsibilities and goals of the City are outlined in the Basic Plan, Appendices, Annexes, and Emergency Support Functions (ESFs) found in the CEMP.

II. THREE PHASES OF EMERGENCY PLANNING OPERATIONS

A. Preparedness and Mitigation

To minimize the effects of an emergency/disaster and to facilitate recovery efforts, the City of Lacey has:

1. Produced a Hazards Identification and Vulnerability Analysis.

2. Developed a Comprehensive Emergency Management Plan.

3. Engaged in land use planning.

4. Instituted training for the effective use of all available resources; and, continued to pass ordinances, such as the Floodplain Management and Automatic Sprinkler Systems Ordinances, to reduce the impact of an emergency/disaster.

6. Adopted the Natural Hazards Mitigation Plan for the Thurston Region, which identifies eleven mitigation initiatives specific to the City of Lacey.

B. Response

When advised that an emergency/disaster is imminent or has occurred, each department of the City of Lacey will respond according to this plan and the departments' emergency procedures. The Emergency Coordination Center (ECC) will be activated as the central coordinating point for

emergency services and resources will be allocated as needed.

C. Recovery

After the threat to life and property has passed, recovery operations will be coordinated through the ECC in cooperation with the Thurston County ECC and the Washington State EOC, to provide services in order to restore the normal functions of the community.

III. General Concept of City Emergency Response

Incident Command System

The City's response will be based on the Incident Command System (ICS), the model tool for *command, control,* and *coordination* of a response by providing the means to coordinate the efforts of individual departments and agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.

The ICS organization is built around five major components: (1) Command, (2) Planning, (3) Operations, (4) Logistics, and (5) Finance/Administration

Functional Classifications

There are five functional classifications for the use of City employees during response and recovery to an incident requiring implementation of this Plan. Those functions are: (1) Planning - information gathering and dissemination, (2) Operations - performing the actual response and recovery efforts, (3) Logistics - providing supplies and support for the responders and ECC staff, (4) Finance/Administration - accounting for costs and preparing documentation for possible reimbursement, and (5) the General Labor Pool.

All employees of the City will be assigned to one of the above functional classifications depending on their personal skills and abilities. The City response will depend on those persons each responding for duty where they can best serve, rather than by their typical departmental assignment. For example: staff with abilities to assist Information Services may be assigned that task, regardless of what department they are from; or those with specialized construction knowledge may be assigned to perform building/structural evaluations and posting of buildings. Employees with data collection skills may be assigned to the Planning Section to perform the information collection function.

All employees will be assigned to a specific task, or to the General Labor Pool. It is declared by policy that all employees are a part of the General Labor Pool by default, to be used as the incident's response and recovery dictates.

RECORD OF REVISIONS

The Comprehensive Emergency Management Plan will be reviewed annually and updated as necessary. Coordination of the plan review will be the responsibility of the Director of Emergency Management. Copies of revised portions will be sent out to all names shown on the distribution list.

Date of Revision	Section/Title	Page	New or Update
7/2013	Complete revision; reformatting.	All	Update
12/2018	Updates to Basic Plan; reformatting.	All	Update

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
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CITY OF LACEY EMERGENCY MANAGEMENT STRUCTURE

Day-to-day organizational structure

Legislative

Mayor/City Council

Executive

City Manager
Directors
City Attorney

Emergency Management Coordinators (emergency planning, coordination)

HR Mgmt. Analyst
PW Mgmt. Analyst

Emergency Services Committee will be made up of members from the following departments:

Community Development
Finance
Human Resources
Information Services
Parks & Recreation
Police
Public Affairs
Public Works
Lacey Fire District #3

Position	Routine Operations (Day-to-Day)	EOC Activation (Emergency Operations)
Mayor/City Council	Legislative Body	Policy Group
City Manager	Executive	Policy Group
City Attorney	Legal Counsel	Policy Group
PA/HR Director	Executive	Public Information Officer
PA Management Analyst	Emergency Services Committee	Public Information Officer
Police Commander	Emergency Svcs Coordinator	ECC Manager
HR Management Analyst	Emergency Svcs Coordinator	Liaison Officer
Finance Director	Executive	Finance/Admin Section Chief
Accounting Manager	Emergency Services Committee	Backup Fin/Admin Section Chief
Information Services Mgr	Emergency Services Committee	Backup Fin/Admin Section Chief
Parks & Recreation Director	Executive	Logistics Section Chief
PW Management Analyst	Emergency Services Committee	Emergency Management Coordinators
Recreation Coordinator	Emergency Services Committee	Backup Logistics Section Chief

Police Chief	Executive	Operations Section Chief/Backup ECC Manager
Public Works Director	Executive	ECC Manager
PW Operations Manager	Emergency Services Committee	Incident Command
PW Water Resources Manager		Backup Planning Section Chief
Engineer Technician III	Emergency Services Committee	Ham Operator
Community Development Dir	Executive	Planning Section Chief
Building Official	Emergency Services Committee	Backup Planning Section Chief

BASIC PLAN

INTRODUCTION

A. Definitions

1. Basic Plan: An overview of the City of Lacey's approach to emergency operations. The overview provides a details related to emergency response policies, describes the City's response organization, and assigns tasks. The intended audience of the plan is the Mayor, City Council, City Manager, and Emergency Operations Center staff that represent various City departments. The plan provides a foundation and helps guide future policy and operation development.

B. Mission

To preserve lives and property, the City of Lacey shall take appropriate actions to mitigate, prepare for, respond to, and recover from natural and technological disasters that can be reasonably anticipated within its jurisdiction.

C. Purpose

This document is the disaster plan required by law and is the basis of the City's Comprehensive Emergency Services Program. Other plans and procedures exist that give specific details on how to mitigate, prepare for, respond to, and recover from disasters. This Basic Plan is intended to provide general guidance for City employees in carrying out duties during an emergency/disaster by:

1. Establishing emergency management functions and the responsibilities of City staff.

2. Ensuring cooperation and coordination with other cities, Thurston County, fire districts, state and federal agencies, private businesses, and regional partners.

3. Providing for the continuity of government in the City during and after a disaster.

4. Providing for the effective assignment and utilization of all employees, equipment, and other resources made available by mutual aid agreements.

D. Scope

This Plan considers the emergencies and disasters likely to occur as those described in the *City of Lacey Hazard Identification and Vulnerability Analysis* (HIVA – See Appendix 7). It describes:

1. Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.

2. Underlying policies and procedures related to emergency management in the City of Lacey.

3. Use of government, private sector, and volunteer resources.

E. Emergency Services Program Organization

Lacey's Emergency Services Program is organized as follows:

1. The City of Lacey operates under a Council/Manager form of government. Members of the City Council make up the legislative branch, and the City Manager is the executive branch. The legislative and executive branches of the City are responsible for overall policy direction within the City.

2. The City Manager has assigned Emergency Services Coordinators to plan and implement the Emergency Services Program on a day-to-day basis. During an emergency the City Manager will serve on the Policy Team and the Emergency Coordination Center will be managed by assigned staff.

3. The City of Lacey does not have a department directly responsible for emergency management. The program is organized and implemented by staff from various departments who have been given the responsibility to carry out emergency management functions. These staff members rely on relationships with the Thurston County Department of Emergency Management (DEM) and other members of the Emergency Management Council of Thurston County to carry out their mission and purpose.

4. The Emergency Services Coordinators oversee the Emergency Services Committee. It is a working group of City employees who meet on a monthly basis to mitigate, plan, and prepare for disasters or other emergencies within the City.

5. The City Manager delegates operational decisions to the City Emergency Coordination Center (ECC) Management Team. It is comprised of Department Directors and other key staff. These individuals make up the leadership of the ECC during activation and serve as Functional Section Chiefs under the Incident Command Structure.

6. The Mayor chairs the Policy Team, which is comprised of the Mayor and City Council, City Manager, and City Attorney. Their role is to make general policy decisions based on recommendations from the ECC Management Team.

7. The Emergency Services Coordinators serve as liaisons between the Emergency Services Committee and the ECC Management Team. The ECC Manager and/or Public Information Officer serves as a liaison between the ECC Management Team and the Policy Team.

F. Plan Adoption, Review, and Maintenance

1. The Lacey Mayor and City Council have the responsibility and authority for adopting this Plan. Once adopted, the Emergency Services Coordinators shall submit the Plan to the Washington State Emergency Management Division (EMD).

2. The City Emergency Services Coordinators are responsible for overseeing the review and implementation of this Plan, under the direction of the City Manager. They shall coordinate a formal Plan review at least every two years.

3. The Emergency Services Coordinators are responsible for incorporating changes into the Plan. These changes may be identified during emergency response and recovery operations, disaster exercises, and/or prompted by changes in legislation, technology, or government organization.

4. City Departments are responsible for participating in the development and maintenance of plan components relevant to their respective emergency management functions. They are listed in Section V, Responsibilities.

5. The Emergency Services Coordinators are responsible for ensuring that other jurisdictions, emergency services agencies, and volunteer organizations identified in this Plan provide accurate and current information for Plan revisions and updates.

6. This Plan supersedes and rescinds all previous editions.

7. If any portion of this Plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the Plan.

G. Plan Implementation

1. The Emergency Services Coordinators shall assist City Departments with identifying elements of this Plan that support their plans, policies and procedures, and integrating them where appropriate.

2. The Emergency Services Coordinators shall work with other jurisdictions, emergency services agencies, and volunteer organizations to help them integrate the concepts and activities presented in this plan into their emergency response and recovery plans, policies and procedures.

3. The Emergency Services Coordinators shall provide training to City Officials, Department Directors, and staff about implementing this Plan.

4. The Emergency Services Coordinators shall provide training to other jurisdictions, emergency services agencies, and volunteer organizations on this Plan to ensure well-coordinated, disaster-response and recovery operations.

H. Plan Organization

1. This Plan is organized as follows:
    a. Basic Plan
        i. Identifies the Plan's purpose, scope, authority, and oversight.
        ii. Describes the City's Emergency Management Program.
        iii. Establishes emergency management functions and responsibilities.
    b. Appendices and Emergency Support Functions (ESFs)
        i. Provide detailed information for conducting emergency management functions.
    c. Hazard Specific Annexes
        i. Provide detailed information for mitigating, preparing for, responding to, and recovering from specific hazards.

I. Plan Distribution and Availability

1. The Emergency Services Coordinators are responsible for ensuring proper distribution of this Plan and any revisions. They shall provide copies to:
    a. Members of the City ECC Management Team
    b. Members of the City Emergency Services Team

c. Each City Department responsible for an emergency management function, as listed in Section V, Responsibilities

d. Thurston County DEM

e. Thurston County Department of Communications (TCOMM)

2. Upon request, the Emergency Services Coordinators shall provide electronic copies of this Plan to cooperating jurisdictions, agencies, and organizations identified in the Plan.

3. The Emergency Services Coordinators shall ensure that a copy of this Plan is available at:

   a. The City's primary ECC

   b. The City's common drive

POLICIES

A. Authorities

This plan is developed, and maintained under the following statutes and regulations:

1. Local

   a. Lacey Municipal Code 6.01

2. State

   a. RCW 38.52 Emergency Management

   b. RCW 35.33.081 Emergency Expenditures

   c. RCW 35.33.101 Emergency Warrants

   d. WAC Title 118, Division of Emergency Management

3. Federal

   a. Federal Civil Defense Act of 1950

   b. Public Law 96-342 Improved Civil Defense Public Law 93-288 Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act

   c. United States Code (USC): Title 42, Chapter 68, Disaster Relief

   d. Code of Federal Regulations (CFR): Title 44, Emergency Management and Assistance

B. Assignment of Responsibilities

1. The assignment of responsibilities for emergency/disaster response and recovery efforts are described in detail in Chapter IV, Concept of Operations; Chapter V, Responsibilities; and the Appendices, Annexes, and ESFs of this plan.

2. Members of the ECC Management Team maintain Department emergency procedures within their functional areas to guide City employees during an event. They train and exercise employees on the procedures to provide them with a clear understanding of their responsibilities.

C. Limitations

1. The City of Lacey recognizes that it cannot do everything for everyone at the same time, or all that may be requested. The City will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, City resources and systems may be overwhelmed. The responsibilities and principles outlined in this Plan will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

D. Employees to Confirm Safety of Immediate Family

1. The City of Lacey recognizes that City staff will not be fully effective in their working during a disaster if the status of their household is unknown or in doubt. To provide support during emergencies, staff assigned to disaster response functions are encouraged to make arrangements with other staff, friends, neighbors, and relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee or to the ECC.

E. Citizen Preparedness

1. The City of Lacey will not substitute government services for individual responsibility during a threatened or actual disaster. City residents are expected to be aware of a hazardous event for which there is significant media attention, such as severe weather or flooding, and to respond in a safe, responsible manner. Citizens should be prepared to be self-sufficient for at least 72 hours after a disaster, and are encouraged to be prepared for longer periods of time.

F. Waiver of Permit Requirements

1. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or verbally approved as provided for in State law.

G. Mutual Aid

1. If City of Lacey resources prove to be inadequate during a disaster or disaster recovery, requests may be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency-negotiated mutual aid agreements and compacts. Such assistance may take the form of equipment, supplies, personnel, or other capabilities. All mutual aid agreements and compacts shall be entered into by duly authorized officials and shall be formalized in writing whenever possible. The City of Lacey shall coordinate with and support other political jurisdictions within Thurston County and the surrounding region in emergency and disaster mitigation, preparedness, response and recovery efforts as resources allow.

H. Nondiscrimination

1. It is the policy of the City of Lacey to provide equal opportunity to all persons seeking or having access to its services and activities; free from restrictions because of race, color, creed, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any disability.

SITUATION

A. Emergency/Disaster Conditions and Hazards

1. The City of Lacey, due to its location and geological features, is vulnerable to the damaging effects of natural hazards. These include, but are not limited to earthquakes, floods, windstorms, snowstorms, volcanic eruptions, landslides, and fires (see City of Lacey Hazard Identification and Vulnerability Analysis).

2. The City is also vulnerable to a variety of man-made hazards including, but not limited to: hazardous material incidents, explosions, power outages, fires, transportation accidents, and civil disturbances.

B. Planning Assumptions

1. The City of Lacey is responsible for responding to emergencies inside its boundaries. If City resources are unable to control the incident, the City will request local mutual aid and volunteer resources. If these resources are insufficient or become exhausted, the City will request County, State, and/or Federal assistance.

2. Some emergencies or disasters occur with enough warning that appropriate notification can be issued to ensure some level of preparation. Other situations occur with no advanced warning.

3. The City assumes that citizens, businesses, government agencies, and industries will provide their own resources for at least the first three days of an emergency or disaster. (See 3Days 3Ways website)

4. The City complies with the intent of Chapter 38.52 RCW and Title 118 WAC by:

   a. Maintaining procedures for continuity of government.

   b. Maintaining an emergency management organization and facility.

   c. Preparing plans and procedures and maintaining a Comprehensive Emergency Services Program.

   d. Communicating with the Thurston County ECC and State EOC on the status of activities during or following any emergency or disaster.

   e. Issuing local emergency proclamations and requests for State assistance when appropriate.

   f. Preserving essential records.

5. Federal assistance will be available for disaster response and recovery operations under the provisions of the Federal Response Plan and Public Law 93-288.

CONCEPT OF OPERATIONS

A. General

1. The City of Lacey operates under a Comprehensive Emergency Services Program. Under this program, emergency management functions are organized into four phases: mitigation, preparedness, response, and recovery.

2. During emergencies and disasters, the City uses the Incident Command System (ICS) of management. It provides a structure for the command, control, and coordination of response and recovery operations.

B. Emergency Management Concepts

The emergency response capability of the City is adequate for common daily operations. However, its resources can quickly be overwhelmed during disaster response and recovery operations. Therefore, when a disaster is imminent or has occurred, the operational guidelines listed below will be followed:

1. Determine the scope of the situation; mobilize and commit initial emergency response resources as required by the nature of the emergency.

2. Establish Incident Command and commence coordination of local resources. Take action to protect lives, property, and the environment.

3. Activate the appropriate segments of the City ECC Plan.

4. Activate and staff the City ECC at the appropriate level as described in Section C below, as well as in the City ECC Plan.

5. Temporarily assign employees who are not required for essential duties in their regular departments to emergency functions.

6. Establish liaison with the Thurston County DEM and adjacent jurisdictions, if appropriate.

7. Request local mutual aid resources, if needed.

8. Issue a proclamation of emergency, if necessary, to activate emergency powers. Suspend non-essential activities and divert local resources to augment disaster response and recovery activities.

9. If disaster conditions appear likely to exceed the City's capabilities, request support from the County, State, and/or Federal government. Initial requests for assistance shall be made through the Thurston County DEM. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

10. The Washington State EMD will evaluate the City's resource commitment, and State resources may be authorized, if available.

11. In the event that the capabilities of State government are exceeded, federal disaster assistance may be requested by the Governor.

12. Establish local policies and control mechanisms to restore equilibrium, minimize economic dislocation, stabilize prices, preserve existing institutions and organizations, and re-establish community services.

13. Mobilize available local, state, and federal resources to restore the community to its pre-disaster state to the fullest extent possible.

14. Emergency expenditures shall be made in accordance with RCW 35.33.081 and RCW 35.33.101.

15. Emergency contracts shall be made in accordance with RCW 38.52.390.

16. The use of emergency service workers shall be in accordance with RCW 38.52.010(5), 38.52.110(2), and WAC 118-04.

C. Direction and Control

1. The Mayor and the City Council comprise the legislative body of the City. They are responsible for passing ordinances, including emergency ordinances, resolutions, and laws governing the City. **The Mayor declares a State of Emergency in the City when necessary**.

2. As during normal operations, the City Manager or his/her designee directs and controls the activities of the City during emergencies and disasters.

3. The Emergency Services Coordinators oversee the day-to-day emergency management activities for the City. During disasters, the Public Works Director, Police Commander, City Engineer or Police Chief with serve as the ECC Manager as detailed in the ECC Organizational Chart.

4. The City implements ICS to direct, control, and coordinate emergency response and recovery efforts conducted under this plan. The authority of the Incident Commander is limited to those powers specifically granted by statute or derived from this Plan. City departments as well as emergency response and support agencies/organizations agree to carry out their objectives in support of the City ICS structure.

5. The City's Emergency Services Program is composed of three divisions: the Policy Team; the ECC Management Team; and the Emergency Services Committee. The responsibilities, authorities, and composition of each are as follows:

    a. Policy Team

        The Mayor chairs the Policy Team, which is comprised of the Mayor, City Council, City Manager, and City Attorney. Their role is to make general policy decisions based on recommendations from the ECC Management Team. The ECC Manager or Public Information Officer

serves as a liaison between the Policy Team and the ECC Management Team.

The Policy Team shall perform the following duties:

i. When requested by the Mayor, City Manager, or ECC Manager, each Council member shall report to the City Hall Council Workroom (or alternate designated site).

ii. The Policy Team is responsible for passing emergency ordinances necessary to support City emergency operations, and to allow for continuity of all required governmental functions.

iii. The Policy Team provides policy support to the ECC Management Team.

b. ECC Management Team

The City Manager delegates Operational decisions to the City ECC Management Team. It is comprised of Department Directors and key staff, who serve as Functional Section Chiefs in the City ECC. The Emergency Services Coordinators serve as liaisons between this Team and the Emergency Services Committee.

The ECC Management Team shall perform the following duties:

i. Each member of the ECC Management Team shall report to the City ECC when requested by the City Manager or an Emergency Services Coordinator. Once the team has assembled and the ECC has been set up, the members of the Team shall assume their roles in the ICS structure according to the ECC Plan.

ii. Each member of the ECC Management Team will develop Department emergency procedures within her/his functional area to guide City employees during an event. He/she shall train and exercise employees on the procedures to provide them with a clear understanding of their role.

c. Emergency Services Committee

The ECC Manager(s) oversee the Emergency Services Committee. It consists of various City staff who have been selected due to their background, training, and experience to assist in emergency planning activities. This Committee meets monthly and is the main planning and organizing body for emergency services within the City.

Several members of the Emergency Services Committee also serve as backup Functional Section Chiefs and support the ECC Management Team as necessary during ECC activation.

6. Levels of ECC Activation

   a. It is assumed that the City is always at a certain level of readiness during routine (everyday) operations. The Police Department and Public Works Department respond to emergencies as part of their normal working operations. These events include minor flooding, spills, traffic accidents, fires, etc. In most cases, the situation can be efficiently and effectively handled without ECC activation. However, when the situation escalates or is severe enough, the City ECC may be activated.

   b. The City ECC is activated and staffed at a level appropriate for the incident:

      i. Level 1, Low Impact Event.

         A Level 1 Event occurs when the resources of a single City Department are exceeded and assistance from other City Departments is needed. All Department Heads are briefed so staff can be informed and reassigned as necessary. If the situation escalates, the activation may be elevated to a Level 2 Event. Typically, a Level 1 Event does not require activation of the City ECC.

      ii. Level 2, Medium Impact Event.

         A Level 2 Event occurs when the level of coordination and assistance needed requires activation of the City ECC. Generally, during a Level 2 Event, City staff is reassigned and assistance from other jurisdictions is requested. In particularly complex situations, it may be necessary to declare a local emergency and/or elevate the activation to a Level 3 Event.

         During a Level 2 Event, City staff should be prepared for recall and assignment to other than their normal job duties, as defined in this Plan and Department emergency procedures. Staff should also be prepared for possible 24-hour operation.

      iii. Level 3, High Impact Event.

         A Level 3 Event is any emergency requiring a high degree of coordination, generally involving State and Federal assistance. In most cases, a local emergency is declared. The City ECC is activated and fully staffed. City staff should be prepared for 24-hour operation.

D. Emergency Operations Facilities

1. The City ECC is in City Hall, located at 420 College St SE in Lacey, Washington. For small events the ECC will be located on the second floor adjacent to the Engineering and Water Resources area. During large events the ECC may be relocated in the Community Room.

2. During a Level 3 activation, the following facilities may be used:

Room/Area	Function
FI/PW Meeting Room	Finance Section
CM Lg Conference Room	Media/Information Center
Council Chambers	Briefing Room/Public Meeting Area
Council Workroom	Policy Team Meeting Area
Site Plan Review Room	Briefing Room/Meeting Space
Community Room	ECC Expanded/ICS Sections

3. Outside agencies represented in the ECC include Lacey Fire District #3, North Thurston Public Schools, and Thurston County DEM. Thurston County DEM is the interface to County, State and Federal resources and assistance. The Emergency Management Council of Thurston County, which includes the Disaster Assistance Council and other private and non-profit organizations active in disaster, is also activated through the Thurston County DEM.

4. The Maintenance Service Center located at 1200 College St. SE, Lacey, Washington, has been designated as the City's alternate ECC. Although it has sufficient space, it is not equipped with the same communications capability as the primary ECC. Therefore, it has a limited capability of meeting all needs during an emergency. If ECC operations must be moved to the alternate ECC, a significant amount of time will be needed to transfer equipment and supplies before it will be fully operational.

E. Mitigation Activities

1. Disaster mitigation activities are those that reduce the probability of a disaster or its effects.

2. FEMA and Thurston County DEM have developed a training program that includes educating individuals, families, neighborhoods, civic organizations, businesses, and government organizations about hazard mitigation.

3. When possible and appropriate, City Departments incorporate disaster mitigation measures into their projects, such as those pertaining to growth management and regional transportation planning, flood control, zoning ordinance revision, and building code revision.

4. The City participates with the Thurston County Emergency Management Council. The Council provides access to local resources, initiatives, and training.

F. Preparedness Activities

1. The City strives to be prepared for disasters. To meet this goal, the City Emergency Services Committee perform the following duties:

   a. Develop and maintain this Comprehensive Emergency Management Plan.

   b. Develop and maintain an effective exercise program.

   c. Negotiate mutual aid and inter-local agreements to support disaster operations, subject to City Council approval.

   d. Identify and catalogue resources.

   e. Develop disaster communications capabilities.

   f. Train City Council members, Department Directors, and other employees to staff the ECC and follow the Incident Command protocols.

   g. Develop and maintain an effective public information and media liaison program.

   h. Ensures that lists of disaster-related resources are developed and maintained. Each response-oriented City Department maintains an updated inventory of their resources and assets.

G. Response Activities

1. Disaster response activities help reduce casualties, minimize damage, and speed recovery.

2. Upon notification of an actual or imminent emergency, the City Emergency Services Coordinators evaluate the situation and, if warranted, make a recommendation to the City Manager to activate the EOC. The City ECC may also be activated following a request from another jurisdiction per ESF-34, Inter-Government Coordination.

3. When activated, the ECC Management Team coordinates the City's response.

4. Response activities may include:
    a. Assessing the situation.
    b. Issuing appropriate warnings.
    c. Preparing an emergency proclamation.
    d. Recommending evacuation.
    e. Opening shelters.
    f. Informing the public.
    g. Keeping records.
    h. Managing volunteers and resources.
    i. Generating and distributing reports.

5. The City ECC Planning Section coordinates the collection of damage assessment information for both public losses and uninsured private losses. They report this information to the Thurston County DEM who forwards it to the Washington State EMD. The State EMD determines whether Lacey will be recommended for Federal Individual Assistance, Public Assistance or both.

6. City officials and staff carry out their responsibilities as delineated herein and in accordance with Department emergency procedures.

H. Recovery Activities

1. Disaster recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state-of-affairs. The recovery period is also an opportune time to institute mitigation measures related to the recent disaster.

2. During the recovery phase, City staff work with personnel from other jurisdictions, federal and state agencies, and groups within the private sector to develop and implement recovery plans.

3. The Emergency Services Coordinators, Emergency Services Committee, and other assigned staff coordinate recovery activities.

4. The Emergency Services Coordinators oversee the disaster assistance process. They are the City's liaison with Thurston County DEM,

Washington State EMD, and the Federal Emergency Management Agency (FEMA).

5. The Finance Department prepares cost-recovery documentation, in concert with affected departments, and serves as the City's agent for reimbursement of those costs. Other City Departments coordinate recovery efforts with the City's long-term development and mitigation plans.

RESPONSIBILITIES

The following tables list emergency management roles and responsibilities for City Departments and assisting agencies. They also reference related plans where more information about specific responsibilities can be found.

City Department	Emergency Management Role	Related Plan/ESF
Mayor & City Council (Legislative)	• Policy Team • Policy decisions • Emergency proclamations	Appendix ESFs 7, 12, 20 & 21 ECC Plan
City Manager (Administration)	• Policy Team • Policy decisions • Emergency proclamations	All Appendices All ESFs ECC Plan
City Attorney (Legal)	• Policy Team • Policy decisions • Emergency proclamations • Provides legal counsel	Appendix ESF 21 ECC Plan
Director of Public Affairs and Human Resources (Public Affairs)	• Public Information Officer • Liaison • ECC Management Team • Media Relations • Joint Information Center • Volunteer registration & dispatching	Appendix ESFs 1, 6, 7, 11, 12, 21, 23 & 24 ECC Plan
Emergency Services Coordinators	• Emergency Services Committee • Liaison to ECC Mgt Team • Liaison to other jurisdictions	All Appendices All ESFs ECC Plan
Finance	• Finance Section • Emergency proclamation support • Fiscal procedures & project codes • Custody of state & federal funds	Appendix ESF 5, 21, & 23 ECC Plan
City Clerk's Office	• Logistics Section	ESF 7 ECC Plan
Police	• ECC Manager(s) • Operations Section • Law enforcement, Security • Evacuation, Traffic Control • Search and Rescue • Support to County Coroner	Appendix ESFs 1, 2, 4, 6, 8, 9, 22 & 24 ECC Plan
Public Works	• ECC Manager(s) • Operations Section • Planning Section • Transportation resources • Roads, water and wastewater • Engineering and demolition • Damage assessment	Appendix ESFs 1, 3, 4, 5, 6, 9, 11, 12, 21, 22 & 23 ECC Plan
Community Development	• Operations Section • Planning Section • Building inspections • Damage assessment	Appendix ESFs 3, 5, 6, 21 & 23 ECC Plan
Parks & Recreation	• Logistics Section • Mass Transportation & Shelter • Resource coordination • Donated goods management	Appendix ESFs 1,6 & 7 ECC Plan

County Department/Agency	Emergency Management Role	Related Plan/ESF
County Department of Emergency Management	• County ECC • Interface to resources from adjacent jurisdictions and County, State & Federal Government • Emergency Management Council of Thurston County	Appendix ESFs 1, 6, 7, 8, 11, 12, 22, 23 & 24 EOC Plan
Emergency Management Council of Thurston County	• Disaster Assistance Council • Religious and volunteer organizations	ESF 6, 7, 8 & 11
County Fire Chiefs' Association	• Fire Services Coordinator • County-wide fire suppression services	ESF 4
County Medic 1	• Emergency medical services • Emergency transportation	Appendix ESF 8
County Coroner	• Fatality management • Mortuary service support	Appendix ESF 8
County Department of Communications (TCOMM)	• 911 Communications • Emergency response dispatching	Appendix ESF 4 & 6
County Assessor's Office	• Maps and file information • Damage assessment	ESF 5, 21 & 23
County Department of Public Health and Social Services	• Health care/mental health services • Analysis of health impacts • Sanitary food, water, and shelters • Preservation of death records	ESF 5, 6, 8, 11, 21 & 23
County Search and Rescue Council	• Search and Rescue activities and training	ESF 9
County Extension Agency	• County response to agricultural issues	ESF 11
County Food Banks	• Management of food stocks	ESF 11
County Department of Public Works	• Utilities Coordinator • Utility resources	ESF 12

Regional Organization/Agency	Emergency Management Role	Related Plan/ESF
Lacey Fire District #3	• Operations Section • Fire suppression and prevention • Emergency Medical Services • Search and Rescue	Appendix ESFs 4, 6, 8, 9, 22 & 24 EOC Plan
North Thurston Public Schools	• Operations & Logistics • Bus transportation • Shelter Facilities	Appendix ESFs 1, 6 & 24 EOC Plan
Intercity Transit	• Operations & Logistics • Bus transportation	Appendix ESFs 1 &24
American Red Cross	• Disaster Assistance Center • Sheltering and Mass Care • Evacuee registration • Emergency Assistance	ESFs 6, 7, 11 & 24
Religious and Volunteer Organizations	• Spiritual needs • Emergency communications • Human services • Search and Rescue	ESFs 6, 7, 9, 11 & 24
Employee Assistance Program	• Mental health services	ESF 8
Puget Sound Inter-Zone Response Network	• Provides fire resources • Transportation resources	ESF 4
Saint Peter and Capital Medical Centers	• Medical services and resources • Medical supplies and materials	ESF 8
Local Ambulance Companies	• Emergency medical transport	ESF 8
Local Funeral Directors	• Mortuary Services	ESF 8
Trucking Companies	• Refrigerated Vans for temporary morgues	ESF 8
Puget Sound Energy	• Electricity • Natural gas	ESF 12 & 24
CenturyLink and Comcast	• Telecommunications	ESF 12
LOTT Sewage Treatment Plant	• Sewage treatment	ESF 12

State Department/Agency	Functional Section (Emergency Management Role)	Related Plan/ESF
State Emergency Management Division	• State Emergency Operations Center • Interface to State and Federal resources • Disaster declarations • Emergency funds	Appendix ESFs 1, 4, 5, 6, 7, 8, 9, 11, 12, 20, 21, 22 & 24 EOC Plan
Washington State Patrol	• Supports local law enforcement operations • Leads hazardous materials response	ESFs 1, 22 & 24
State Department of Transportation	• State highway engineering services and construction • Coordination of emergency highway traffic	ESFs 1, 3 & 24
State Utilities and Transportation Commission	• Transportation resources • Liaison to energy and utility providers	ESFs 1, 12 & 24
State Fire Marshall's Office	• Fire suppression planning • Fire services training and education	ESF 4
State Department of Employment Security	• Recruitment of people with special skills	ESFs 6 & 7
State Department of Health	• Regulation and inspection of food	ESFs 8 & 11
State Funeral Directors' Association	• Mortuary services	ESF 8
State Department of Agriculture	• Food contamination • Control of animal and plant diseases	ESF 11
State Energy Office	• Dissemination of energy and utility information	ESF 12
Washington National Guard	• Military assistance to civil authorities	ESF 20

Federal Department/Agency	Functional Section (Emergency Management Role)	Related Plan/ESF
U.S. Department of Transportation	• Transportation resources	ESFs 1 & 24
U.S. Department of Health and Human Services	• Health care • Communicable diseases • Sanitary food and water • Rodent, insect and pest control	ESFs 8, 11 & 12
U.S. Department of Agriculture	• Integrity of food resources • Reserve food resources	ESF 11
U.S. Army Corps of Engineers	• Usable water supplies	ESFs 11 & 12
U.S. Department of Energy	• Emergency Electric Power Administration • State power needs	ESF 12
U.S. Department of the Interior	• Emergency Petroleum and Gas Administration • Effective use of natural gas	ESF 12
Federal Bureau of Investigations	• Victim identification services	ESF 8
Joint Base Lewis-McChord Fire Department	• Fire services resources	ESF 4
Joint Base Lewis-McChord Readiness Group	• Military assistance	ESF 20
U.S. Military Commands	• Fatality management • Military assistance	ESFs 8, 20 & 24
Federal Emergency Management Agency	• Federal resources • Presidential disaster declarations • Damage assessment • Disaster assistance	Appendix ESFs 1, 4, 5,6, 7, 8, 21, 23 & 24 EOC Plan

Planning Assumptions and Considerations

A. Hazards and Disaster Conditions

The City of Lacey is exposed to a number of hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the City is vulnerable to civil disturbances, critical shortages, dam failure, drought, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, landslides, storms, terrorism, tsunamis, volcanic activity, and wild or forest fires. This list of hazards is not comprehensive, but does contain hazards that are most likely to directly or indirectly impact the City.

Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The City can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas and food.

The City of Lacey will continue to be exposed to the hazards noted above and others that may develop in the future.

B. Emergency Management

Comprehensive emergency management includes activities to mitigate, plan and prepare for, respond to and recover from the effects of a disaster. Implementation of this plan will reduce disaster related losses.

City of Lacey officials formally recognize their responsibilities with regard to public safety and accept them in the implementation of this comprehensive plan. Initial response by the City of Lacey and cooperating agencies shall be to take actions that have the greatest life-saving potential under the circumstances. Employees from a variety of City departments and offices are trained to staff the ECC as needed during an emergency. In situations not specifically addressed in the plan, the City of Lacey and cooperating agencies shall carry out their responsibilities to the best of their abilities under the circumstances.

Some emergencies and disasters occur with sufficient advance notice, providing affected areas time to take preparatory actions. Other emergencies occur without notice. For response to an emergency or disaster with little or no advance warning, it most likely will take time to staff and activate the ECC. Mutual aid and interagency agreements are currently in place with a variety of other agencies to provide resources not ordinarily available and to provide a means to assist neighboring agencies. In addition, partnerships for resource sharing with local businesses and other organizations are pursued as appropriate. When local resources are exhausted or overwhelmed, the City of

Lacey may request additional resources through the Washington State Emergency Operations Center. In responding to a disaster, the City is prepared to implement the provisions of RCW 38.52.110 regarding utilization of public and private resources.

Federal assistance will be available for disaster response and recovery operations under the provisions of the National Response Framework and Public Law 93-288, when certain criteria are met.

C. Provision of City Services

The City will endeavor to maintain essential services as soon as and as long as possible. Conditions may be of such magnitude and severity that some or all City services may be lost. As the City may be unable to fulfill all emergency requests under these conditions, establishing priorities will be necessary.

D. Citizen Responsibility

During an emergency event, assets and systems may be overwhelmed, especially during the first few days. Accordingly, residents will most likely be on their own and must be prepared to be self-sufficient for at least seventy-two (72) hours after a disaster. Residents are encouraged to be prepared to be self-sufficient for longer periods of time.

E. Limitations

Emergencies can be expected or unforeseen, and in either circumstance they often retain levels of unpredictability that make emergency response difficult, complicated, and, in some cases, impossible. Consequently, the CEMP does not guarantee a perfect response despite its all hazards approach. Assets and personnel may become overwhelmed in an emergency, and the City can only attempt to respond based on the situation and resources available at the time.

If the City is not able to meet all emergency needs of its residents under these extreme circumstances, then Emergency Management will prioritize the delivery of assistance based on the greatest need as apparent at the time.

Concept of Operations

A. General

Reporting to the City Manager, the Emergency Coordination Center Manager is responsible for the organization, administration, and operation of the emergency management program.

The disaster functions of the City of Lacey and cooperating agencies with responsibilities presented elsewhere in this Plan will generally parallel their normal, day-to-day activities. To the extent possible, the same personnel and material resources will be employed in both cases.

B. Emergency Management

1. Prevention and Mitigation: Prevention and mitigation activities are those that identify risks and hazards to either substantially reduce or eliminate the impact of an incident usually through structural measures. Prevention and mitigation activities often have a long-term or sustained effect. In many cases, prevention and mitigation activities occur in the recovery stage of a major disaster. Some examples of prevention and mitigation include: building codes that address risks such as fires, high winds, or earthquakes; zoning rules that restrict construction in floodplains; rebuilding damaged structures with more resilient materials; flood mapping to identify low lying areas and relocating homes and structures located in floodplains and flood prone areas; and dams and levees that help prevent flooding.

    1. Hazard Mitigation Plan: A Hazard Mitigation Plan may be developed and implemented which should establish interim and long-term actions to eliminate potential hazards, or reduce the impacts of those hazards. The Emergency Management Coordinator or a designee with assistance from the Director of the Department of Community Planning and Development or a designee are responsible for hazard mitigation planning and coordination.

    2. Pre-Incident Impact Analysis: A pre-incident impact analysis may be conducted, utilizing the hazard identification process, to establish goals and objectives for short-term and long-term recovery. The impact analysis for each identified hazard should include:
        a. Health and safety.
        b. Regulatory and contractual requirements.
        c. Environmental impact.
        d. Economic impact.

e. Good will.

3. Preparedness: Preparedness is distinct from prevention and mitigation, rather than focusing on eliminating or reducing risks, the general focus of preparedness is to enhance the capacity to respond to an incident by taking steps to ensure personnel and entities are capable of responding to a wide range of potential incidents. Preparedness activities may include: training; planning; procuring resources, such as food, water, and medication stockpiles; intelligence and surveillance activities to identify potential threats; and exercising to assure the adequacy of planning efforts and the use of after-action reports to improve emergency response plans.

    1. Preparedness activities specific to the City of Lacey include maintenance of this plan and supporting plans and procedures, as well as drills and exercises as a means of testing the plan. In addition, inter-local agreements necessary for coordination with adjacent jurisdictions have been established, and an EOC for direction and control of emergency operations has been developed.

    2. City departments will prepare by becoming familiar with the CEMP, developing internal procedures for disaster response and recovery, and participating actively in disaster preparedness training and exercises.

4. Response: Response activities are comprised of the immediate actions to save lives, protect property and the environment, and meet basic human needs. Response is activated and utilized incrementally as required by the nature and scope of the emergency. Response involves the execution of emergency plans and related actions, and may include: evacuating victims; deployment of response teams, medical stockpiles, and other assets; and establishment of Incident Command operations.

    1. Upon notification of a hazardous incident impacting the City, the Emergency Coordination Manager or a designee will evaluate the situation and recommend activation of the appropriate portions of the CEMP.

    2. The ECC may be activated to coordinate the response of City resources.

    3. Damage assessment information will be collected through the ECC, and forwarded to the State ECC as needed.

4. City resources will be activated as needed to respond to emergency needs.

5. Operational Zones: Regional incidents may require dividing the City into operational areas in order to best coordinate response to multiple priorities. These operational areas provide efficient coordination and communication with the citizens at risk.
    a. Neighborhood Communication: Neighborhood groups will be advised of the operational area concept, and instructed to coordinate their needs at that location once established.

6. City Personnel and Resource Marshaling Points: In the event of a breakdown in communications systems, disruption of transportation routes, or any other situation that might cause temporary disruption of the ECC, the Public Works Maintenance Shop, police station or substation, may service as a staging area, communications center, or marshaling point for City employees and resource until coordination can be established at the primary ECC.

7. Assigned Duty Station: All City staff will be assigned a primary disaster duty station where they will be required, by department procedures, to report following a major emergency. Wherever possible, the assigned duty station will be their normal place of business. The ECC is not a primary duty station unless the employee is assigned to the ECC. Staff who report their availability for duty will be assigned initial response duties for Shift A or be released for duty for Shift B.

8. Automatic Response/Standing Orders: Automatic response procedures will be observed by City staff when communications systems are inoperable and employees become aware of an emergency by direct observation or through the community warning system. All employees will report to their primary assigned duty station, or alternate assembly point as necessary.

9. Personnel Identification and Accountability: City staff should make every effort to carry City-issued identification while engaged in incident related activities.

5. Recovery: Recovery activities are intended to restore essential service and repair damages caused by the event. Recovery activities may include: the reconstitution of government operations and services e.g., emergency services, public safety, and schools; housing and services for displaced families and individuals; and replenishment of stockpiles. The emergency management organization is incrementally demobilized during this phase, with the long-term recovery activities integrated into the day-to-day functions of City government.

    1. Recovery activities carried out by the City of Lacey include, but are not limited to, activation of the ECC; establishment of ad hoc partnerships with other jurisdictions, federal and state agencies and the private sector to advise and assist in development of recovery plans, and coordination with the State EOC and FEMA.

C. Priorities

1. Disaster management priorities shall be based on the prevailing situation and on-scene circumstances. For planning purposes, the following priorities are established:
    1. Protect human life and public health.
    2. Protect public property and infrastructure.
    3. Protect the economy.
    4. Protect the environment.
    5. Provide reasonable assistance to individuals to protect private property consistent with constitutional requirements and City functions and funding.

D. Notification and Assessment

When the ECC Manager or their designee is notified of a pending emergency or disaster situation, they shall determine whether the scope and scale of the incident warrants activating the ECC. In addition, an incident commander of an emergency response agency may request activation of the ECC to support incident response and recovery.

E. Warning

The City relies on the hazard warning capabilities of Federal, State, and County government, industry, and the media. Residents are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding.

When there is a demonstrated need, particularly if immediate action is critical to protect life and property, the City may supplement existing warning systems. Supplemental measures will depend on the nature of the

hazard, the quality and quantity of available information, available resources, media attention, and other situational factors. Supplemental measures shall focus on enhancing or amplifying the information being provided through existing sources and to the extent practical upon participatory systems activated at the neighborhood or community level.

F. Public Information

It is essential that accurate, timely, and consistent information be disseminated to the public when the ECC is activated. City departments shall coordinate the development and dissemination of all disaster-related public information through the ECC's Public Information Officer.

G. Mutual Aid Requests for Assistance

When a dangerous emergency situation exists that exceeds or threatens to exceed the City's ability to respond, the ECC may request assistance from jurisdictions within and around Thurston County through activation of inter-local and mutual aid agreements. If disaster response requirements exceed or threaten to exceed these combined capabilities, or if the requested assistance is unavailable, the ECC may request assistance from the Washington State Emergency Operations Center (WSEOC). The WSEOC shall coordinate assistance from the State and the Federal government. Assistance may be requested with or without a formal declaration of local emergency.

H. Assistance through Federal Declaration of Disaster or Emergency

As local incidents progress, when it is clear that City, County, and State capabilities will be exceeded, the Governor may request Federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to State and local governments, certain non-profit organizations, businesses, and disaster victims to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

A major disaster declaration may result from any natural or manmade event that the President determines warrants supplemental Federal aid. A Federal emergency declaration may be more limited in scope and without the long-term Federal recovery programs of a major disaster declaration.

When local conditions are such that a Federal disaster declaration may be appropriate, FEMA may deploy a liaison to the State EOC to provide technical assistance and activate the Regional Response Coordination Center (RRCC). Federal department and agency personnel, including Federal ESF

primary and support agency personnel, shall staff the RRCC as required. The RRCC is designed to:

- Coordinate initial regional and field activities;
- In coordination with State, Tribal, County, and local officials, deploy regional teams to assess the impact of the event, gauge immediate State needs, and make preliminary arrangements to set up operations field facilities;
- Coordinate Federal support until a Joint Field Office (JFO) is established;
- Establish a Joint Information Center (JIC) to provide a central point for coordinating emergency public information activities.

In coordination with the RRCC and the State, FEMA may deploy an Incident Management Assistance Team (IMAT). IMATs are interagency teams composed of subject-matter experts (SME) and incident management professionals. IMAT teams make preliminary arrangements to set up Federal field facilities and initiate establishment of the JFO.

The JFO shall be the central coordination point among local, Tribal, State, and Federal governments, as well as private-sector and non-governmental entities that are providing recovery assistance. Although the JFO uses an ICS structure, the JFP does not exist to manage on-scene operations. The role of the JFO shall focus on providing support to on-scene efforts and conducting broader support to the disaster recovery that may extend beyond the incident site.

I. Coordination with Other Emergency Management Agencies

In accordance with RCW 38.52.070, a political subdivision of the State shall either establish its own emergency management program or join with one or more other subdivisions in a regional or sub-regional emergency management organization. In accordance with RCW 39.34, any political subdivision is authorized to contract with any other for emergency management services. The City of Lacey currently has a state-recognized independent emergency management organizations.

J. Direction and Control

1) The Mayor and the City Council comprise the legislative body of the City. They are responsible for passing ordinances, including emergency ordinances, resolutions, and laws governing the City. The Mayor declares a State of Emergency in the City when necessary.

2) As during normal operations, the City Manager or his/her designee directs and controls the activities of the City during emergencies and disasters.

3) The Emergency Services Coordinators oversee the day-to-day emergency management activities for the City. During disasters, the Public Works Director, Police Commander, City Engineer or Police Chief with serve as the ECC Manager as detailed in the ECC Organizational Chart.

4) The City implements ICS to direct, control, and coordinate emergency response and recovery efforts conducted under this plan. The authority of the Incident Commander is limited to those powers specifically granted by statute or derived from this Plan. City departments as well as emergency response and support agencies/organizations agree to carry out their objectives in support of the City ICS structure.

5) The City's Emergency Services Program is composed of three divisions: the Policy Team; the ECC Management Team; and the Emergency Services Committee. The responsibilities, authorities, and composition of each are as follows:

   a. Policy Team

      The Mayor chairs the Policy Team, which is comprised of the Mayor, City Council, City Manager, and City Attorney. Their role is to make general policy decisions based on recommendations from the ECC Management Team. The ECC Manager or Public Information Officer serves as a liaison between the Policy Team and the ECC Management Team.

      The Policy Team shall perform the following duties:

      i. When requested by the Mayor, City Manager, or ECC Manager, each Council member shall report to the City Hall Council Workroom (or alternate designated site).

      ii. The Policy Team is responsible for passing emergency ordinances necessary to support City emergency operations, and to allow for continuity of all required governmental functions.

      iii. The Policy Team provides policy support to the ECC Management Team.

   b. ECC Management Team

The City Manager delegates Operational decisions to the City ECC Management Team. It is comprised of Department Directors and key staff, who serve as Functional Section Chiefs in the City ECC. The Emergency Services Coordinators serve as liaisons between this Team and the Emergency Services Committee.

The ECC Management Team shall perform the following duties:

i. Each member of the ECC Management Team shall report to the City ECC when requested by the City Manager or an Emergency Services Coordinator. Once the team has assembled and the ECC has been set up, the members of the Team shall assume their roles in the ICS structure according to the ECC Plan.

ii. Each member of the ECC Management Team will develop Department emergency procedures within her/his functional area to guide City employees during an event. He/she shall train and exercise employees on the procedures to provide them with a clear understanding of their role.

c. Emergency Services Committee

The ECC Manager(s) oversee the Emergency Services Committee. It consists of various City staff who have been selected due to their background, training, and experience to assist in emergency planning activities. This Committee meets monthly and is the main planning and organizing body for emergency services within the City.

Several members of the Emergency Services Committee also serve as backup Functional Section Chiefs and support the ECC Management Team as necessary during ECC activation.

1) Levels of ECC Activation

a. It is assumed that the City is always at a certain level of readiness during routine (everyday) operations. The Police Department and Public Works Department respond to emergencies as part of their normal working operations. These events include minor flooding, spills, traffic accidents, fires, etc. In most cases, the situation can be efficiently and effectively handled without ECC activation. However, when the situation escalates or is severe enough, the City ECC may be activated.

b. The City ECC is activated and staffed at a level appropriate for the incident:

i. Level 1, Low Impact Event.

A Level 1 Event occurs when the resources of a single City Department are exceeded and assistance from other City Departments is needed. All Department Heads are briefed so staff can be informed and reassigned as necessary. If the situation escalates, the activation may be elevated to a Level 2 Event. Typically, a Level 1 Event does not require activation of the City ECC.

ii. Level 2, Medium Impact Event.

A Level 2 Event occurs when the level of coordination and assistance needed requires activation of the City ECC. Generally, during a Level 2 Event, City staff is reassigned and assistance from other jurisdictions is requested. In particularly complex situations, it may be necessary to declare a local emergency and/or elevate the activation to a Level 3 Event.

During a Level 2 Event, City staff should be prepared for recall and assignment to other than their normal job duties, as defined in this Plan and Department emergency procedures. Staff should also be prepared for possible 24-hour operation.

iii. Level 3, High Impact Event.

A Level 3 Event is any emergency requiring a high degree of coordination, generally involving State and Federal assistance. In most cases, a local emergency is declared. The City ECC is activated and fully staffed. City staff should be prepared for 24-hour operation.

Roles and Responsibilities

The following tables list emergency management roles and responsibilities for City Departments and assisting agencies. They also reference related plans where more information about specific responsibilities can be found.

City Department	Emergency Management Role	Related Plan/ESF
Mayor & City Council (Legislative)	• Policy Team • Policy decisions • Emergency proclamations	Appendix ESFs 7, 12, 20 & 21 ECC Plan
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City Attorney (Legal)	• Policy Team • Policy decisions • Emergency proclamations • Provides legal counsel	Appendix ESF 21 ECC Plan
Director of Public Affairs and Human Resources (Public Affairs)	• Public Information Officer • Liaison • ECC Management Team • Media Relations • Joint Information Center • Volunteer registration & dispatching	Appendix ESFs 1, 6, 7, 11, 12, 21, 23 & 24 ECC Plan
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Public Works	• ECC Manager(s) • Operations Section • Planning Section • Transportation resources • Roads, water and wastewater • Engineering and demolition • Damage assessment	Appendix ESFs 1, 3, 4, 5, 6, 9, 11, 12, 21, 22 & 23 ECC Plan
Community Development	• Operations Section	Appendix

	• Planning Section • Building inspections • Damage assessment	ESFs 3, 5, 6, 21 & 23 ECC Plan
Parks & Recreation	• Logistics Section • Mass Transportation & Shelter • Resource coordination • Donated goods management	Appendix ESFs 1,6 & 7 ECC Plan

County Department/Agency	**Emergency Management Role**	**Related Plan/ESF**
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County Medic 1	• Emergency medical services • Emergency transportation	Appendix ESF 8
County Coroner	• Fatality management • Mortuary service support	Appendix ESF 8
County Department of Communications (TCOMM)	• 911 Communications • Emergency response dispatching	Appendix ESF 4 & 6
County Assessor's Office	• Maps and file information • Damage assessment	ESF 5, 21 & 23
County Department of Public Health and Social Services	• Health care/mental health services • Analysis of health impacts • Sanitary food, water, and shelters • Preservation of death records	ESF 5, 6, 8, 11, 21 & 23
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County Extension Agency	• County response to agricultural issues	ESF 11
County Food Banks	• Management of food stocks	ESF 11
County Department of Public Works	• Utilities Coordinator • Utility resources	ESF 12

Regional Organization/Agency	Emergency Management Role	Related Plan/ESF
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North Thurston Public Schools	• Operations & Logistics • Bus transportation • Shelter Facilities	Appendix ESFs 1, 6 & 24 EOC Plan
Intercity Transit	• Operations & Logistics • Bus transportation	Appendix ESFs 1 &24
American Red Cross	• Disaster Assistance Center • Sheltering and Mass Care • Evacuee registration • Emergency Assistance	ESFs 6, 7, 11 & 24
Religious and Volunteer Organizations	• Spiritual needs • Emergency communications • Human services • Search and Rescue	ESFs 6, 7, 9, 11 & 24
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Local Funeral Directors	• Mortuary Services	ESF 8
Trucking Companies	• Refrigerated Vans for temporary morgues	ESF 8
Puget Sound Energy	• Electricity • Natural gas	ESF 12 & 24
CenturyLink and Comcast	• Telecommunications	ESF 12
LOTT Sewage Treatment Plant	• Sewage treatment	ESF 12

State Department/Agency	Functional Section (Emergency Management Role)	Related Plan/ESF
State Emergency Management Division	• State Emergency Operations Center • Interface to State and Federal resources • Disaster declarations • Emergency funds	Appendix ESFs 1, 4, 5, 6, 7, 8, 9, 11, 12, 20, 21, 22 & 24 EOC Plan
Washington State Patrol	• Supports local law enforcement operations • Leads hazardous materials response	ESFs 1, 22 & 24
State Department of Transportation	• State highway engineering services and construction • Coordination of emergency highway traffic	ESFs 1, 3 & 24
State Utilities and Transportation Commission	• Transportation resources • Liaison to energy and utility providers	ESFs 1, 12 & 24
State Fire Marshall's Office	• Fire suppression planning • Fire services training and education	ESF 4
State Department of Employment Security	• Recruitment of people with special skills	ESFs 6 & 7
State Department of Health	• Regulation and inspection of food	ESFs 8 & 11
State Funeral Directors' Association	• Mortuary services	ESF 8
State Department of Agriculture	• Food contamination • Control of animal and plant diseases	ESF 11
State Energy Office	• Dissemination of energy and utility information	ESF 12
Washington National Guard	• Military assistance to civil authorities	ESF 20

Federal Department/Agency	Functional Section (Emergency Management Role)	Related Plan/ESF
U.S. Department of Transportation	• Transportation resources	ESFs 1 & 24
U.S. Department of Health and Human Services	• Health care • Communicable diseases • Sanitary food and water • Rodent, insect and pest control	ESFs 8, 11 & 12
U.S. Department of Agriculture	• Integrity of food resources • Reserve food resources	ESF 11
U.S. Army Corps of Engineers	• Usable water supplies	ESFs 11 & 12
U.S. Department of Energy	• Emergency Electric Power Administration • State power needs	ESF 12
U.S. Department of the Interior	• Emergency Petroleum and Gas Administration • Effective use of natural gas	ESF 12
Federal Bureau of Investigations	• Victim identification services	ESF 8
Fort Lewis Fire Department	• Fire services resources	ESF 4
Fort Lewis Readiness Group	• Military assistance	ESF 20
U.S. Military Commands	• Fatality management • Military assistance	ESFs 8, 20 & 24
Federal Emergency Management Agency	• Federal resources • Presidential disaster declarations • Damage assessment • Disaster assistance	Appendix ESFs 1, 4, 5,6, 7, 8, 21, 23 & 24 EOC Plan

Plan Maintenance

A. Review

1. Cyclic
   This Plan shall be reviewed on a four-year cycle commencing one year from the effective date. The cycle may be adjusted to comply with future guidance from the Washington State Emergency Management Division. The Emergency Management Committee shall promulgate a schedule that ensures review of the Basic Plan and all ESFs during the cycle.

2. Post Activation
   The Basic Plan and applicable ESFs shall be reviewed after ECC activations. Lessons learned shall be recommended for incorporation via the Emergency Management Committee. Review following ECC activation shall satisfy cyclic review as delineated above if cyclic review is scheduled to occur within the twenty-four (24) month period following the ECC activation.

B. Revision

Generally, revisions to this Plan shall be submitted to the City Manager for approval. However, revisions which clarify existing portions of the plan, that reflect changes in State or Federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure may be made if the revisions cannot be construed as establishing or changing City policy, and the City Manager is advised of any changes prior to their implementation.

i. Emergency Support Functions can be subject to frequent and significant change in response to new procedures, policies or technologies, lessons learned, and to accommodate new organizations or organizational structures. Accordingly, they may be revised by the functional lead agency or agencies, with the concurrence of applicable support agencies, if they are consistent with the basic plan neither change nor establish policy.

C. Reports

The Emergency Management Committee will report to the City Manager within six (6) months following the end of the review cycle. The report will include a review of how the plan has performed, a summary of revisions, and any recommendations for change requiring approval.

D. Training

Within one (1) year from the effective date of this plan, the Emergency Management Committee will develop and implement a training program for

City staff that creates and maintains both a heightened awareness of the contents of this plan and enhances their preparedness to conduct disaster management activities.

E. Exercises

This plan or portions of this plan will be exercised annually to provide controlled practical experience to those individuals who have disaster response and recovery responsibilities, and to assess any weaknesses in the plan. As a minimum, the exercise schedule and type will comply with the State and Federal requirements. When appropriate, exercise credit will be requested for the City's activities during an actual disaster. When granted, this exercise credit will satisfy the annual requirement to exercise the plan.

Acronyms and Definitions

Activated/Activation: The status of a "system" resource mobilized in response, or in anticipation of a response, to an incident requiring direction and control at a capacity larger than field incident command.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

ARC: The American Red Cross.

Awareness: The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

CAP: Civil Air Patrol.

CBRNE: Chemical, Biological, Radiological, Nuclear and Explosives.

CEMNET: Community Emergency Management Network.

CEMP: Comprehensive Emergency Management Plan.

Command: The function in the Incident Command System responsible for overall direction and control of the incident.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

CP&D: Community Planning and Development.

Declaration of Emergency, local: An indication that extreme measures may be necessary to preserve life and property; a resolution made by the City Council; activates certain emergency powers.

Declaration of Disaster, local: An indication to the Governor of the State of Washington that local resources have or may soon be exhausted, and that special assistance is required to meet the needs of the emergency; a resolution made by the City Council; necessary prior to direct assistance from the State.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Disaster Welfare Information: A system for disaster victim registration coordinated by the American Red Cross.

DOE: Department of Ecology.

DWI: Disaster Welfare Information.

EAS: Emergency Alert System.

ECC: Emergency Coordination Center.

Emergency Coordination Center: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. ECCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribe), or some combination thereof.

Emergency Management: Organized analysis, planning, decision-making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of any hazard.

Emergency Medical Services: A national network of services coordinated to provide aid and medical assistance from primary response to definitive care; involves personnel trained in rescue, stabilization, transportation, and advanced treatment of traumatic or medical emergencies.

Emergency Support Function: A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emergency Worker Compensation: Liability coverage for certain volunteer emergency workers under the provisions of the Revised Code of Washington (RCW), Chapter 38.52.

EMS: Emergency Medical Services.

ESF: Emergency Support Function.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A significant event or designated special event requiring security, such as inaugurals, State of the Union addresses, the Olympics, and international summit conferences.

FAD: Foreign Animal Disease.

FEMA: Federal Emergency Management Agency.

FHWA: Federal Highway Administration.

Finance/ Administration Section: Section in the Incident Command System responsible for coordination of fiscal control measures, cost tracking, and procurement management.

Ham: Amateur Radio, a licensed citizen radio system.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any action taken to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities.

Hazardous Material: A substance or material, including a hazardous substance, pollutants, and contaminants which have been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated.

HAZMAT: Hazardous Materials.

ICP: Incident Command Post.

ICS: Incident Command System.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include

major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident Command System: Nationally recognized emergency management method for the coordination of multiple resources in a complex incident. Adaptable to single jurisdiction/single agency; single jurisdiction/multiple agency; multiple jurisdiction/multiple agencies. Consists of 5 primary components: Command, Operations, Planning, Logistics, and Finance/Administration.

JIC: Joint Information Center.

Joint Information Center: A facility established to coordinate all incident related public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from participating federal, State, local, and tribal agencies and nongovernmental entities also may co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

LEPC: Local Emergency Planning Committee.

Local Emergency Planning Committee: A committee that represents local governments, emergency response officials, environmental and citizen groups, industry and other interested parties in each of the 40 emergency planning districts in Washington state that was established by the State Emergency Response Commission to coordinate hazardous material issues and carry out the mandate of the Emergency Planning and Community Right-to-Know Act of 1986.

Logistics Section: Section in Incident Command System responsible for the acquisition and tracking of personnel, supplies, equipment, transportation resources, facilities, etc.

LOTT: Lacey, Olympia, Tumwater and Thurston County.

MARSEC: Maritime Security

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often identified by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by Federal, State, local, and tribal organizations for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

MRSC: Municipal Research and Service Center.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System: A system that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility between Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. They are identified as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

NAWAS: National Warning System.

NGO: Non-governmental Organization.

NIMS: National Incident Management System.
Non-governmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a

public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operations Section: Section of the Incident Command System responsible for coordination of emergency resources involved in the direct response to the incident including fire, emergency medical services, police, public works, mass care, etc.

PIO: Public Information Officer.

Planning Section: Section of the Incident Command System responsible for operational planning, information management, documentation, etc.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Prevention measures may be implemented prior to, during, or after an incident. Prevention measures are often identified by lessons learned from prior incidents. Prevention involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Prevention can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Proclamation of Disaster, Presidential: Activates certain federal assistance under the provisions of Public Law 93-288 the Robert T. Stafford Disaster Relief Act; made by the President; requested by the Governor.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Response: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an ECC.

RCW: Revised Code of Washington.

RTF: Recovery Task Force.

Sit-Rep: Situation Report.

SAR: Search and Rescue.

SORT: Special Operations and Rescue Team.

TCOMM: Thurston County 9-1-1.

Urban SAR: Search for and recovery of persons trapped in collapsed structures, confined spaces and debris.

VRC: Volunteer Resource Center.

WSP: Washington State Patrol.

PUBLIC INFORMATION

I. PURPOSE

To provide for and maintain a program through all available communications media to disseminate emergency information and instructions to the public before, during, and after emergency situations.

II. OPERATIONAL CONCEPTS

A. The Public Information Officer (PIO) is designated on the Emergency Coordination Center (ECC) Organization Chart. .

B. All emergency/disaster information is to be approved by the City Manager, ECC Manager, PIO, or designee before it is released to the public.

C. Emergency/disaster information shall be disseminated by existing media systems (television, radio, newspapers, website, social media, etc.) after it has been coordinated with appropriate sources in the ECC to ensure accuracy.

D. Lacey City Hall Council Chambers or the City Manager's Meeting Room can be used for official media briefings and news conferences. The Lacey Timberland Library, 500 College St. SE, may be used as an alternate briefing room and work area for members of the news media if necessary.

III. RESPONSIBILITIES

A. State

The Governor's Press Secretary serves as the State's Emergency Public Information Officer (EPIO) and supervises the release of all state emergency/disaster information in coordination with the Washington State Division of Emergency Management PIO.

B. City of Lacey

1. The City PIO will establish methods for disseminating information to the public, controlling the spread of misinformation, and addressing issues of public concern.

2. The PIO shall establish liaisons with the local media and work with these organizations to plan a coordinated effort to release accurate and timely information to the public.

3. The ECC Manager has the authority to activate the Emergency Alert System according to the Federal EAS Plan.

IV. CITY FUNCTIONS BY TIME PHASE

A. Preparedness and Mitigation

1. Emergency Management Coordinator

   Coordinates with the City Manager and the Director of Public Affairs and Human Resources to write emergency PIO procedures. These procedures shall be kept updated in the Emergency Operations Center Plan.

2. Public Information Officer

   a. Builds media contacts and establishes a positive working relationship with local and regional media organizations.

   b. Becomes familiar with the Comprehensive Emergency Management Plan to facilitate PIO function within the emergency organizational structure.

   c. Develops news releases and public service announcements for anticipated emergency situations (e.g. medical self-help guidelines, warning systems information, and emergency preparedness information).

   d. Coordinates with the Emergency Alert System (EAS) staff to assure the local radio is prepared to broadcast emergency information to the public.

   e. Creates a checklist to be used in each time phase of an emergency/disaster which outlines PIO activity. This checklist shall be kept as part of the Emergency Operations Center Plan.

   f. The City's PIO will be trained in media relations, as well as the function, roles, and responsibilities of the Management Policy Team in the emergency management structure.

B. Response

1. ECC Staff

   a. Gather, verify, and coordinate information from the field and supply PIO with pertinent and timely information.

   b. Inform PIO of all decisions and policies implemented in the ECC.

   c. In collaboration with the ECC Manager, reviews all press releases prior to public dissemination.

2. Public Information Officer

   a. Prepares and distributes press releases and public information messages to the ECC for review, followed by release to the media.

   b. Monitors media output to immediately correct misinformation and target information to address public concern.

   c. Coordinates all information with ECC staff using nearby jurisdictions and the State EOC staff, wherever practical, before the release of information.

   d. Monitors ECC status boards, either in person or through ECC staff, to record all incoming emergency/disaster information.

   e. The City Manager and/or the ECC Manager will review the release of all information whenever practical.

3. Emergency Alert System Stations

   The designated EAS stations will broadcast emergency information according to the Thurston-Mason EAS Plan. (See also ESF 2.)

C. Recovery

1. ECC Manager

   a. keeps the PIO current on all recovery matters.

2. Public Information Officer

   a. Continue to supply news releases and public information

messages regarding emergency/disaster status availability of recovery resources.

REFERENCES

This Plan was developed and is maintained in accordance with the statutory authorities granted in the following state and federal statutes and regulations, and existing plan documents:

I. GOVERNING REVISED CODES OF WASHINGTON (RCW) AND WASHINGTON ADMINISTRATIVE CODE (WAC):

Chapter 9.73 RCW, Rights of Privacy

Chapter 38.08 RCW, Powers and Duties of Governor

Chapter 38.12 RCW, Militia Officers and Advisory Council

Chapter 38.52 RCW, Emergency Management

Chapter 43.43.960 through 43.43.964 RCW, State Fire Service Mobilization

Chapter 43.06.10, 43.06.200 through 43.06.270 RCW, Governor's Emergency Powers

Chapter 43.21G.040 RCW, Governor's Energy Emergency Powers

Chapter 70.102 RCW, Hazardous Substance Incidents

Chapter 70.105 RCW, Public Health and Safety

Chapter 70.136 RCW, Hazardous Materials Incidents

Chapter 118 WAC, Military Department (Emergency Management)

Chapter 118.04 WAC, Emergency Worker Program

Public Law 93-228, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Code of Federal Regulations, Title 44, Part 205 and 205.16

Public Law 920, Federal Civil Defense Act of 1950, as amended

Public Law 96-342, Improved Civil Defense 1980

Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-know Act (EPCRA)

II. OTHER REFERENCES

Mutual Aid and Inter-local Agreement Handbook, June 1996

Public Assistance Manual, December, 1995

Washington State Comprehensive Emergency Management Plan (CEMP), 1996

Washington State Fire Services Resources Mobilization Procedures, July, 1995

Disaster Assistance Guide for Local Governments, June 1996

Hazard Mitigation Grant Programs; Grant Procedures and Administrative Guidelines, September, 1995

Washington State Comprehensive Emergency Management Planning Guide, Edition 2, March 2003.

EMERGENCY ADMINISTRATIVE PROCEDURES

I. PURPOSE

A. To provide administrative procedures for the support of emergency services by City departments during emergencies and disasters.

B. To provide fiscal management supporting emergency responses in a timely manner.

II. CONCEPTS OF OPERATIONS

A. Administrative Procedures

1. The existing framework of government is retained during an emergency or disaster. As directed by the City Manager or Emergency Coordination Center (ECC) Manager, emergency services activities are expanded, while many of the less essential administrative activities of the City government are suspended or curtailed.

2. The directors of departments continue to act in their respective capacities. As reflected in the Basic Plan, employees of each department may assume additional duties as members of the emergency services organization.

3. Employees not required for essential duties in their regular departments may be temporarily assigned to duties in other departments having important and essential emergency functions.

B. Fiscal Management

1. The Finance Director is responsible for developing fiscal procedures in compliance with RCW 38.52.070, under the direction and control of the City Manager.

2. Financial assistance, staffing, and equipment may be granted to the City by State and/or Federal programs. Any such assistance under the authority of RCW 38.52 will be in accordance with the State of Washington Comprehensive Emergency Management Plan.

3. Fiscal transactions shall be conducted by the Finance Department.

4. Upon declaration of an emergency in accordance with this Manual, the Finance Department will immediately activate the emergency/disaster purchase order procedures and coordinate with the ECC Manager.

5. Emergency fiscal transactions will be assigned emergency/disaster purchase order numbers to be kept separate from other regular purchase orders.

6. A tracking system will be established by the Finance Director to report equipment usage, personnel costs, and other service costs, in accordance with FEMA Damage Survey Reports (DSR).

III. RESPONSIBILITIES

A. Emergency Management Coordinator

1. Provides technical advice and assistance to other departments in the preparation of their emergency administrative procedures.

2. Provides assistance and coordination of any training necessary to prepare employees for emergency/disaster duties.

B. City Manager

1. Assigns available personnel to emergency services activities.

2. Serves on the Policy Team during an emergency.

3. The City Manager will get an emergency number from the State Department of Emergency Management to go on all City reports and forms forwarded to the State Department of Emergency Management. This will be done as soon as the Mayor declares an emergency.

C. Mayor

Responsible for the declaration of conditions of emergencies or disasters when control of the situation is beyond the capabilities of City resources. A verbal declaration by the Mayor will suffice during the initial stages of an emergency/disaster. However, a signed copy of the declaration must be filed with the State Division of Emergency Management as soon as possible.

D. City Attorney

Responsible for providing legal advice to the City Council and Department Directors in preparation of ordinances, resolutions, and administrative procedures.

E. Department Directors

1. Ensures that operational departments continue their normal functions, expanding or curtailing the scope of the function as the situation demands.

G. Finance Director

1. Conducts all financial transactions in coordination with the City Manager.

2. Assumes custody of all funds received by State and Federal sources.

IV. CITY FUNCTIONS BY TIME PHASE

A. Preparedness and Mitigation

1. Department Directors

Prepares and maintains emergency administrative procedures for his/her department.

2. Emergency Management Coordinator

Provides assistance and coordination as necessary for departments preparing emergency administrative procedures.

3. City Attorney

Provides legal advice to departments preparing emergency administrative procedures.

B. Response

1. Department Directors

a. Reports to the appropriate area as outlined in the City's Emergency Checklist with the emergency administrative procedures for his/her department.

b. Activates emergency administrative procedures for his/her department as necessary.

c. Reports any available personnel or equipment through the EOC for assignment.

2. Various City Departments

Verify and inspect all shipments received.

3. Emergency Management Coordinator

Coordinates the requests for and receipt of emergency assistance from State and Federal sources.

4. Finance Director

a. Conducts all financial transactions.

b. Audit procedures will conform to those currently in use in the City of Lacey and the State Auditor's Office.

C. Recovery

1. Each Department Director, under the direction and control of the City Manager, shall phase out emergency administrative functions as necessary.

2. The City Manager, in coordination with the Finance Director, will control the replacement of emergency fiscal procedures with normal fiscal procedures as necessary.

D. Evaluation

1. Review responses, gauging the ability to perform key functions during the event.

2. Identify improvements to the Emergency Services plan and submit them to the Emergency Management Coordinator for review.

3. Identify capital items which may be warranted for future events. Develop a plan to acquire such items.

4. Inventory supplies, reordering supplies where necessary.

TRAINING AND EDUCATION

I. PURPOSE

A. To provide an adequate training and educational program that ensures maximum readiness of local government officials, employees, and volunteers who are assigned emergency responsibilities.

B. To provide the public with education opportunities on emergency preparedness.

II. CONCEPT OF OPERATIONS

A. Each department director shall ensure that employees are trained in emergency procedures and preparedness.

B. The Emergency Management Coordinator shall work with Thurston County DEM to promote public emergency education and preparedness through existing media resources. This educational program will work in conjunction with other jurisdictions.

C. Exercises and drills increase the response capability of City personnel and test the adequacy of the Emergency/Disaster Plan.

III. RESPONSIBILITIES

A. Federal

Federal Emergency Management Agency (FEMA)

1. Administers the National Fire Academy and the Emergency Management Institute in Maryland.

2. Provides technical and financial assistance in the development and implementation of training exercises for State and local plans.

B. State

The State Division of Emergency Management coordinates training efforts throughout the state and provides technical assistance for training and exercises for local government.

C. City of Lacey

1. Conducts employee training for emergency procedures.

2. Participates in emergency exercises as requested by the Emergency Management Coordinator.

3. Participates in Incident Command training when requested by the Emergency Management Coordinator.

4. Emergency Management Coordinator

a. Encourages and facilitates training for emergency procedures throughout the City.

b. Arranges training in the Incident Command System for all City departments.

c. Conducts emergency exercises.

d. Maintains local training records and forwards copies to the State Division of Emergency Services as required.

e. Coordinates public education programs.

IV. CITY FUNCTIONS BY TIME PHASE

A. Preparedness and Mitigation

1. Under the coordination of the Emergency Management Coordinator, the City participates in emergency exercises, drills, and training programs.

2. City departments conduct their own training in emergency procedures with assistance from the Emergency Management Coordinator.

3. The Emergency Management Coordinator and the Public Information Officer promotes effective public outreach to educate the public on emergency preparedness.

B. Response

Emergency Management Coordinator participates in ECC activation and

involves all necessary personnel.

C. Recovery

Emergency Management Coordinator

1. Conducts a critique of ECC activities and modifies the training and education programs accordingly.

D. Evaluation

1. All Departments

a. Review responses, gauging the ability to perform key functions during the event.

b. Identify improvements to the Emergency Services plan and submit them to the Emergency Management Coordinator for review.

c. Identify capital items which may be warranted for future events. Develop a plan to acquire such items.

d. Inventory supplies, reordering supplies where necessary.

HAZARD IDENTIFICATION AND VULNERABILITY ANALYSIS

I. INTRODUCTION

RCW 38.52 Emergency Management, in authorizing the formation of a local organization for the purpose of Emergency Management that provides for a local Comprehensive Emergency Management Plan consistent with that of the State of Washington. The purpose of this Hazard Identification and Vulnerability Analysis (HIVA) is to summarize evidence in regard to natural and technological hazards upon which the City of Lacey Comprehensive Emergency Management Plan (CEMP) may be coordinated. In addition this process serves as a foundation for county planning for preparedness, mitigation, response, and recovery activities.

The purpose of this HIVA is to provide information on potential large-scale hazards which exist within or could impact the operations of the City of Lacey. It is intended to serve as a basis for the City of Lacey's emergency management program. The City of Lacey is subject to many disasters, both technological and natural because of its geographic and technical nature. Disasters such as floods, windstorms, earthquakes, volcanic eruption, and hazardous materials accidents are a threat to any community. This document seeks to assess the vulnerability of the City of Lacey to such disasters. An HIVA is a tool to raise the level of understanding of the citizens of the community and the officials who govern the community. A better understanding of disaster potential can help target resources, training, planning, and mitigation efforts. It enables policy makers to set priorities according to the local public need for protection.

The hazards discussed herein are not the only ones that threaten the City of Lacey. Conditions may change, or new information may become available which could necessitate changes to this HIVA, and subsequently, the Emergency Plan. The information discussed in this Plan is the foundation of effective mitigation, preparedness, response, and recovery activities.

The data contained in this paper is not original, and is extracted from a variety of sources (see Bibliography). It is not presented as a detailed study but rather a general overview.

II. GEOGRAPHICAL CHARACTERISTICS

The City of Lacey is located at the southern portion of Puget Sound, within Thurston County, Washington. The City experiences heavy rainfall annually. Snowfall occurs periodically in winter months. Weather fronts from the Pacific Ocean bring heavy storms. There are two major highways, which run through the City limits. Lacey is located in a zone of moderate-to-heavy seismic activity.

The City's schools offer opportunities for all levels of education. The North Thurston Public Schools include 13 elementary schools, 4 middle schools, 4 high schools, and St. Martins University, which is a private university.

As federal, State and local government grows, the number of government employees increase. Federal, state, and local government provide approximately 43 percent of the employment in Thurston County and provide a stable economic base for the City.

III. DEMOGRAPHICS

The City of Lacey supports an approximate population of 44,350 people, a population ranking of 25 within the State of Washington; a land area per square miles of 17.092; an approximate population of 1,864.01 people per square mile, ranking 85 in the State of Washington. The City boarder's the City Of Olympia, which is the Capital for the State of Washington. Interstate 5 passes through the City from north to south. The City is located approximately 61 miles south of Seattle, Washington. The City does not have its own fire services Lacey Fire District #3 and Thurston County Medic One provides fire and emergency medical services to the City of Lacey.

IV. NATURAL HAZARDS

The natural hazards faced by the City of Lacey with a reasonable degree of probability include:

A. Drought

B. Earthquake

C. Flood

D. Severe Local Storms

E. Wildland/Grass Fire

Other natural hazards recognized by the City of Lacey Emergency Management Agency include landslide and volcanic eruption. As the history and prospect of these is relatively low, they are recognized, however not discussed within the HIVA.

A. DROUGHT

Definition

Drought is a condition of climatic dryness that is severe enough to reduce soil moisture and water and snow levels below the minimum necessary for sustaining plant, animal, and economic systems.

History

Table Three
Drought Occurrences

Date	Occurrence
July-August 1902	No measurable rainfall in Western Washington.
August 1919	Drought and hot weather occurred in Western Washington.
July-August 1921	Drought in all agricultural sections.
June-August 1922	The statewide precipitation averaged .10 inches.
July 1925	Drought occurred in Washington.
July 21-August 25, 1926	Little or no rainfall was reported.
June 1928-March 1929	Most stations averaged less than 20 percent of normal rainfall for August and September and less than 60 percent for nine months.
July-August 1930	Drought affected the entire state. Most weather stations averaged 10 percent or less of normal precipitation.
April 1934-March 1937	The longest drought in the region's history – the driest periods were April-August 1934, September-December 1935, and July-January 1936-1937.
May-September 1938	Driest growing season in Western Washington.
1952	Every month was below normal precipitation except June. The hardest hit areas were Puget Sound and the central Cascades.
January-May 1964	Drought covered the southwestern part of the state. Precipitation was less than 40 percent of normal.
Spring, 1966	The entire state was dry.
June-August 1967	Drought occurred in Washington.
January-August 1973	Dry in the Cascades.
October 1976-September 1977	Worst drought in Pacific Northwest history. Below normal precipitation in Olympia, Seattle, and Yakima. Crop yields were below normal and ski resorts closed for much of the 1976-77 seasons.
August 1986	No measurable rainfall until the 28th/42 day rainless streak, longest in 35 years.
January 2001	Pollution levels higher than normal due to leak of rain creating a health risk for people with respiratory disorders.

Hazard Identification and Vulnerability Assessment

Nearly all areas within this jurisdiction are vulnerable to drought. Extended periods without rain can create conditions where pollution levels are higher than normal and the air quality is decreased, causing a health risk for people with respiratory disorders.

In every drought, agriculture is adversely impacted, especially in non-irrigated areas such as dry land farms and rangelands. Droughts impact individuals (farm owners, tenants, and industries), the agricultural industry, and other agriculture-related sectors, to include impacting supplies of drinking water. Lack of snow pack has forced ski resorts into bankruptcy. There is increased danger of forest and wildland fires. Loss of forests and trees increases erosion causing serious damage to aquatic life, irrigation, and power development by heavy silting of streams, reservoirs, and rivers. Three energy curtailments, during drought periods prior to 1977, caused temporary unemployment.

Problems of domestic and municipal water supplies are historically corrected by building another reservoir, a larger pipeline, a new well, or some other facility. Short-term measures, such as using large capacity water tankers to supply domestic potable water, have also been used. Low stream flows have created high temperatures, oxygen depletion, disease, and lack of spawning areas for our fish resources.

Conclusion

As a result of droughts, agriculture uses new techniques. Federal and state governments play an active role in developing new water projects and soil conservation programs. RCW 43.83B.400-430 and Chapter 173-166 WAC pertain to drought relief.

Better forest fire protection techniques decrease total acreage burned. Progress is made in dealing with the impact of droughts through proper management of water resources. Drought information collection assists in the formulation of programs for future water-short years.

Drought forecasting information and mitigation strategies used in the City of Lacey include:

- Irrigation prior to forecasted drought
- Advance warning of changes in stream flows
- Measurement of snow pack conditions
- Studies of areas subject to wind erosion
- Loans for purchase of seed for spring planting and fuel for farm equipment

- Limit irrigation and sprinkling
- Study of ground water supplies
- Shut down of logging operators
- Water conservation measures
- Reduce hydroelectric power use
- Voluntary energy conservation programs
- Purchase of out-of-region energy
- Cloud-seeding
- Apply for federal drought relief programs
- State drought legislation
- Consider emergency supplemental ground water permits

B. EARTHQUAKE

Definition

An earthquake is the shaking of the ground resulting from a movement of rock along a fracture in the earth's crust, called a fault.

The surface of the earth is in a constant state of change. Large plates make up the earth's outer surface. These plates are constantly moving, very slowly, over the surface of the globe. As the plates move, stresses are built up and periodically release energy in areas where the plates come into contact with each other. This release of energy sometimes manifests itself in the form of an earthquake.

Washington is situated at a convergent continental margin, the collision boundary between two tectonic plates. The Cascadia Subduction Zone (CSZ) (see Figure 1) is the boundary between North American Plate and the Juan de Fuca plate, which lies offshore of the northernmost portion of California and extends north to the southern most portion of British Columbia. The two plates are converging at a rate of about 3-4 centimeters annually, and seismic strain accumulates as a result. Earthquakes are caused by the abrupt release of this slowly accumulated strain. The type of earthquakes that could result includes:

Shallow crustal earthquakes which occur within 30 kilometers of the surface.

Intraplate earthquakes occurring within the subducting Juan de Fuca plate at depths of 25 - 100 kilometers. Recurrence intervals for intraplate earthquakes are estimated to be 35 to 110 years, depending on the magnitude.

Evidence for great magnitude subduction zone earthquakes (at the interface of the North American and Juan de Fuca plates) has been discovered and the recurrence rate is estimated to be 550 years. Subsidence (the sinking or lowering of land elevations as a result of the release of accumulated seismic energy and buckling of the earth's crust) has been documented within the City Of Lacey. Evidence points to this being the result of a great Holocene CSZ earthquake. This discovery has changed much of the outlook on the potential for earthquake within the state and the City in particular.

History

Washington State as a whole has a history of frequent earthquakes. More than 1000 earthquakes of various strengths occur in the state annually. In addition, geologic evidence indicates that large prehistoric earthquakes have occurred and affected the Pacific Northwest region.

Over the last century the City Of Lacey has experienced few earthquakes and historical records do not indicate any resulting damage.

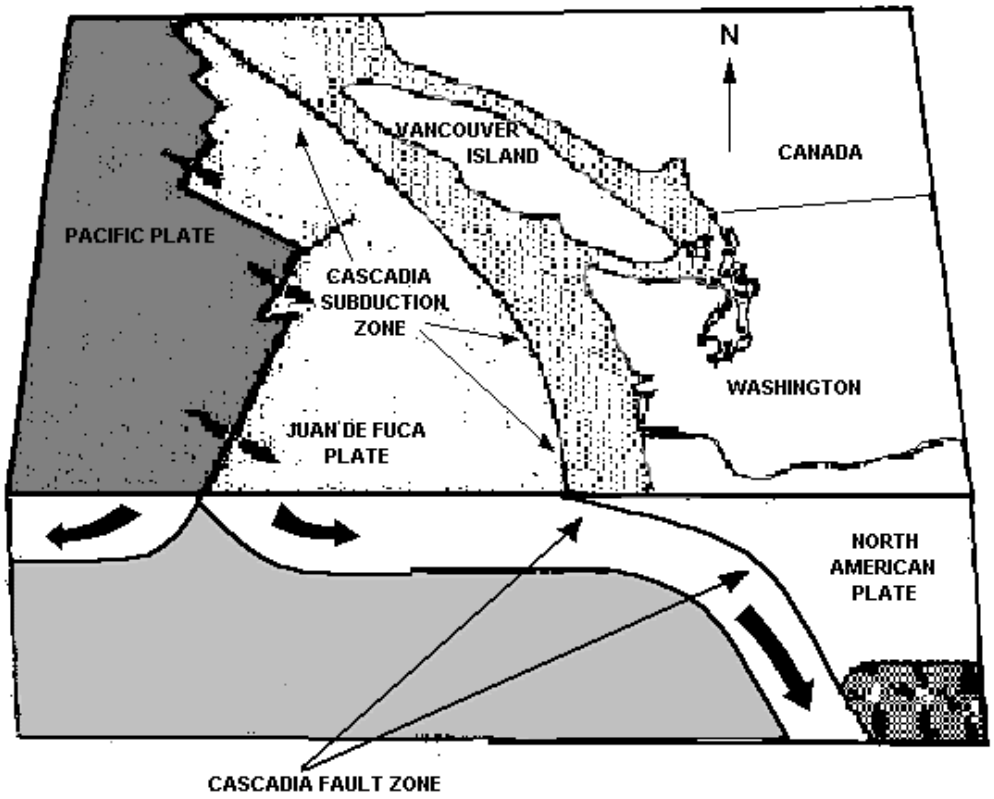
Vulnerability

The recent discovery of CSZ earthquake evidence leads to the conclusion that the City Of Lacey is highly susceptible to earthquake related damage as well as secondary effects including liquefaction, tsunami, landslides, subsidence, ground failures, and seiches; recognizing that the City of Lacey is susceptible to earthquakes.

Conclusion

As most of the City Of Lacey buildings are constructed using a multitude of building products, the effects of the shaking, as the result of an earthquake will depend on the structure, however, damage resulting from after-shocks to older constructed buildings will be significant. Mitigation activities such as response planning, evacuation planning, and public education need to be developed and maintained, in addition to zoning and building codes.

Figure 1: CASCADIA SUBDUCTION ZONE



C. FLOODS

Definition

Floods are among the most common hazards in the City Of Lacey. Most areas of the city that flood with frequency are in close proximity to rivers, marsh-lands, and involve low-lying agricultural property. High winds can have a direct effect on the extent of flooding and damage to property can occur in extreme cases.

One basic type of flooding occurs in the City of Lacey: River building floods - River floods are caused by heavy, prolonged rain, melting snow, or a combination of both. The short length and steep grade of Thurston County Rivers makes flood events relatively brief in duration.

History

The City Of Lacey has experienced twelve (12) major floods since 1933 and it is likely there will continue to be a high occurrence of flooding events. Thurston County participates in the National Flood Insurance Program, which coupled with the implementation of a drain and fill ordinance, changes in building codes, land use regulations, and reforestation should help mitigate future damages.

Statistics

Table Five

Floods

Date	Occurrence
1933	
1960	
1964	Flooding and heavy rains, Federal Disaster #185
1969	
Feb 1972	Flooding and severe storms affected Thurston County Federal Disaster #328
1973	
1974	
Dec 1975	Heavy rain & high freezing levels caused major flooding, Federal Disaster #492
Dec 1977	Heavy rain, mild temperatures, & snow melt runoff, Federal Disaster #545
Nov 1990	Floods & severe storms occurring, Federal Disaster #883

Vulnerability

Flooding occurs occasionally in and around the City of Lacey. This is primarily caused by heavy rains that occur occasionally during the year. While smaller flood episodes do not create a disaster situation or exhaust daily operational resources, there are flood occurrences, that do stress the capabilities of the City to respond and can be

considered disasters. Examples include the influence of the Nisqually River on City wells when it overflows its banks and storm water ponds exceeding capacity.

Conclusion

In summary, floods will continue to be a natural hazard causing potential loss of life and damage to property and environment in the City of Lacey. The National Weather Service has an extensive river and weather monitoring system, which provides timely and adequate warning information to both the public and governmental agencies.

D. Severe Local Storm

Definition

This hazard involves atmospheric disturbances which result in high winds of over 100 miles per hour accompanied by heavy rainfall, snow, sleet, or hail, which have resulted in localized and large scale power outages as well as closed highways. In addition, although with comparably less frequency, there are storms resulting in heavy snowfall. Historical evidence suggests that severe local storms are most likely to happen in the fall or winter months and that damage to property and forests can be extensive.

History

The effects of this hazard vary with the strength of each particular storm. The occurrence of windstorms has been fairly frequent (15 severe wind storms since 1921), and the county's level of preparation is fairly high, mitigating some of the effects. In total, severe weather events occur as often as twice per decade.

Statistics

Table Six
Severe Storms

Date	Storm Type	Description
1921	Windstorm	
1933	Windstorm	
1949	Snow Storm	
1950	Snow Storm	
1958	Windstorm	
1960	Windstorm	
1961	Snow Storm	
1962	Windstorm	Columbus Day
1969	Snow Storm	
1970	Snow Storm	
1971	Windstorm	
1977	Windstorm	
1978	Windstorm	
1980	Snow Storm	
1990	Windstorm	
1991	Windstorm	
1992	Windstorm	
Jan 1993	Windstorm	Inauguration Day Storm, Federal Disaster #981
1993	Snow Storm	
Aug 1994	El Nino	Adverse weather, Federal Disaster #1037
Dec 1996	Windstorm	Winter winds & gale conditions, Federal Disaster #1159
Nov 1998	Windstorm	Winds of 80 miles per hour recorded.

Table Six Severe Storms		
Date	**Storm Type**	**Description**
Mar 1999	Windstorm	Winds of 40 miles per hour with gusts recorded at 129.
Dec 1999	Windstorm	Tropical weather system.
May 2017	Microburst	Winds of 90 miles per hour with rains exceeding 14" per hour.

Vulnerability

All areas within the City Of Lacey are vulnerable to severe windstorms; however, the coastline is more susceptible to damage.

The main effects of a severe local storm are twofold. The first factor is immobility. Motorists may become stranded, and schools, businesses, and industry may close resulting in economic losses. The second effect is the loss of electrical power. Electrical systems are vulnerable to the blow-down of trees and limbs, leaving residents without power for extended periods of time.

Conclusion

In conclusion, most response activities will take place within the City Of Lacey. Improved communications and weather warning systems help to mitigate the effects of severe weather as well as media coverage. Local warning and notification systems and public education programs are adequate to allow the public to take the necessary precautions and take steps in regard to individual emergency preparedness.

E. WILDLAND FIRE

Definition

Wildland fires are the uncontrolled destruction of forests, brush, field crops and grasslands caused by nature or humans.

History

Conflagration (a fire encompassing several buildings or blocks of buildings) has never occurred in Lacey. However, there have been several large, single building fires in the area in recent years such as the Saint Martin's old gymnasium, and the propane gas company on Carpenter Road.

Because of the mitigation efforts already in force, none of these fires had a serious impact on the overall City. None rose to disaster proportions.

Vulnerability

The potential for a wildland or grass fire to interface with manmade structures increases each year as the number of homes built in the dune area expands.

Conclusion

Fire codes, fire regulations, and a capable fire department all contributed to the containment of fires in Lacey and conflagration has been prevented.

In conclusion, several processes are in place to reduce the actual number of fires in addition to the rapid spread of such a fire, which could result in the loss of life and property. Public education and enforcement programs are utilized extensively throughout the summer months. Planning and mitigation strategies undertaken by the local jurisdiction include multi-jurisdictional planning meetings, public education efforts, mutual aid agreements, and the adoption of local ordinances in regards to burning, fireworks, and camping. Statistics bear this out, as the number of fires is decreasing each year despite a population increase in the hazardous areas.

V. TECHNOLOGICAL HAZARDS

The technological (human-made) hazards, which may affect the City of Lacey to a significant scale and with a reasonable degree of probability, include:

- Hazardous Materials
- Terrorism/Weapons of Mass Destruction

Other technological hazards recognized by the City of Lacey Emergency Management Agency include fixed nuclear facility, nuclear detonation, urban fire, terrorism, energy emergency, and civil disturbances. As the history and prospect of these are relatively low, they are recognized, however not discussed within the HIVA.

A. HAZARDOUS MATERIALS

Definition

The production, use, storage, and transportation of hazardous substances and wastes, places the public, property, and environment at significant risk. The nature and extent of this risk is difficult to determine as the processes involved in hazardous materials and its management are dynamic. Hazardous materials are subject to a variety of regulations originating with state and federal agencies through an assortment of labor, environmental, and transportation laws, in addition to corporate awareness and planning. The volume and type of hazardous materials generated, transported, and otherwise managed in the City of Lacey are assessed through Tier Two reporting under SARA Title III.

History

Hazardous materials are a threat to the City of Lacey due to the railroad lines, the interstate highway, and the chemicals which are stored in commercial enterprises in the City.

A study conducted by the Washington Utilities and Transportation Commission (WUTC) recorded truck and rail shipments of hazardous materials in Washington from 1981 to 1984, and again in 1986. Among the survey points were the following:

TRUCK CHECKPOINTS WHICH AFFECT LACEY:

Weigh Station	Location	Destination
Sea-Tac-S	Federal Way, I-5	Southbound
Fort Lewis-N	Steilacoom, I-5	Northbound

RAIL CHECKPOINTS:

Checkpoint	Location	Railroad	Destination
Tacoma	Tacoma	Union Pac	North, South, East
Vancouver	Vancouver	BN	North, South, East

The following is a list of hazardous materials reported at the above checkpoints:

HAZARDOUS MATERIAL	COMMODITY CLASS
Gasoline	Flammable Liquid
Fuel Oil (Diesel)	Combustible Liquid
Petroleum Distillate	Combustible Liquid
Sodium Hydroxide	Corrosive
Kerosene (Jet Fuel)	Combustible Liquid
Sulfuric Acid	Corrosive
Liquid Oxygen	Flammable Gas
Ammonia, Anhydrous	Non-Flammable Gas
LPG - Propane	Flammable Gas
Hydrochloric Acid	Corrosive
Sodium Chlorate	Oxidizer
Nitric Acid	Corrosive
Phosphoric Acid	Corrosive

Vulnerability

During the period between 1981-1984, WUTC recorded a total of 25.36 million pounds of the hazardous materials listed above at the four checkpoints. Lacey is in the direction of the destinations of each of the four checkpoints listed.

Although there is no way of knowing what percentage of the materials passing through those points also passed through the City Of Lacey, there is a strong probability that a significant amount of the hazardous materials passing through those points also passed through the City either by rail or on Interstate-5.

The City is made further vulnerable by the location of the transportation routes within the City. The Burlington Northern Railroad line, the Union Pacific line, and Interstate-5 all run through the most congested areas of the City. Furthermore, major streets and highway interchanges intersect the railroad lines in several places.

Conclusion

Although the City Lacey is not a site of heavy industrial activity, the chemicals used in some businesses are a concern for hazardous materials responders. Older industrial areas of the City contain businesses such as auto repair and machine shops. Solvents and similar chemicals are typical in these businesses and could pose a threat during a disaster. Pesticide businesses use a wide variety of dangerous chemicals, which can threaten human life. Laboratories contain many hazardous substances, which can threaten a community.

B. TERRORISM

Definition

Terrorism is the use of force or violence against persons or property violating the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorists often use threats to create fear among the public; try to convince citizens that their government is powerless to prevent terrorism; and try to get publicity for their causes.

A terrorist attack can take several forms depending on the technological means available to the terrorist, the nature of the political issue motivating the attack, and the points of weakness of the terrorist's targets. Bombings are the most frequently used terrorist method in the United States. Other possibilities include attacks upon transportation facilities, utilities or other public services, or an incident involving chemical or biological agents. The Federal Bureau of Investigation (FBI) categorizes terrorism in the United States as one of two types: domestic terrorism or international terrorism.

- Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.

- International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries.

History

Of the 25 terrorist incidents reported by the Federal Bureau of Investigation (FBI) from January 1990 through December 1997, four occurred in Washington State. Two of these incidents were in Tacoma in July 1993. The American Front Skinheads detonated pipe bombs in Tacoma on July 20 and July 22. The Phineas Priesthood exploded a pipe bomb at the Valley Branch offices of *The Spokane-Review* newspaper on April 1, 1996, and robbed a branch of the US Bank in Spokane ten minutes later. The Phineas Priesthood repeated this mode of operation three months later when they placed a pipe bomb at a Planned Parenthood office in Spokane on July 12. They then robbed the same branch of the US Bank using an AK-47, a 12-gauge shotgun, a revolver, and a 25-pound propane tank bomb.

In addition to reported terrorist incidents, the FBI and Bellingham police prohibited a group of terrorists affiliated with the Washington State Militia from carrying out their plans in July 1996. The group planned to bomb various targets, including a radio tower, bridge, and a train tunnel, while the train was inside. More recently, the FBI and Seattle police and fire responded to a hoax, bioterrorism incident on September 19, 1999. The incident involved an Internet company that received a letter containing white power and claiming the powder was anthrax.

More recently, the spectrum of international terrorism surfaced in Washington State in December 1999 when a 33-year-old Algerian man was arrested by U.S. Customs officials while entering the United States in Port Angeles, Washington, aboard a ferry from Victoria, British Columbia. The man was charged with smuggling explosive material into the United States. A former chief of counter-terrorism at the Central Intelligence Agency said the timing devices and nitroglycerine in his possession were the "signature devices" of groups affiliated with Afghan-based Osama bin Laden, an Islamic militant. Because it was highly unlikely the explosive materials could be smuggled onto the commercial aircraft the suspect was scheduled to depart on the next day and he was booked into a motel blocks from Seattle Center, law-enforcement officials investigated the possibility of a terrorist bombing during the Year 2000 New Year's Eve celebration at the Space Needle. New Year's Eve celebrations at the Space Needle traditionally draw tens of thousands of revelers.

Vulnerability

Recent terrorist acts include the 1988 bombing of Pan Am flight 103 over Lockerbie, Scotland (international terrorism), the 1993 bombing of the World Trade Center in New York City (international terrorism), the 1995 bombing of the federal office building in Oklahoma City (domestic terrorism), and at the 1996 bombing at the Atlanta

Olympics (unknown terrorists). In 1995, a militia group committed a series of domestic terrorist acts and bank robberies in Spokane to both bring attention to their cause and to finance their militia activities.

In 1972, a power substation was bombed in Olympia disrupting power to a large segment of the community. As home to the state capital, it may only be a matter of time before some individual or group commits another terrorist act to gain attention to their cause or to protest government policy or actions.

Conclusion

The effects of terrorism can vary significantly from massive loss of life and property damage to nuisance service interruptions. Threatened services include electricity, water supply, public transportation, communications, and public safety. This includes the annihilation of entire buildings and city blocks, and a massive loss of human life, which New York City experience on 9/11.

The type of terrorist act would determine vulnerability. Vulnerability could include a large segment of the population or infrastructure with the destruction of a major power distribution line, a pipeline, or the contamination of a municipal well, or a relatively small segment with the telephoning of a bomb threat to a business or government agency.

C. CIVIL DISTURBANCE

Definition

Any incident that disrupts a community where intervention is required to maintain public safety is a civil disturbance. Examples are demonstrations, riots, strikes, public nuisances, and criminal activities.

History

Many jurisdictions in Washington State witnessed race riots in the 1960s, protests against the Vietnam War in the 1970s, abortion clinic demonstrations in the 1980s, and civil disturbances and allegations of police brutality in the 1990s.

In Seattle a small-scale riot occurred after the 1992 Rodney King verdict. On the night the jury rendered its decision, small groups of people roamed Seattle's downtown streets smashing windows, lighting dumpster fires, and overturning cars. The following day some Seattle residents went to Capital Hill where they set fires and attacked the West Precinct Police Headquarters.

On November 30, 1999, as a result of civil disturbance and violence during the World Trade Organization Ministerial Conference, the City Of Lacey provided assistance. The

City of Seattle declared an emergency and the Governor signed a proclamation of emergency allowing commitment of state resources to support affected local jurisdictions.

Hazard Identification and Vulnerability Assessment

In the United States, protesters and anarchists tend to practice civil disturbance at large, scheduled peaceful gatherings such as union marches or world and global meetings. They believe all types of governments and global organizations are oppressive and undesirable and should be abolished. Their activities involve disruption of activities, resistance, and rejection of all forms of control and authority. Modern anarchists are well organized, using command centers, tactical communications, and the Internet for planning and operations. Control of anarchists requires police forces trained and experienced in the Incident Command System and riot control. Effects of anarchism include injury to participants and spectators and property damage.

The last decade has seen increased rioting and looting, in the United States following sporting events. Seattle, home of major sport teams, has the potential to have similar disturbances.

Generally, the cities of Seattle, Spokane, Tacoma, Vancouver, and Bellevue with populations of more than 100,000 are vulnerable to civil disturbances. Smaller college towns like Bellingham, Olympia, and Pullman also are subject to civil disturbances. Olympia, the center of state government, faces an increased potential for civil disturbance. Communities with concentrations of ethnic groups and disparate economic status are susceptible to civil disorder. The presence of professional sports teams can be a catalyst for disruptive behavior. Historically, these elements are the most likely to fuel and sustain a disturbance.

Violent prison or jail uprisings are rare in Washington State, but are a hazard that communities with these facilities should identify and assess. The state has 13 institutions and 18 work release locations. These locations have a population capacity of nearly 15,000 but only a capacity to handle 10,659. Additionally, most counties and cites have permanent or temporary facilities for housing prisoners. Studies show that overcrowding is one of the major causes of uprisings. Overcrowding requires implementation of tighter internal controls, which are unpopular with the prison population. The Constitutional rights of prisoners are difficult to accommodate with inadequate facilities making it difficult to maintain essential services, personal safety, and preservation of property while maintaining incarceration.

Conclusion

The potential for civil disturbance exists in the state. There are major population centers with populations in excess of 100,000 and smaller communities with government offices and colleges. Cities with unions, capabilities of hosting world

venues, and ethnic groups are likely areas for civil disturbance. Major sports teams are located in Seattle, the largest city in the state. Civil disturbances in Washington State are probable.

The Washington State Department of Corrections and local corrections offices usually handle prisoner unrest. In the event of emergency, communities may need to be on alert to protect its citizens.

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ESF 1 - TRANSPORTATION

PRIMARY AGENCY: **Lacey Public Works Department**

SUPPORT AGENCIES: **Lacey Public Works Department, Lacey Parks and Recreation Department, Lacey City Manager's Office, Lacey Emergency Services Program, Lacey Police Department, School Districts, Intercity Transit, Thurston County Department of Emergency Management, Washington State Patrol, State Department of Transportation, State Utilities and Transportation Commission, State Emergency Management Division, U.S. Department of Transportation, and Federal Emergency Management Agency**

I. PURPOSE

A. To ensure effective utilization of all available transportation resources and systems during an emergency/disaster.

II. OPERATIONAL CONCEPTS

A. In the event of a major disaster involving movement of people, City-wide transportation programs may be required to provide support. Such programs shall be coordinated with the State and other political subdivisions, e.g., Intercity Transit and School Districts.

B. It is assumed that the primary movement of people and supplies will be via streets and highways with private vehicles. Public transportation may be used on a limited scale. Air transportation will be utilized only for the movement of urgently needed personnel and supplies. The use of boats will provide additional, but limited, capability.

III. RESPONSIBILITIES

A. Lacey Public Works Department

The Public Works Department is the lead agency responsible for maintaining street usability.

B. Lacey Parks and Recreation Department

The Parks and Recreation Department is responsible for coordinating transportation resources for mass movement of citizens for sheltering and other purposes.

C. Lacey Police Department

The Police Department maintains orderly traffic in the City during an emergency/disaster.

D. Lacey Emergency Coordination Center (ECC)

The City ECC Management Team shall coordinate transportation resources during an emergency/disaster.

E. Lacey Public Information Officer (PIO)

The City PIO shall disseminate emergency information to the public through the Emergency Alert System (EAS) and other communications systems. (See Appendix 2)

F. School Districts

The School Districts shall provide buses to the City for use according to established written agreements and procedures.

G. Intercity Transit

Intercity Transit shall provide buses to the City for use according to established written agreements and procedures.

H. County

1. Thurston County Department of Emergency Management
    a. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

I. State

1. Washington State Emergency Management Division
    a. Requests for assistance from the State shall be coordinated through the Washington State Emergency Management Division. Assistance may include transportation resources from the Washington State Patrol, Department of Transportation, and/or Utilities and Transportation Commission.

J. Federal

1. Federal Emergency Management Agency (FEMA)
    a. Requests for assistance from the federal government shall be coordinated through FEMA. Assistance may include transportation resources from the U.S. Department of Transportation.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Parks and Recreation Department
    a. Maintains liaison with essential departments and authorities to ensure cooperative and efficient use of transportation resources.
    b. Evaluates emergency procedures of transportation providers.
    c. Develops and maintains procedures for obtaining transportation resources.

B. Response

1. Police Department
    a. Provides the City ECC with information concerning the conditions of streets and transportation resources.
    b. Maintains orderly traffic conditions during an emergency/disaster.

2. Public Works Department
    a. Provides the City ECC Planning Section with information concerning the conditions of streets and transportation resources.
    b. Makes necessary street repairs and provides barricades where needed.
    c. Assists with vehicle repair and maintenance as requested by the Lacey ECC Management Team or members of the Emergency Management Council of Thurston County.

3. Emergency Coordination Center
    a. Evaluates transportation conditions and requests assistance as needed.

4. Public Information Officer
    a. Disseminates emergency information to the media and appropriate agencies and departments.
    b. Executes a public information program that controls misinformation, distributes information, and coordinates information before its

release.

C. Recovery

1. Emergency Coordination Center
    a. Phases out emergency transportation activities as needed.

D. Evaluation

1. Each City Department
    a. Reviews responses, gauging the ability to perform key functions during the event.
    b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
    c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
    d. Inventories supplies, reordering supplies where necessary.

ESF 2 – COMMUNICATIONS, INFORMATION SYSTEMS, AND WARNING

PRIMARY AGENCY: **TCOMM 9-1-1, Lacey Emergency Services Program, Thurston County Department of Emergency Management**

SUPPORT AGENCIES: **Lacey Fire District #3, Lacey Police Department, Lacey Public Works Department, Washington State Department of Transportation**

I. PURPOSE

A. Communications

To identify a communications system for the efficient flow of information during an emergency or disaster.

B. Warning

To provide and or supplement alerting and warning to key City officials and the public of impending or occurring emergency or disaster.

II. OPERATIONAL CONCEPTS

A. Warning

1. The principal mechanisms by which the City of Lacey receives warning messages of impending disaster are the National Warning System (NAWAS), A Central Computerized Enforcement Service System (ACCESS), Emergency Alert System (EAS), amateur radio, Thurston County Department of Emergency Management, and the Washington State Military Department, Division of Emergency Management.

2. All warning information is received by Thurston 9-1-1 Communications (TCOMM 9-1-1) Dispatch Center and relayed through Thurston County Emergency Management Division to the Lacey Emergency Management Coordinator or other EOC staff.

3. Upon receipt of warning information, the Emergency Management Coordinator will determine the significance of the information to Lacey

and decide which warning procedures to activate.

4. Warning of the general public could take the form of one or more of the following resources: activation of the Emergency Alert System, loudspeakers, local warning information via television and radio stations, Amateur Radio Emergency Services Unit, and/or any other means determined necessary by the Emergency Management Coordinator.

5. Warnings and alerts will be given a priority on all communications systems.

A. Communications

1. Thurston 9-1-1 Communications (TCOMM) is a countywide enhanced 9-1-1 public safety answering point and dispatch center for police, fire, and Medic One departments serving all of the cities, towns and unincorporated areas within Thurston County. Established by an intergovernmental agreement, TCOMM 9-1-1 was reorganized as a Non-Profit Intergovernmental Corporation on January 1, 2011.

2. The Emergency Alert System (EAS), when established, will operate through local radio and cable TV stations and is intended to provide the means to disseminate prompt, reliable emergency information, instructions, and warnings in the event of an emergency or disaster.

    a. KGY Radio, Olympia, 1240 AM; 96.9 FM
    b. KXXO Radio, Olympia, 96.1 FM
    c. KAOS at The Evergreen State College, Olympia, 89.3 FM
    d. COMCAST, Olympia

3. The communication capabilities presently available include:

    a. 9-1-1 Public Safety Answering Point (PSAP).
    b. Commercial telephone (regular, cellular, and wireless telephone).
    c. Two-way radio.
    d. National Warning System (NAWAS): land-line voice located in TCOMM 9-1-1.
    e. Amateur Radio Emergency Services (ARES) via amateur (ham) frequency bands.

III. RESPONSIBILITIES FOR WARNING

A. Federal

1. The Federal Emergency Management Agency (FEMA) is responsible for the declaration and dissemination of warning through the NAWAS system to provide rapid dissemination of information concerning impending disaster.

2. The National Weather Service, the National Oceanic and Atmospheric Administration of the U.S. Department of Commerce, disseminate weather forecasts and weather warnings when there is threat to life and/or property.

3. The Mount Saint Helens Volcano Center, a combined effort of the U.S. Forest Services, U.S. Geological Survey, FEMA, and the University of Washington, has the responsibility to issue volcanic activity or eruption advisories and warning.

B. State

1. Washington State Military Department, Division of Emergency Management, and the Washington State Patrol both operate warning points through which warning information is relayed to the political subdivisions in the state.

2. The State warning points disseminate information from NAWAS, ACCESS, and the National Weather Service.

3. The State EAS will be activated according to the Washington State Emergency Alert System Plan.

C. City of Lacey

1. Emergency Management Coordinator

   The Emergency Management Coordinator is responsible for coordinating disseminating warning information. Warning could take the form of one or more of the following: press releases, radio, television, county government and cooperating agencies, other emergency management organizations, and/or community organizations.

2. Police Department

   Disperses door-to-door or neighborhood warning information as

needed.

3. Fire Department

   Disperses door-to-door or neighborhood warning information as needed.

4. All other City Employees

   Disperses door-to-door or neighborhood warning information as needed.

D. Thurston 9-1-1 Communications (TCOMM)

1. Provides communications link between the communications center and local radio stations as needed.

2. Maintains and staffs the warning facilities in the county.

3. Relays all warning information to Thurston County Emergency Management Division and the City of Lacey.

4. Operates on a 24-hour basis.

Responsibilities of County and City EOC for Communication with Public

A. Thurston County Dispatch Center

1. Installs, maintains, and operates communications equipment included in the central dispatch program.

2. Informs the County Director of Emergency Services of all communications problems and limitations.

3. Transmits general messages and warning information to the appropriate officials.

B. City Emergency Management Coordinator

1. Coordinates communications activities with neighboring jurisdictions and between departments of the City.
2. The Lacey Chief of Police serves on the County Communications Operations Board.

C. Thurston County Communications Operations Board

1. Directs and controls the operations of the Thurston County Dispatch Center.

2. Establishes policy and budget priorities for the Thurston County Dispatch Center.

D. Each City Department

1. Maintains daily communications equipment (telephones and radios).

2. Makes communications resources available to emergency operations upon request.

E. City Logistics Section Chief

1. Maintains EOC communications equipment and trains personnel in its installation, use, and maintenance.

IV. CITY FUNCTIONS BY TIME PHASE

A. Warning Function

1. Mitigation and Preparedness

   a. Emergency Management Coordinator

      1) Prepares and maintains current, adequate warning plans, procedures, and call lists.

      2) Coordinates warning plans and activities with Thurston County Emergency Services and State emergency services organization.

   b. Central Dispatch Center

      1) Activates EAS.

   c. Thurston County Director of Emergency Services

      1) Adequately staffs the county warning point to test the warning system and maintain warning records.

d. Each City Department

1) Trains and prepares the employees of the departments how to respond to warning and activate emergency procedures.

2. Response

a. City Manager

1) Authorizes the dissemination of warning information for localized emergencies and disasters.

b. Emergency Management Coordinator

1) Coordinates all warning dissemination with Thurston County Emergency Services.

2) Under the direction and control of the City Manager, the Emergency Management Coordinator determines which warnings are significant to the City of Lacey.

c. Thurston County Communications Center (TCOMM)

1) Activates EAS.

2) Generates the warning signals to hospitals and schools in accordance with emergency procedures.

3. Recovery

a. Warning systems may be used in the recovery phase for emergency communications so that the community may be restored.

B. Communication Function

1. Mitigation and Preparedness

a. City Emergency Management Coordinator

1) Develops and maintains a current inventory of all applicable communications equipment available to the

City in an emergency. (See Finance Department asset spreadsheet)

2) Develops, coordinates, and maintains a current plan for the utilization of all applicable communications equipment.

3) Directs the development of adequate City EOC communications capabilities.

4) Develops a method by which messages in the City EOC can be logged and tracked. (WebEOC)

b. County Communications Operations Board

Coordinates the communications functions of the Thurston County Dispatch Center and maintains intergovernmental cooperation.

c. Each City Department

1) Maintains communications capabilities.

2) Reports all communications limitations to the City Emergency Management Coordinator.

d. Thurston County Director of Emergency Services

1) Maintains the Thurston-Mason EAS plan.

e. Thurston County Dispatch Center

1) Tests warning and communications capabilities regularly and logs activity.

3. Response

a. EAS Radio Stations

Activates the Emergency Alert System in accordance with the Thurston-Mason EAS plan.

b. Each City Department

Provides communications resources upon request of the Emergency Operations Team.

c. Thurston County Dispatch Center

1) Provides emergency communications activity, including dispatch services.

2) Receives and transmits warning and emergency information from State and Federal sources.

4. Recovery

a. Communications resources will continue to be used with emergency priority in order to restore the community.

b. The City ESC and County Director of Emergency Services will phase out unnecessary communications resources when appropriate.

5. City Evaluation

a. Review responses, gauging the ability to perform key functions during the event.

b. Identify improvements to the Emergency Services plan and submit them to the Emergency Management Coordinator for review.

c. Identify capital items which may be warranted for future events. Develop a plan to acquire such items.

d. Inventory supplies, reordering supplies where necessary.

ESF 3 - PUBLIC WORKS, INSPECTION, AND ENGINEERING

PRIMARY AGENCY: **Lacey Public Works Department, Lacey Community Development Department**

SUPPORT AGENCIES: **Lacey Emergency Services Program, Washington State Department of Transportation**

I. PURPOSE

A. To provide for inspection of all structures to determine structural safety for occupancy.

B. To provide for temporary repair of essential facilities.

C. To provide for demolition of unsafe structures, debris, and wreckage clearance.

II. OPERATIONAL CONCEPTS

A. The Public Works (PW) Department, Engineering Division is the primary agency responsible for providing emergency engineering services for Public Works infrastructure. The Community Development (CD) Department is the primary agency responsible for providing emergency engineering services for private infrastructure.

B. All PW engineering services shall be coordinated through the Lacey Emergency Coordination Center (ECC), Operations Section. All private CD engineering services shall be coordinated through the Lacey Emergency Coordination Center (ECC), Planning Section.

C. The City has some staff and equipment to carry out engineering activities. Private sector has manpower and equipment that will need to be utilized when internal City resources are exceeded/exhausted.

D. The Community Development Department, Building Division has the primary responsibility to inspect structures for safety and occupancy requirements.

E. Under the direction of the Lacey ECC, Planning Section, the Building Division shall coordinate inspections of buildings. Organizations such as schools and hospitals often have their own engineering staff. When such is the case,

inspections will be coordinated with owners their staff.

III. RESPONSIBILITIES

A. Lacey Public Works Department

1. Coordinates City public works and engineering activities during emergencies and provides for the reconstruction, repair, and maintenance of City streets, water, wastewater, stormwater, parks, and other PW infrastructure.

2. Assists in regulating emergency public roadway traffic by providing and erecting signs, barricades, and cones.

3. Provides for the emergency repair, and continued operation of essential facilities and infrastructure.

4. Assists with utility access needs for the road system.

5. Coordinates and maintains department emergency procedures.

6. Coordinates the use of private sector materials and equipment when necessary.

B. Lacey Community Development Department, Building Division

1. The Building Division shall coordinate with the City ECC Management Team for closure of areas and buildings. As such, it is the responsibility of the Building Inspectors to determine when an owner, tenant or representative may enter an unsafe building to retrieve belongings, business records, merchandise, etc.

2. The Building Inspectors (including mutual aid inspectors) are responsible for inspection of all damaged structures. These include:

   a. Public buildings, such as City and School District structures;
   b. Buildings that house merchandise that may be needed for emergency housing, supplies, etc.;
   c. Multifamily structures, institutions, medical facilities; and,
   d. Private housing.
   e. Uninhabitable structures.

   When needed, Building Inspectors shall post notices on structures based on their level of safety or destruction.

C. Lacey Emergency Coordination Center

1. The City ECC Management Team shall coordinate resources during an emergency/disaster.

D. County

1. Thurston County Department of Emergency Management
   a. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

E. State

1. Washington State Department of Transportation
   a. The Washington State Department of Transportation is responsible for coordinating all highway engineering services and transportation construction requirements on state routes. The Department of Transportation is also responsible for the coordination of emergency highway traffic.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator
   a. Maintains liaison with all departments and authorities to ensure cooperative and efficient use of resources.
   b. Works with the Building Division to establish mutual aid agreements for inspectors.

2. Public Works Director
   a. Serves on the Lacey ECC Management Team.
   b. Ensures that PW department emergency procedures are in order.
   c. Maintains an inventory of all available equipment owned by the Public Works Department in the N:\EOC directory.
   d. Coordinates with the public and private sector to ensure the availability of emergency resources.

3. Building Official

   a. Serves on the Lacey Emergency Services Committee.
   b. Ensures that CD department emergency procedures are in order.
   c. Maintains an inventory of all available placards, forms, and necessary equipment in the N:\EOC directory.
   d. Coordinates with other municipalities and organizations to ensure availability of private resources as outlined in "e" below.
   e. Works with the Emergency Services Coordinator to establish mutual aid agreements for inspectors. These agreements shall include:
      1) Engineering staff of local school districts and colleges;
      2) Local engineers and architects; and,
      3) Inspectors from other jurisdictions.

B. Response

1. Public Works Department

   a. Repairs damaged roads, PW utilities, parks infrastructure, and facilities.
   b. Establishes emergency detours and posts necessary signs.
   c. Clears debris from streets and roads.
   d. Assists fire and law enforcement services with rescue operations.
   e. Inspects damaged PW infrastructure and facilities to determine if they are safe or if they should be closed.

2. Building Division

   a. Inspects damaged buildings and structures to determine if they are safe or need to be evacuated and posts placards as required.
   b. Designates structures that may be used for emergency housing.

3. EOC Management Team

   a. Evaluates emergency conditions and requests assistance as needed.

C. Recovery

1. Public Works Department

   a. Continues to provide engineering and repair services during the recovery phase to restore the PW services to the community.

2. Building Division

   a. Provides typical building inspection services and applicable permits to aid in the restoration and rebuilding process.

3. Emergency Services Coordinator

a. Phases out emergency activities as needed.

D. After Action Review (AAR)

1. Each City Department

   a. Reviews responses, gauging the ability to perform key functions assigned to their department during the event.
   b. Inventory remaining emergency supplies.
   c. Identify the need for additional labor, equipment, materials, supplies, facilities, and contracts, needs… that are warranted for future events and re-order as needed. In addition, submit EOC budget proposal for additional labor, equipment, materials, supplies, facilities that are warranted for future events that exceed the current budget allowance.
   d. Provides suggested updates to Lacey's Comprehensive Emergency Management Plan (CEMP) based on feedback from the AAR.

ESF 4 - FIRE SERVICES

PRIMARY AGENCY: **Lacey Fire District #3**

SUPPORT AGENCIES: **Lacey Police Department, Lacey Public Works Department, Lacey Emergency Services Program, Thurston County Fire Chiefs' Association, Thurston County Department of Communications, Washington State Emergency Management Division, Washington State Fire Marshall's Office, Puget Sound Inter-Zone Response Network, Fort Lewis Fire Department, and Federal Emergency Management Agency**

I. PURPOSE

A. To provide an organization for fire prevention and response that will effectively utilize and dispatch all available firefighting equipment and personnel, and provide effective operations at the scene(s).

B. To provide a Mutual Aid Agreement between Lacey Fire District #3 and other fire agencies in Thurston County.

II. OPERATIONAL CONCEPTS

A. Lacey Fire District #3 is responsible for protecting life and property within the corporate bounds of the City of Lacey, regardless of ownership, including county, state and federal properties.

B. During emergency situations requiring Fire District activity, all available equipment and personnel required to cope with the situation shall be mobilized and dispatched to the scene.

C. All Fire District operations shall be conducted under the National Interagency Incident Management System (NIIMS) Incident Command System (ICS).

D. Lacey Fire District #3 shall have authority over fire suppression and prevention in the City.

E. Lacey Fire District #3 manages and supplies basic life support (BLS) for non-life-threatening injuries, and advanced life support (ALS), for life-threatening conditions.

F. A Mutual Aid Agreement has been signed by all fire departments and fire districts within the County. Requests for assistance shall be coordinated through on-scene Incident Command and City and/or County Emergency Coordination Centers (ECCs) when a multiple agency emergency exists.

G. Additional resources are available from the Joint Base Lewis McChord Fire Department. Requests for assistance shall be coordinated through on-scene Incident Command and City and/or County ECCs when a multiple agency emergency exists.

H. Additional resources are available from surrounding counties through mutual aid agreements. Requests for assistance shall be coordinated by City and/or County EOCs when a multiple agency emergency exists.

III. RESPONSIBILITIES

A. Lacey Fire District #3

1. Lacey Fire District #3 provides fire suppression, fire prevention, and emergency medical services for the City of Lacey.

2. The Fire Chief or his designee has direction and control over all fire related services in the City.

B. Lacey Public Works Department

1. Assigns personnel to non-threatening fire duties as necessary.

2. Provides equipment to maintain roads as requested and prioritized with other Public Works responsibilities.

C. Lacey Police Department

1. Provides traffic control.

2. Provides security for the incident scene and surrounding area.

3. Maintains access and egress routes for fire equipment and evacuees.

4. If terrorism related or caused by human recklessness, neglect, or criminal intent, Police Department will investigate and gather evidence for criminal

prosecution.

D. Lacey Emergency Coordination Center

1. Coordinates resources.

E. County

1. Thurston County Fire Chiefs' Association
   a. The Thurston County Fire Chiefs Association selects a County Fire Services Coordinator and alternates for that position. His/her responsibility is to plan for the coordinated use of County-wide fire services during disaster operations. The County Fire Services Coordinator reports to the Thurston County ECC during a major fire services incident.

2. Thurston County Department of Communications (TCOMM)
   a. TCOMM provides communications and dispatch services for all emergency responding units. (See ESF-2)

F. State

1. State Fire Marshall's Office
   a. The Washington State Patrol, Fire Protection Bureau, State Fire Marshal's Office assists local government with planning for fire suppression. Washington State Fire Service Training provides training and education for fire services personnel.

2. Washington State Emergency Management Division
   a. The Washington State Emergency Management Division coordinates the use of some state and federal fire-related services.

G. Federal

1. Federal Emergency Management Agency (FEMA)
   a. FEMA manages the terms of the Disaster Relief Act of 1974. Section 417 of that act refers to federal intervention during a fire.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Lacey Fire District #3

a. Develops and implements a fire prevention program. This program includes providing public education and issuing burn permits. Develops, maintains, and coordinates plans for fire service response.
b. Trains fire and emergency medical personnel to respond effectively.
c. Produces mutual aid agreements to access resources from other jurisdictions.
d. Maintains an inventory of equipment, including its condition, availability, and adaptability for support operations.

2. Police Department

a. Develops and maintains department emergency procedures that include law enforcement functions during a fire service response.

3. Public Works Department

a. Develops and maintains department emergency procedures that include public works functions during a fire service response.

B. Response

1. Lacey Fire District #3

a. Provides suppression and control of fires within the City and supports other protection agencies, if signatories to a mutual aid compact.
b. Conducts fire suppression according to established procedures.
c. Implements the Incident Command System.
d. Provides or oversees rescue services as a participant in the Thurston County Special Operations Rescue Team. Police Department
c. Provides traffic and crowd control in and around the emergency scene.
d. Provides personnel and equipment at the request of the Fire Chief or on-scene Incident Command.

2. Public Works Department

a. Provides equipment and personnel at the request of the City ECC Management Team.

C. Recovery

1. Emergency Services Coordinator

a. Coordinates all recovery efforts from a major fire incident.

D. Evaluation

1. Each City Department and partnering or supporting Agency

a. Reviews responses, gauging the ability to perform key functions during the event.
b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
d. Inventories supplies, reordering supplies where necessary.

ESF 5 - INFORMATION ANALYSIS AND PLANNING

PRIMARY AGENCY: **Lacey Community Development Department, Lacey Public Works Department**

SUPPORT AGENCIES: **Lacey Finance Department, Lacey Emergency Services Program, County Assessor's Office, County Department of Public Health and Social Services, Washington State Emergency Management Division, and Federal Emergency Management Agency**

I. PURPOSE

A. To provide a City-wide system to collect, report, and evaluate the emergency/disaster situation.

II. OPERATIONAL CONCEPTS

A. Response and support agencies shall give periodic situation reports to the Lacey Emergency Coordination Center (ECC).

B. Reports to be completed may include, but are not limited to:

1. Damage Reports -- indicate the location, severity and type of incident, time and date of occurrence, and actions taken.

2. Operational Situation Reports -- briefly outline significant operational conditions, status, critical shortages, problems, and anticipated assistance needs. (See the Washington State Emergency Management Division, Disaster Assistance Guide)

III. RESPONSIBILITIES

A. Lacey Community Development Department, Building Division

1. Leads damage assessment, evaluation, and information collection for structures and public property.

2. Provides situational reports to the City ECC on a regular basis.

B. Lacey Public Works Department

1. Leads damage assessment, evaluation and information collection for roadways, public property, and City-owned utilities.

2. Provides situational reports to the City ECC on a regular basis.

C. Lacey Emergency Coordination Center

1. Ensures that copies of emergency proclamations are sent to the Washington State Emergency Management Division (EMD) by law enforcement teletype, mail or hand delivery.

2. Ensures that damage reports are forwarded to Thurston County DEM and the Washington State EMD.

3. Collects and evaluates reports from damage assessment personnel and forwards information through emergency services channels.

D. Each City Department

1. Estimates the situation within its own service area.

2. Regularly updates the City ECC with disaster information. It is anticipated that two updates per day will be sufficient for small events. More frequent updates will be needed for larger events.

E. County

1. Thurston County Assessor's Office

   a. Upon request will provide maps, file information, and damage assessment information to the City ECC.

2. Thurston County Department of Public Health and Social Services

   a. Coordinates the collection, reporting, and analysis of health impacts.

F. State

1. Washington State EMD

   a. Forwards information and reports to appropriate state and federal agencies.

G. Federal

1. Federal Emergency Management Agency (FEMA)

a. Provides federal agency support and participation for damage assessments and surveys.
b. Coordinates federal-agency, emergency-response, resources and recovery programs.

IV. CITY FUNCTION BY PHASE (A thru D below)

A. Mitigation and Preparedness

1. Finance Department

   a. Establishes a tracking system for emergency-related personnel and equipment costs.

2. Emergency Services Coordinator

   a. Coordinates planning efforts among departments in the City to ensure clarity of assessment roles.

3. Each City Department

   a. Develops procedures for collecting emergency/disaster information.

B. Response

1. Public Works Department

   a. Deploys Damage Assessment Teams.
   b. Fills out appropriate forms and forwards them to the City ECC Planning Section.

2. Community Development Department, Building Division

   a. Deploys Damage Assessment Teams.
   b. Fills out appropriate forms and forwards them to the City ECC Planning Section.

3. ECC Management Team

   a. Forwards appropriate information to the Washington State EMD.
   b. Ensures that appropriate forms are filled out in a timely manner. (see the Washington State EMD, Disaster Assistance Guide)

4. Each City Department

   a. Collects information about the situation from its assigned emergency/disaster sites, and reports status to the City ECC Planning

Section.

C. Recovery

1. Emergency Services Coordinator
    a. Continues to coordinate the collection of required emergency management information and forward it thru Thurston County ECC to the State.

D. After Action Review (AAR)

1. Each City Department
    a. Reviews responses, gauging the ability to perform key functions assigned to their department during the event.
    b. Inventory remaining emergency supplies.
    c. Identify the need for additional labor, equipment, materials, supplies, facilities, and contracts that are warranted for future events and re-order as needed. In addition, submit ECC budget proposal for additional labor, equipment, materials, supplies, facilities that are warranted for future events that exceed the current budget allowance.
    d. Provides suggested updates to Lacey's Comprehensive Emergency Management Plan (CEMP) based on feedback from the AAR.

ESF 6 - MASS CARE, HOUSING, AND HUMAN SERVICES

PRIMARY AGENCY: **Lacey Emergency Services Program, American Red Cross-Mount Rainier Chapter**

SUPPORT AGENCIES: **Lacey Community Development Department, Lacey Police Department, Lacey Parks and Recreation Department, Lacey Human Resources Department, School Districts, Religious and Volunteer Organizations, Thurston County Disaster Assistance Council, Joint Animal Services, Thurston County Department of Public Health and Social Services, The Crisis Clinic of Thurston and Mason Counties, Thurston County Food Bank, Thurston County Department of Emergency Management, Washington State Department of Social and Health Services**

I. PURPOSE

To provide guidance and coordination to organizations addressing the mass care, housing, and human services needs of people impacted by emergencies or disasters.

A. To coordinate with appropriate relief organizations in the use of local shelters during an emergency/disaster.

D. To organize and maintain, within local government, the capability to support congregate lodging and basic human needs during and after emergencies or disasters for people unable to provide for themselves.

E. To meet the diverse spiritual needs of people during and following disasters.

F. To provide local support to assist emergency welfare, medical, and other volunteer organizations.

G. To support Joint Animal Services in the provision of services for animals displaced during an emergency or disaster.

II. OPERATIONAL CONCEPTS

A. The members of the Lacey Emergency Coordination Center (ECC) Management Team or the on-scene Incident Commander shall make the decision to advise people to seek shelter.

B. Recovery efforts are initiated concurrently with response activities. Close coordination is required among public safety and relief organizations responsible for emergency response and recovery operations, and other nongovernmental organizations providing assistance.

C. Endangered populations may be forced to relocate to shelters or other accommodations to prevent or lessen the human impact of emergencies and/or disasters.

D. All service animals (as defined by ADA) are allowed in shelters. Shelter arrangements will be made to provide for the care of household pets.

E. Members of the City ECC Management Team will coordinate mass care, housing, and human service needs with Thurston County ECC.

F. Designated City-owned facilities may be used as emergency shelter facilities. Activation of City facilities for sheltering shall be coordinated with the Parks and Recreation Department through the ECC, through the Operations and Logistics Section Chiefs.

G. To avoid competition and duplication of resources by the political subdivisions in the County, the use of all religious and volunteer services shall be coordinated through the Thurston County ECC.

III. RESPONSIBILITIES

A. American Red Cross – Mount Rainier Chapter

1. Assists with identifying, planning, coordinating, operating, staffing, and stocking shelter operations facilities.

2. Maintains current shelter and other resource agreements.

3. Maintains adequate inventories for shelter operations.

4. Maintains registration and accountability records of shelter inhabitants.

5. Provides leadership in coordinating and integrating overall local efforts associated with mass care, housing, and human services.

6. Provides fixed and mobile food service to disaster survivors and emergency workers affected by the emergency or disaster.

7. Conducts shelter management training regularly and/or when requested.

8. The American Red Cross will provide representation in the Thurston County ECC for coordination of shelter issues.

9. The American Red Cross will provide staff and supplies as disaster conditions dictate and resources allow.

10. American Red Cross support may also include initial resources such as staff, supplies and locations for mass care shelters, feeding and emergency first aid during large disaster events. It may also provide mass care for small emergencies and localized events not requiring activation of the Thurston County ECC.

B. Lacey Emergency Coordination Center

1. The City ECC Management Team shall take appropriate actions to call on outside agencies for assistance once City resources are exhausted. Initial requests for assistance shall be made through Thurston County Department of Emergency Management (DEM).

2. The ECC Management Team shall provide support to the American Red Cross to ensure the success of sheltering operations by coordinating shelter locations, openings, and closings with Thurston County Emergency Management and American Red Cross.

3. Assists in the coordination of interim and long-term housing needs with appropriate relief organizations.

4. When the need for religious organizations and volunteer activities arises, the City ECC Management Team contacts the Emergency Management Council of Thurston County Disaster Assistance Council (DAC) for information and coordination.

5. Compiles shelter and displaced persons information and disseminates through the Public Information Officer.

C. Lacey Police Department

1. Assists with informing the public of the order to seek shelter including, but not limited to, door-to-door notification.

2. Notifies the Thurston County Department of Communications (TCOMM) of endangered people who are not ambulatory so that movement of those people may be requested.

3. Provides support during the process of relocating people to an emergency shelter; crowd and traffic control, and assists with identifying safe routes of travel to and from shelter sites.

4. Secures the danger area and isolates it from the public.

D. Fire District #3

1. Provides emergency medical services and fire suppression as needed at shelters.

E. County

1. Thurston County Department of Public Health and Social Services
   a. Provides for the coordination of health and sanitation services at mass care facilities and other locations when requested.
   b. Contracts with mental health provider organizations to deliver disaster behavioral health support to displaced persons and emergency workers when requested (when a Washington State emergency or disaster is declared.)

2. Thurston County DEM
   a. Initial requests for assistance shall be made through Thurston County DEM. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.
   b. The Thurston County DEM maintains liaison with the American Red Cross and School Districts so their services may be accessed.

3. The Emergency Management Council of Thurston County, DAC
   a. Maintains liaison with necessary religious and volunteer organizations to better understand the services they offer.
   b. Coordinates requests for assistance from religious and volunteer organizations.

F. Salvation Army and other Relief Organizations

1. Supports the mass care and shelter operations provided by Thurston County Emergency Management and the American Red Cross.

2. Keeps complete and accurate records on emergency operations, shelter inhabitants and services provided

G. Joint Animal Services

1. Provides emergency care and shelter for companion animals on a need-be basis. Works with Thurston County ECC to establish regulation of pet friendly shelters procedures and operations.

H. Intercity Transit

1. Provides transportation resources to transport special needs or isolated populations to shelters as needed.

I. School Districts

1. Provides buses for use as temporary shelters as resources allow.

J. Interfaith Works and other Faith-based Organizations

1. Provides spiritual support to disaster survivors when requested.

2. Provides care teams to aid disaster survivors through the recovery process.

K. The Crisis Clinic of Thurston and Mason Counties

1. Responds to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies or organizations. Service is available 24 hours a day, 7 days a week to everyone in Thurston and Mason Counties. Service is confidential and anonymous and is free to everyone.

L. Food Bank

1. Coordinates food redistribution to:

    a. Food banks to support recovery efforts.
    b. Shelters, groups, individuals, and other organizations as requested.

M. Washington State Department of Social and Health Services (DSHS)

1. Supports disaster impacted jurisdictions through continued delivery of its vital services to its clients and persons qualifying for assistance as a result of the disaster. As its resources permit or as additional resources are authorized. DSHS will deploy teams to sheltering operations to process applications for cash, food, medical assistance and other services that will support persons in the recovery from a disaster. DSHS may also deploy Mobile Community Service Office vehicles to disaster reception or other locations to facilitate a rapid response and delivery of its services.

2. Additionally, DSHS is the lead state agency for coordinating ESF 6 support to disaster impacted jurisdictions when their resources are overwhelmed by the disaster response. DSHS partners with the State Emergency Management Division, Department of Early Learning, Department of Enterprise Services, Department of Commerce, Department of Health, American Red Cross and other State agencies and non-governmental organizations to organize resources and services needed to respond to jurisdictions' request for disaster response and recovery support. DSHS also seeks to assist jurisdictions in preparing for disasters by promoting best practices developed by other states and jurisdictions within Washington, particularly as they pertain to persons with access or functional needs.

N. Federal

1. Federal Emergency Management Agency (FEMA)
   a. The Federal government offers a variety of relief programs that are administered though FEMA.
   b. The Washington Comprehensive Emergency Management Plan (CEMP) explains these federal programs.
   c. The Washington State EMD, Disaster Assistance Guide explains the steps to be taken by local government to receive the benefits of programs administered through the Federal government.

a. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator
   a. Maintains liaison with Thurston County EMD and necessary religious organizations and volunteer agencies to evaluate their procedures

and gain an understanding of the services they offer.

b. Evaluates the planning efforts of other departments as they develop systems to provide mass care.

2. Each City Department

a. Determines what contributions they can make to the provision of mass care and reports that information to the Lacey ECC Management Team.

B. Response

1. On-scene Incident Command

a. Identifies endangered areas and populations in need of sheltering.
b. Gathers information and relays it to the City ECC for coordination into the Incident Action Plan.

2. Police Department

a. Informs endangered people of the order to evacuate and relocate to shelter. Gives location of the approved shelter(s).
b. Assists people with moving to the nearest shelter as necessary; identifies available transportation resources, i.e., law enforcement personnel, fire personnel, Intercity Transit, etc.
c. Notifies TCOMM of endangered people who are non-ambulatory so that movement of those people may be requested.
d. Secures the danger area and isolates it from the public if applicable.

3. ECC Management Team

a. Coordinates the sheltering process with the American Red Cross and Thurston County Department of Emergency Management.
b. Receives information from the emergency/disaster location and facilitates the decision-making process in the City ECC.
c. Contacts the Emergency Management Council of Thurston County, DAC for volunteer and religious information when needed.

4. Public Information Officer

a. Coordinates shelter information with the City ECC Management Team, Thurston County ECC PIO, and American Red Cross.
b. Disseminates information to the public in accordance with the emergency support functions of this plan.

C. Recovery

1. Emergency Services Coordinator

a. Coordinates requests for assistance with appropriate state and federal agencies.
b. Assists in determining a site for the Disaster Assistance Center and coordinates its activities.
c. Works in coordination with religious and volunteer organizations to sustain or conclude activities.

D. Evaluation

1. Each City Department

a. Reviews responses, gauging the ability to perform key functions during the event.
b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
c. Identifies capital items that were needed and not available and items that may be warranted for future events. Develops a plan to acquire such items.
d. Inventories supplies used during, after, and reorders supplies where necessary.

ESF 7 – LOGISTICS MANAGEMENT AND RESOURCE MANAGEMENT

PRIMARY AGENCY: **Lacey Emergency Services Program**

SUPPORT AGENCIES: **Lacey Mayor, Human Resources Department, Parks and Recreation Department, Finance Department, City Attorney, American Red Cross, Religious and Volunteer Organizations, Thurston County Department of Emergency Management, Washington State Emergency Management Division**

I. PURPOSE

A. To provide coordinated logistic and administrative resource support to City departments and divisions prior to, during, and/or following an emergency or disaster.

B. Resource support involves the procurement and allocation of resources beyond normal day to day operations. These resources include equipment, emergency relief supplies and materials, facilities, contracting services, and personnel required to support the City's departments and divisions during the response and recovery phases of an emergency or disaster. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

II. OPERATIONAL CONCEPTS

A. All City employees are expected to report to work and/or check-in with their immediate supervisor to assist when a disaster has been declared in the city limits of Lacey. Employees may be worked out of class, but will be compensated fairly in accordance with existing bargaining agreements and FLSA.

B. City departments/divisions will first utilize normal procedures for their day to day or mutual aid resources before requesting outside assistance. The Finance Department may assist departments by providing procedural guidance for emergency resource procurement.

a. The City Manager will forward major emergency resource requests to the

Policy Team for policy direction. The Policy Team will establish parameters for operational procurement. The Logistics section is responsible for the procurement of emergency resources. The Finance Section may offer support and will document the resource procurement process.

C. Local resources will be utilized before requesting more resources from the County. When City human resources are exhausted, the ECC Management Team shall coordinate the need for the use of additional resources through Thurston County ECC.

D. When County resources are exhausted, requests may be made to the Washington State Emergency Management Division (EMD) for additional assistance.

E. The primary categories of resources and services deemed most essential to the City's survival and recovery from an emergency are: communications; construction and housing; food; forms of energy and power; health and medical; manpower; petroleum; transportation; water and sewer.

F. City Departments maintain comprehensive lists of their available resources.

G. To avoid competition and duplication of resources by the political subdivisions in the County, all religious and volunteer services shall be coordinated through the Thurston County ECC.

H. City departments are responsible for the initial emergency care and feeding of their own employees. The ECC is responsible for the initial emergency care and feeding of volunteers. The American Red Cross is responsible for the emergency care and feeding of the general public.

III. RESPONSIBILITIES

A. Lacey Mayor

1. May invoke controls on resources.

B. City Attorney

1. Reviews emergency agreements, plans, contracts and disaster-related documents.

C. Human Resources Department

1. Oversees volunteer registration and dispatching as requested by the City

ECC Management Team.

D. Lacey Emergency Coordination Center (ECC)

1. Coordinates resources and establishes priorities for their allocation.

2. Assesses the need for volunteer services and contacts the Emergency Management Council of Thurston County, DAC for information about and activation of volunteer organizations.

3. Provides support to the DAC as needed.

E. Religious and Volunteer Organizations

1. Interfaith Works and other Faith-based Organizations

   a. Provide spiritual support to disaster survivors when requested.

   b. Provide care teams to aid disaster survivors through the recovery process.

2. Amateur Radio Organizations

   a. Provide emergency communications support.

3. American Red Cross

   a. Lead agency for identifying, planning, coordinating, operating, staffing, and stocking disaster shelter operations facilities.

   b. The Lacey ECC will coordinate with Thurston County ECC to designate sheltering sites and the American Red Cross will coordinate shelter opening.

4. Salvation Army and other Relief Organizations

   a. Supports the mass care and shelter operations provided by Thurston County Emergency Management and the American Red Cross.

   b. Keeps complete and accurate records on emergency operations, shelter inhabitants and services provided.

5. Police Reserves and Explorers

   a. Provide search and rescue assistance. (See ESF-9)

F. County

1. Thurston County Department of Emergency Management
   a. Organizes and facilitates the Emergency Management Council of Thurston County, DAC.
   b. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

2. The Emergency Management Council of Thurston County, DAC
   a. Maintains liaison with religious and volunteer organizations to better understand the services they offer.
   b. Coordinates requests for religious and volunteer services.

G. State

1. Washington State EMD
   a. Requests for assistance from the State shall be coordinated through the Washington State EMD. The State EMD operates with a 24-hour duty officer who has access to information on human resources.

H. Federal

1. Federal Emergency Management Agency (FEMA)
   a. Requests for assistance from the federal government shall be coordinated through FEMA.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator
   a. Encourages resource management support among the private sector through information programs and emergency planning.
   b. Participates on the DAC.
   c. Maintains liaison with necessary religious and volunteer organizations to better understand the services they offer.
   d. Evaluates procedures submitted by religious and volunteer organizations.

2. Human Resources Department

a. Develops a system to organize and manage volunteers in cooperation with the Emergency Services Coordinator.

3. Each City Department

a. Provides updated inventories of the materials available in their department.

B. Response

1. Human Resources Department

a. Registers and dispatches volunteers as requested by the Lacey ECC Management Team.

2. ECC Management Team

a. Coordinates requests for resources and receives incoming information from damage assessment teams.
b. If needed, requests assistance from county, state, and federal agencies.
c. Coordinates requests for volunteers.
d. Contacts the Emergency Management Council of Thurston County, DAC for volunteer and religious information and services when needed.

3. Each City Department

a. Provides all available resources requested by the Lacey ECC Management Team.

C. Recovery

1. Emergency Services Coordinator

a. Continues to coordinate resources to effectively restore the community.
b. Works in coordination with religious and volunteer organizations to sustain or conclude activities.

D. Evaluation

1. Each City Department

a. Reviews responses, gauging the ability to perform key functions during the event.
b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.

c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
d. Inventories supplies, reordering supplies where necessary.

ESF 8 - MEDICAL, HEALTH, AND MORTUARY SERVICES

PRIMARY AGENCIES: **Thurston County Medic One, Lacey Fire District #3, Thurston County Department of Public Health and Social Services, Thurston County Coroner, and St. Peter and Capital Medical Center Hospitals**

SUPPORT AGENCIES: **Lacey Police Department, Lacey Emergency Services Program, Local Funeral Directors, Local Ambulance Companies, Trucking Companies, Employee Assistance Program, Thurston County Department of Emergency Management, Emergency Management Council of Thurston County, Washington State Emergency Management Division, Washington State Department of Health, Washington State Funeral Directors' Association, Federal Emergency Management Agency, U.S. Department of Health and Human Services, Federal Bureau of Investigations, and U.S. Military Commands**

I. PURPOSE

A. To coordinate the organization and mobilization of medical, health, and mortuary services during an emergency/disaster.

B. To meet the diverse spiritual needs of people during and following disasters.

C. To provide local support to assist emergency welfare, medical, and other volunteer organizations

II. OPERATIONAL CONCEPTS

A. Public health and medical services shall be the responsibility of the Thurston County Public Health and Social Services Department, Lacey Fire District #3, Thurston County Medic One, and St. Peter and Capital Medical Center Hospitals.

B. In accordance with RCW 68.08, the County Coroner has jurisdiction over bodies of all deceased persons who come to their death suddenly when in apparent good health. The County Coroner shall work in coordination with the Washington State Funeral Directors' Association to provide mortuary services

and identification of disaster victims.

C. Established means of transporting patients to hospital facilities shall be maintained as much as possible. This includes the use of private ambulance companies.

D. The Thurston County Public Health and Social Services Department shall provide mental health coordination in accordance with RCW 71.05 and 71.24.

E. The Employee Assistance Program coordinates mental health services for employees of the City of Olympia, City of Lacey, Lacey Fire District #3, and Thurston County.

F. Mutual aid agreements shall be used when necessary to ensure adequate response.

III. RESPONSIBILITIES

A. Lacey Fire District #3

1. Establishes on-scene Unified Incident Command.

2. Maintains medical direction and communications with the base hospital physician.

3. Provides Basic Life Support (BLS) and Advanced Life Support (ALS) to victims.

4. Provides Medical Triage, Treatment and Transportation oversight within the established Incident Command structure to oversee the transportation of victims to appropriate medical facilities.

5. Provides aid stations at fire stations as needed. Provides personnel and supplies in conjunction with Medic One for aid stations.

B. Lacey Police Department

1. Provides support to the County Coroner for the identification, movement, storage, and disposition of the dead.

C. Lacey Emergency Coordination Center (ECC)

1. Coordinates requests for assistance and notifies City Departments and government agencies as needed.

D. Local Funeral Directors

1. Provide mortuary services in conjunction with the County Coroner and Washington State Funeral Directors' Association.

E. Local Hospitals

1. Provide medical services and resources, and obtain assistance from surrounding hospitals.

2. Inventory and distribute medical supplies and materials.

F. Local Ambulance Companies

1. Transport patients to medical facilities as necessary.

G. Trucking Companies

1. Provide refrigerated vans as temporary morgues.

H. County

1. Thurston County Department of Public Health and Social Services

   a. Provides services in preventative medicine and public health.
   b. Controls communicable diseases.
   c. Inspects health hazards in damaged buildings.
   d. Provides temporary measures for the sanitary disposal of solid waste and other refuse.
   e. Detects and identifies possible sources of contamination that are dangerous to the physical and mental health of the community.
   f. Controls inspection for purity and usability of vital foodstuffs, water, drugs, and other consumables.
   g. Inspects and gives technical advice on sanitation matters.
   h. Ensures that public shelters have adequate sanitary facilities.

2. Thurston County Coroner

   a. Has the overall responsibility for the care, identification, and disposition of the dead during and after disasters.
   b. Coordinates support for mortuary services.

3. Medic One (See ESF-4)

4. Thurston County Department of Emergency Management

   a. Initial requests for assistance shall be made through the Thurston County Department of Emergency Management. This will allow the

County to provide the support and/or to consolidate County-wide requests before sending them to the State.

I. State

1. Washington State Emergency Management Division
   a. Requests for assistance from the State shall be coordinated through the Washington State Emergency Management Division.

2. Washington State Department of Health
   a. Provides for the recording and preservation of death records for all Washington State citizens.
   b. Assists in the coordination of all public health activities in the state.
   c. Under the provision of RCW 43.20.010 the Secretary, has "the same authority as local health officers."

J. Federal

1. Federal Emergency Management Agency (FEMA)
2. Coordinates federal resources needed to support local public health activities.
3. Coordinates federal resources needed to support local mortuary activities.

K. U.S. Department of Health and Human Services (HHS)

1. Assists state and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, rodent, insect, and pest control, care of the sick and injured, and control of communicable diseases.

2. Federal Bureau of Investigations (FBI)
   a. Provides victim identification services.

3. U.S. Military Commands
   a. Provides manpower, equipment, and facilities to support local processing, handling, and disposition of the dead.
   b. Assistance from military commands and other federal agencies shall be requested in accordance with ESF-20 of this plan.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator

   a. Maintains liaison with government agencies and the private sector to ensure a well-coordinated response.
   b. Evaluates procedures submitted by religious and volunteer organizations.
   c. Supervises the development of the procedures used to carry out this ESF.

B. Response

1. Lacey Fire District #3

   a. Establishes on-scene Unified Incident Command.
   b. Provides Basic Life Support (BLS) and Advanced Life Support (ALS) to victims.
   c. Manages Medical Triage, Triage Treatment and Transportation to ensure the victims are transported to appropriate medical facilities.
   d. Provides aid stations at fire stations as needed. Provides personnel and supplies in conjunction with Medic One for aid stations.

2. Police Department

   a. Provides support to the County Coroner for the identification, movement, storage, and disposition of the dead.

3. ECC Management Team

   a. Coordinates requests for assistance and notifies City Departments and government agencies as needed.
   b. Maintains liaison with religious and volunteer organizations to better understand the services they offer.
   c. Contacts the Emergency Management Council of Thurston County, DAC for volunteer and religious information or services.

C. Recovery

1. Emergency Services Coordinator

   a. Continues to coordinate medical, health, and mortuary services.
   b. Works in coordination with religious and volunteer groups to sustain or conclude activities.

D. Evaluation

1. Each City Department and Partnering Agency

a. Reviews responses, gauging the ability to perform key functions during the event.
b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
d. Inventories supplies, reordering supplies where necessary.

ESF 9 - SEARCH AND RESCUE

PRIMARY AGENCIES: **Lacey Police Department, Lacey Fire District #3**

SUPPORT AGENCIES: **Lacey Public Works Department, Lacey Emergency Services Program, Police Reserves and Explorers, Thurston County Search and Rescue Council, and Washington State Emergency Management Division**

I. PURPOSE

A. To provide for the coordination and effective utilization of search and rescue resources.

II. OPERATIONAL CONCEPTS

A. The Lacey Police Department and Lacey Fire District #3 coordinate all search and rescue efforts in the City.

B. When local resources are expended, the Washington State Emergency Management Division (EMD) shall coordinate resources from elsewhere in the State.

C. Search and Rescue headquarters shall be at the Lacey Emergency Coordination Center (ECC) or an Incident Command Center.

III. RESPONSIBILITIES

A. Lacey Police Department

1. Identifies equipment and supply needs, and ensures availability of convenient staging locations.

2. Trains volunteers in search and rescue skills.

3. Maintains a list of potential volunteers to be called if needed.

4. Informs the Lacey Emergency Services Coordinator or ECC Management Team about resource needs.

5. Maintains records of search and rescue missions.

6. Coordinates search and rescue activities with the Thurston County Search and Rescue Council.

B. Police Reserves and Explorers

1. Provides traffic and crowd control.

2. Provides other assistance as requested.

C. Lacey Fire District #3

1. Identifies equipment and supply needs, and ensures availability of convenient staging locations.

2. Recruits and trains volunteers in search and rescue skills.

3. Maintains a list of potential volunteers to be called if needed.

4. Informs the Lacey Emergency Services Coordinator or ECC Management Team about resource needs.

5. Maintains records of search and rescue missions.

6. Coordinates search and rescue activities and training with the Thurston County Search and Rescue Council.

7. Extricates trapped persons.

8. Renders essential medical aid.

9. Accomplishes rescue tasks commensurate with the situation and capabilities.

D. Lacey Public Works Department

1. Clears debris and facilitates rescue operations if resources are available.

2. Accomplishes other tasks commensurate with the situation and capabilities.

E. Lacey Emergency Services Coordinator or EOC Management Team

1. Ensures that the Washington State EMD has been notified and a mission number has been obtained.

2. Coordinates requests for assistance from other jurisdictions.

F. County

1. Thurston County Search and Rescue Council
   i. Coordinates search and rescue activities and training with local governments.

G. State

1. Washington State EMD
   a. Issues a mission number for search and rescue operations.
   b. Prioritizes and coordinates search and rescue resources throughout the State.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Police Department
   a. Maintains search and rescue procedures.
   b. Identifies search and rescue activities, equipment, and supplies necessary to support emergency operations.
   c. Trains volunteers to support search and rescue activities.
   d. Coordinates search and rescue activities with the Thurston County Search and Rescue Council.

2. Police Reserves and Explorers
   a. Train and prepare to support search and rescue activities.

3. Lacey Fire District #3
   a. Maintains search and rescue procedures.
   b. Identifies search and rescue activities, equipment, and supplies necessary to support emergency operations.
   c. Recruits and trains volunteers to support search and rescue activities.
   d. Coordinates search and rescue activities and training with the Thurston County Search and Rescue Council.

4. Emergency Services Coordinator
   a. Implements programs for educating emergency services staff and the general public on survival skills.

B. Response

1. Police Department

    a. Provides an Incident Commander for search and rescue missions.
    b. Deploys necessary personnel and equipment for search and rescue activities.

2. Police Reserves and Explorers

    a. Provides search and rescue activities under the direction and control of the Police Department.

3. Lacey Fire District #3

    b. Provides emergency medical services to search and rescue activities.
    c. Deploys all necessary personnel and equipment for search and rescue activities.
    d. Extricates trapped victims.

4. Public Works Department

    a. Removes debris and facilitates rescue operations if resources are available.
    b. Provides barricades and traffic inhibitors as requested by the Search and Rescue Incident Commander.

5. Emergency Services Coordinator or ECC Management Team

    d. Ensures that the Washington State EMD has been contacted and a mission number has been obtained.
    e. Coordinates requests for equipment and manpower with the Washington State EMD.

C. Evaluation

1. Each City Department

    a. Reviews responses, gauging the ability to perform key functions during the event.
    b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
    c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
    d. Inventories supplies, reordering supplies where necessary.

ESF 10 – HAZARDOUS MATERIALS

PRIMARY AGENCIES: **Lacey Fire District #3**

SUPPORT AGENCIES: **County Department of Public Health and Social Services, Department of Ecology, Department of Fish and Wildlife, Washington State Patrol, Lacey Emergency Services Program, Department of Labor and Industries, Washington State Emergency Management Division**

I. PURPOSE

A. To ensure coordination of local government actions when responding to incidents involving hazardous substances or materials.

II. OPERATIONAL CONCEPTS

A. City of Lacey

i. The City will use available resources to control hazardous materials. The initial emergency response effort is the responsibility of local government. The spill response effort (clean-up) is made in coordination with Federal, State, and private agencies.

ii. Lacey Fire District #3 is the lead agency for hazardous materials emergency response in the City of Lacey. The senior fire officer at the scene serves as the initial Incident Commander.

iii. Other departments provide support to the Fire Department at the request of the Fire Chief and/or members of the Emergency Coordination Center.

iv. If evacuation is necessary, evacuation plan and procedures will be carried out. (see ESF-24)

B. State

1. State agencies will be utilized if local resources are inadequate to respond to a hazardous materials incident. State resources are also used to coordinate the spill response of the incident. Agencies which may respond include, but are not limited to, the following:

a. Department of Ecology
b. Department of Social and Health Services (when material is radioactive).
c. Department of Fisheries (when the material is near or upstream from a fisheries facility).
d. Washington State Patrol (has primary jurisdiction over all hazardous materials incidents).
e. Department of Labor and Industries (when employees are exposed to the material).

2. All State services are coordinated through the Washington State Emergency Management Division (EMD). The EMD maintains 24-hour capability to receive notification of incidents and requests for assistance.

3. The utilization of State resources shall be in accordance with the State Comprehensive Emergency Management Plan.

A. Federal

1. Federal agencies will be utilized if State and local resources are inadequate to respond to a hazardous materials incident. Agencies which may respond include, but are not limited to, the following:

a. Environmental Protection Agency.
b. Nuclear Regulatory Commission (when material is radioactive).

2. All Federal services are coordinated through the Federal Emergency Management Agency (FEMA).

III. RESPONSIBILITIES

H. Lacey Fire District #3

1. Lacey Fire District #3 provides initial response, size-up and investigation duties at the Hazardous Materials Operations level. The fire department incident commander will request notification of Washington State Patrol for mitigation of any incidents requiring intervention at the Hazardous Materials Technician level.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Lacey Fire District #3

    a. Trains personnel to respond to hazardous materials incidents to determine nature and resource requirements.

        1. All recruit personnel trained to Awareness level.
        2. All personnel trained to Operational (defensive) level.

B. Response

1. Lacey Fire District #3

    a. Sends personnel to hazardous materials incidents to determine nature and resource requirements.
    b. May establish perimeter to secure scene awaiting proper resources.

C. Recovery

1. Lacey Fire District #3

    a. Works in cooperation with State and Federal agencies and/or industry representatives to assure proper community safety.

2. Emergency Services Coordinator

    a. Acts as a liaison for Federal, State, and local agencies in the recovery phase.

D. Evaluation

1. Each City Department and supporting or cooperating agency

    a. Reviews responses, gauging the ability to perform key functions during the event.
    b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
    c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
    d. Inventories supplies, reordering supplies where necessary.

ESF 11 – AGRICULTURE AND NATURAL RESOURCES

PRIMARY AGENCIES: **Lacey Emergency Services Program, American Red Cross, Lacey Public Works Department**

SUPPORT AGENCIES: **Religious and Volunteer Organizations, Thurston County Department of Public Health and Social Services, Thurston County Department of Emergency Management, Emergency Management Council of Thurston County, Thurston County Food Banks, State Department of Agriculture, State Department of General Administration, State Department of Health Services, State Emergency Management Division, U.S. Department of Agriculture**

I. PURPOSE

A. To provide guidance and coordination for:

1. Emergency provision of nutritional assistance.
2. Coordinated animal and plant disease and pest response.
3. Assurance of food safety and security.
4. Protection of natural and cultural resources and historic properties.

II. SCOPE

ESF 11 functions include, but are not limited to:

A. Emergency provision of nutritional assistance:

1. Obtain appropriate food supplies.
2. Coordinate for delivery of food supplies.
3. Coordinate with ESF 6 – Mass Care, Housing, and Human Services.

B. Animal and plant disease and pest response

1. Coordinate emergency response with Thurston Department of Public

Health and Social Services.

2. Coordinate with ESF 8 – Medical, Health, and Mortuary Services.

C. Assurance of food safety and security

1. Coordinate the inspection and verification of food safety.

2. Assist in laboratory analysis of food samples, control of products suspected to be adulterated, plant closures, food-borne disease surveillance, and field investigations.

D. Protection of natural and cultural resources and historic properties and coordination with the appropriate agency for the protection and preservation of:

1. Water and terrain ecosystems

2. Hydrology and hydroelectric resources

3. Farmlands

4. Endangered species

5. Fish, wildlife, plants, and their habitats

6. Historic and archeological landmarks

7. Tribal reservations

III. OPERATIONAL CONCEPTS

A. The Lacey ECC Team shall coordinate with Thurston County EMD to facilitate the delivery of services, technical assistance, expertise, and other support for emergency operations.

1. Food, water, and donated goods shall be provided through mass care processes when individual services cannot be provided.

2. The period of time that mass care shall be provided is expected to be relatively short, usually less than a week.

B. The Thurston County Department of Public Health and Social Services may

need to escalate public health and safety inspections and surveillance. The type and number will be dependent on the cause and impact of the emergency or disaster.

1. Public Health and Social Services shall provide information about preventing food, water, crops, and livestock contamination, as well as information and recommendations for the safe storage of food.

C. In a "State of Emergency" proclaimed by the Governor, the State shall provide support consistent with its capabilities. In a Federal "Emergency" or a "Major Disaster," the Federal government shall provide support consistent with its capabilities.

D. The Lacey ECC Team will work closely with the American Red Cross Mount Rainier Chapter and other disaster relief organizations for mass feeding and sheltering of individuals unable to provide for themselves as a result of an emergency or disaster.

1. Emergency food stocks shall be purchased or procured in accordance with the provisions of RCW 38.52.070.

2. Food stocks may be managed in cooperation with Thurston County Food Banks.

E. The City Department of Public Works shall coordinate water resources.

1. Following an earthquake, water must be considered contaminated due to possible line breaks until inspected.

F. During an emergency/disaster, the public will donate goods. Depending on the quantity of the donations, the amount of donated goods may overwhelm the agencies attempting to manage them.

1. The Lacey ECC Logistics Section shall oversee the collection and distribution of donated goods.

IV. RESPONSIBILITIES

A. Lacey Emergency Coordination Center (ECC)

1. Coordinates the provision of food and water, and the collection and distribution of donated goods for households or mass-feeding meal services.

2. Priority of providing food and water will be to areas of critical need as established by Command staff in the Incident Action Plans, which may include emergency shelters, medical facilities, emergency responders in the field, or other groups/areas as determined.

3. Informs appropriate departments/agencies of the need to coordinate food, water, and donated goods.

4. Notifies Thurston County Food Banks of the possible need to activate and coordinate food distribution.

5. Coordinates with the Washington State Emergency Management Division in the development of local programs for managing food, water and donated goods.

6. Supports agencies such as the American Red Cross and Salvation Army in their provision of mass care.

7. Coordinates holding sites or staging areas for donated goods and determining distribution sites.
   i. City employees may be requested to assist in the transportation of food and water to distribution sites as directed through the ECC.

B. Lacey Public Information Officer (PIO)

1. Disseminates emergency public information in conjunction with the State Emergency Public Information Officer.

C. American Red Cross, Salvation Army, and other relief organizations

1. Maintains food and water inventories.

2. Coordinates and provides mass feeding services for victims unable to provide for themselves as a result of an emergency or disaster.

3. Establishes shelters in coordination with Thurston County Emergency Management Division.

D. County

1. Thurston County Department of Emergency Management
   j. Coordinates requests for County assistance.

2. Thurston County Department of Public Health and Social Services

a. Ensures that water, food, and other commodities are safe and within acceptable levels of contamination.
b. Inspects (if available) donated goods with the Department of Agriculture.

3. Washington State University, County Extension Agency
   a. Coordinates the County response to agricultural issues.

E. State

1. Washington State Emergency Management Division
   a. Alerts appropriate State agencies of the possible need for emergency food distribution and/or potential contamination of food resources.

2. Washington State Department of Agriculture
   a. Checks food processing and distribution areas and facilities for injurious contamination.
   b. Inspects the integrity of farm products following disaster.
   c. Assists in the control of animal and plant diseases during the post-disaster period.

3. Washington State Department of General Administration
   a. Provides food for mass feeding or distribution.

4. Washington State Department of Public Health
   a. Supplements local health agencies in the regulation and inspection of consumable food.

F. Federal

4. U.S. Department of Agriculture (USDA)
   a. Coordinates with the food industry to ensure the integrity of the production, processing, and distribution of primary food resources following an emergency/disaster.
   b. Identifies reserve food resources and distributes food supplies to support State emergency mass feeding operations in accordance with established procedures.

5. U.S. Army Corps of Engineers and Dept. of Health and Human Services
   a. Coordinates the development of emergency plans and usable water supplies during emergencies.

V. CITY FUNCTION BY TIME PHASE

A. Preparedness and Mitigation

1. Emergency Services Coordinator
   a. Coordinates planning efforts with volunteer organizations and government agencies to ensure the efficient management of food, water, and donated goods.

B. Response

1. ECC Management Team
   a. Coordinates the collection and distribution of food, water, and donated goods.
   b. Requests assistance from county, state, and federal agencies using appropriate emergency management procedures.

C. Recovery

1. Emergency Services Coordinator
   a. Phases out mass care activities as needed.

D. Evaluation

1. Each City Department
   a. Reviews responses, gauging the ability to perform key functions during the event.
   b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
   c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
   d. Inventories supplies, reordering supplies where necessary.

ESF 12 – ENERGY AND UTILITIES

PRIMARY AGENCY: **Lacey Public Works Department**

SUPPORT AGENCIES: **Lacey City Mayor, Lacey Manager's Office, Lacey Emergency Services Program, Thurston County Department of Public Works, Thurston County Department of Emergency Management, Washington State Utilities and Transportation Commission, Washington State Energy Office, Washington State Emergency Management Division, U.S. Department of Energy, U.S. Army Corps of Engineers, U.S. Department of Health and Human Services, U.S. Department of the Interior, Puget Sound Energy, CenturyLink, and LOTT Sewage Treatment Plant, Comcast**

I. PURPOSE

A. To provide for the effective utilization and restoration of telephone, cable television, electricity, water, natural gas, and petroleum products required to meet essential needs.

II. OPERATIONAL CONCEPTS

A. The Pacific Northwest's electric utilities comprise a highly organized network of public and private generating and distribution facilities. This network is called the Northwest Power Pool. Puget Sound Energy supplies electricity to Thurston County and is part of that pool.

B. CenturyLink and Comcast provide landline telecommunications service to the Lacey area.

C. The Department of Public Works, Water/Wastewater Division provides water service and wastewater transmission to most of Lacey and portions of the Lacey Urban Growth Area.

D. The LOTT Sewage Treatment Plant serves the Lacey, Olympia, Tumwater, and Thurston County region. It is administered by representatives from each jurisdiction.

E. Natural gas is provided to the Lacey area by Puget Sound Energy.

F. Essential emergency operations will have priority for utility and energy use.

G. When the City energy and utility resources are exhausted, additional resources will be requested through the Thurston County Emergency Coordination Center (ECC) and State EOC.

III. RESPONSIBILITIES

A. Lacey Public Works Department

1. The Director of Public Works appoints a City Utilities Coordinator to work with the County Utilities Coordinator to coordinate all utility resources.

2. All policies and procedures for the dissemination and repair of water services and the repair of wastewater transmission lines are the responsibility of the Public Works Department.

B. City Policy Team

1. Directs and controls all policy regarding utilities in the City.

C. Lacey Emergency Coordination Center

1. The City ECC Management Team shall take appropriate actions to request assistance. Initial requests shall be made through the Thurston County Department of Emergency Management.

D. Lacey Public Information Officer (PIO)

1. Disseminates emergency information to the public through the Emergency Alert System (EAS) and other communications systems.

E. County

1. Thurston County Department of Public Works
   a. The Thurston County Director of Public Works appoints a Utilities Coordinator for the County. The roles and responsibilities of the Utilities Coordinator are listed in the Thurston County Comprehensive Emergency Management Plan.

b. The County Utilities Coordinator will not direct policy for water use within the City of Lacey system.

2. Thurston County Department of Emergency Management
   a. Initial requests for assistance shall be made through the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

F. State

1. Washington State Utilities and Transportation Commission
   a. Maintains close working relations with energy and utility providers.
   b. Serves as a consumer advocate to increase cooperation and coordination with energy and utility providers.
   c. Operates a toll-free consumer services line, 1-800-562-6150.

2. Washington State Energy Office
   a. Disseminates energy and utility information to the public in coordination with the City Public Information Officer.

3. Washington State Emergency Management Division
   a. Coordinates resources for local government.

G. Federal

6. U.S. Department of Energy
   a. Administers the Emergency Electric Power Administration, which ensures the State's power needs are met during an emergency.

7. U.S. Army Corps of Engineers and Dept. of Health and Human Services
   a. Coordinate the development of emergency plans and usable water supplies during emergencies.

8. U.S. Department of the Interior
   a. Administers the Emergency Petroleum and Gas Administration which ensures effective use of natural gas during an emergency.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. City Utilities Coordinator
   a. In cooperation with the County Utilities Coordinator, ensures the availability of diagrams and maps, applicable to utilities.
   b. Maintains liaison with the local energy and utility providers.

B. Response

1. City Utilities Coordinator
   a. Identifies energy and utility resources that are in short supply and reports that information to the City ECC and the County Utilities Coordinator.
   b. Compiles and forwards Damage Reports and Operational Situation Reports.
   c. Coordinates a program to store and dispense water for emergency and domestic use.

2. ECC Management Team
   a. Coordinates information and resources.
   b. Supports field operations.
   c. Requests resources from county, state, and federal agencies when needed.

3. Public Information Officer
   a. Disseminates energy and utility information to the public in coordination with the State Energy Office.
   b. Executes a public information program that controls misinformation, distributes information, and coordinates information before its release.

C. Recovery

1. Emergency Services Coordinator
   a. Coordinates requests for assistance with appropriate state and federal agencies.

D. Phases out emergency activities as needed.

E. Evaluation

1. Each City Department
   a. Reviews responses, gauging the ability to perform key functions during the event.
   b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
   c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
   d. Inventories supplies, reordering supplies where necessary.

ESF 13 – 19 RESERVED

ESFs 13 – 19 have been reserved by FEMA

for possible expansion of the Federal ESFs.

ESF 20 – MILITARY SUPPORT

PRIMARY AGENCY: **Lacey Emergency Services Program**

SUPPORT AGENCIES: **Lacey City Mayor and Council, Washington National Guard, Fort Lewis Readiness Group, Washington State Emergency Management Division, and U.S. Military Commands**

I. PURPOSE

A. To provide for effective use of military assistance to civil authorities during emergencies/disasters.

II. OPERATIONAL CONCEPTS

A. The Governor is the Commander-in-Chief of the Washington National Guard and has the authority to activate the Washington National Guard to assist local governments.

B. Military assistance is a measure which compliments, but does not substitute for, local government participation in disaster operations.

C. All military operations and support shall be conducted under the existing military structure. Military commanders shall retain command of their military organization. A military commander may accept missions from civilian agencies and determine the military organization's role. However, the operations shall be carried out using the military chain of command.

D. Requests for military assistance shall be made through the State Emergency Operations Center (EOC). These requests shall first be routed to the Military Department. If National Guard forces can not accomplish the requests, a request for federal assistance shall be made to the Readiness Group, Joint Base Lewis McChord (JBLM).

E. Emergency conditions that might cause the Governor to activate the National Guard are described in the Washington Comprehensive Emergency Management Plan (CEMP), ESF-20, Operational Concepts.

III. RESPONSIBILITIES

A. City Mayor and Council

1. Makes the appropriate emergency proclamations to authorize use of military services.

B. Lacey Emergency Coordination Center

1. The City ECC Management Team shall take appropriate actions to request military assistance.

2. The City ECC Management Team shall provide Operational Situation Reports to the Washington State Emergency Management Division, which describes local conditions and military needs.

C. State

1. Washington State Emergency Management Division
   a. Coordinates requests for military assistance.

D. Federal

1. U.S. Military Commands
   a. Provides personnel and resources to the City for emergency response and recovery operations.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator
   a. Maintains liaison with military departments and authorities to ensure cooperative and efficient use of their services and resources.

B. Response

1. City Mayor and Council
   a. Makes emergency proclamations in support of military assistance.

2. ECC Management Team
   a. Evaluates conditions and coordinates information.
   b. Supports field operations.
   c. Requests military assistance when needed.

C. Recovery

1. Emergency Services Coordinator
   a. Coordinates requests for assistance with appropriate state and federal agencies.
   b. Phases out military support as needed.

D. Evaluation

1. Each City Department
   a. Reviews responses, gauging the ability to perform key functions during the event.
   b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
   c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
   d. Inventories supplies, reordering supplies where necessary.

ESF 21 – RECOVERY AND RESTORATION

PRIMARY AGENCIES: **Lacey Community Development Department, Lacey Public Works Department**

SUPPORT AGENCIES: **Lacey Mayor and City Council, Lacey City Manager's Office, Lacey City Attorney, Lacey Finance Department, Lacey Emergency Services Program, County Assessor's Office, County Department of Public Health and Social Services, Washington State Emergency Management Division, and Federal Emergency Management Agency**

I. PURPOSE

A. To provide a City-wide system to collect, report, and evaluate the emergency/disaster situation.

B. To provide administrative procedures for the support of emergency services by City departments during emergencies and disasters.

C. To provide fiscal management in order to support timely emergency response efforts.

II. OPERATIONAL CONCEPTS

A. Response and support agencies shall give periodic or as needed situation reports as needed to the Lacey Emergency Coordination Center (ECC), Planning Section. (It is anticipated that situation reports will be initially provided 4 times per day/24 hrs. The frequency of reports will reduce as warranted by the ECC)

B. Reports to be completed may include, but are not limited to:

1. Damage Reports -- indicate the location, severity and type of incident, time and date of occurrence, and actions taken.

2. Operational Situation Reports -- briefly outline significant operational conditions, status, critical shortages, problems, and anticipated assistance needs (See the Washington State Emergency Management Division, Disaster Assistance Guide).

3. All information shall be coordinated with the City Public Information Officer (See Appendix 2, Public Information).

C. The existing framework of Lacey's government is retained during an emergency or disaster. As directed by the City Manager, emergency services activities are expanded, while many of the less essential administrative activities of the City government are suspended or curtailed.

D. City Department Directors continue to act in their respective capacities. As reflected in the Basic Plan, all City employees may assume additional duties.

E. Employees not required for essential duties in their regular departments may be temporarily assigned to duties in other departments having important and essential emergency functions. Supervisors will route lists of available employees to the ECC for assignments as needed. The request for assistance for additional employees will come from section supervisors of the Departments in need of assistance to the ECC.

F. The Finance Director is responsible for developing fiscal procedures in compliance with RCW 38.52.070, under the direction and control of the City Manager.

G. Financial assistance, manpower, and equipment may be granted to the City by State and/or Federal programs. Any such assistance under the authority of RCW 38.52 shall be in accordance with the State of Washington Comprehensive Emergency Management Plan.

H. Upon a declaration of emergency, the Finance Department shall activate its emergency/disaster purchase order procedures immediately and coordinate with the City ECC Management Team.

I. Emergency fiscal transactions shall be assigned emergency/disaster purchase order numbers to distinguish them from other regular purchase orders.

J. A tracking system shall be established by the Finance Department to report equipment usage and personnel costs, in accordance with the Federal Emergency Management Agency, Damage Survey Reports.

III. RESPONSIBILITIES

A. Lacey Mayor and City Council

1. Responsible for making an emergency proclamation when control of the

situation is beyond the capabilities of City resources. A verbal declaration of emergency by the Mayor will suffice during the initial stages of an emergency/disaster. However, a signed copy of the declaration must be filed with the Washington State Emergency Management Division (EMD) as soon as possible.

2. Officially accept aid from State and Federal sources by acknowledging its receipt when required by State or Federal procedures.

B. Lacey City Attorney

1. Provides legal advice to Department Directors for the preparation of their emergency administrative procedures.

C. Lacey Community Development Department, Building Division

1. Leads damage assessment, evaluation, and information collection for public and private buildings.

2. Provides situational reports to the City ECC Planning Section on a regular basis.

D. Lacey Public Works Department

1. Leads damage assessment, evaluation and information collection for roadways, public property, and City-owned utilities. Communicate with PSE and other local private utilities to share damage assessment information.

2. Provides situational reports to the City ECC Planning Section on a regular basis.

E. Lacey Emergency Services Coordinator

1. Provides technical advice and assistance to other departments in the preparation of their emergency administrative procedures.

2. Provides assistance and coordination of any training necessary to prepare employees for emergency/disaster duties.

F. Lacey Emergency Coordination Center

1. The City ECC Management Team
   a. Lacey's Risk Manager ensures that copies of emergency proclamations are sent to the Washington State EMD by law enforcement teletype, mail or hand delivery.
   b. Ensures that damage reports are forwarded to the Washington State

EMD.
c. Collects and evaluates reports from damage assessment personnel and forward information through emergency services channels.

2. Finance Section Chief
   a. Conducts all financial transactions in coordination with the City Manager.
   b. Assumes custody of all funds received by State and Federal sources.
   c. Maintains records of all transactions. Preservation of such records shall be in accordance with Appendix 1, Continuity of Government.

G. Each Department Director

1. Prepares and maintains emergency administrative procedures for his/her department.

H. Each City Department

1. Continues their normal functions, expanding or curtailing the scope of the function as the situation demands.

2. Estimates the current status of the emergency as it relates to their responsibilities and resources within its own service area.

3. Regularly updates the City ECC Planning Section with disaster information.

I. County

1. Thurston County Assessor's Office
   a. Provides maps, file information, and damage assessment information to the Lacey ECC and, upon request, to the Thurston County ECC.

2. Thurston County Department of Public Health and Social Services
   a. Coordinates the collection, reporting, and analysis of health impacts.

J. State

1. Washington State EMD
   a. Forwards information and reports to appropriate state and federal agencies.

K. Federal

1. Federal Emergency Management Agency
   a. Provides federal-agency support and participation for damage assessments and surveys.
   b. Coordinates federal-agency, emergency-response, resources and

recovery programs.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator (Lacey Risk Manager)
   a. Coordinates planning efforts among City Departments to ensure clarity of assessment roles.
   b. Provides assistance and coordination to departments preparing emergency administrative procedures.

2. Finance Department
   a. Establishes a tracking system for emergency-related personnel and equipment costs.

3. City Manager
   a. Coordinates emergency fiscal procedures with appropriate departments.

4. City Attorney
   a. Provides legal advice to Department Directors for the preparation of their emergency administrative procedures.

5. Each City Department
   a. Will coordinate with the Emergency Management Team to develop procedures for their respective Emergency Support Functions.

B. Response

1. Public Works Department
   a. Deploys Damage Assessment Teams for Public infrastructure.
   b. Fills out appropriate forms and forwards them to the City ECC Planning Section.

2. Community Development Department, Building Division
   a. Deploys Damage Assessment Teams for public and private buildings.
   b. Fills out appropriate forms and forwards them to the City ECC Planning Section.

3. ECC Management Team
   a. Forwards appropriate information to the Washington State EMD.
   b. Ensures that appropriate forms are filled out in a timely manner (see the Washington State EMD, Disaster Assistance Guide).

c. Coordinates the requests for and receipt of emergency assistance from state and federal sources.

4. Each Department Director
   a. Activates emergency administrative procedures for his/her department as necessary.
   b. Reports any available personnel or equipment to the City ECC Management Team for assignment.

5. Each City Department
   a. Collects information about the situation from its assigned emergency/disaster sites, and reports estimates to the City ECC Planning Section.
   b. Verifies and inspects all shipments of equipment, materials, and supplies received for the emergency.

C. Recovery

1. Emergency Services Coordinator
   a. Continues to coordinate information and forward it to the Washington State EMD.

2. City Manager
   a. In coordination with the Finance Director, controls the replacement of emergency fiscal procedures with normal fiscal procedures as necessary.

3. Emergency Services Coordinator
   a. Under the direction and control of the City Manager, phases out emergency administrative functions as appropriate.

D. Evaluation

1. Each City Department
   a. Reviews responses, gauging the ability to perform key functions during the event.
   b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
   c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
   d. Inventories supplies, reordering supplies where necessary.

ESF 22 – LAW ENFORCEMENT

PRIMARY AGENCY: **Lacey Police Department**

SUPPORT AGENCIES: **Lacey Public Works Department, Lacey Emergency Services Program, Lacey Fire District #3, Thurston County Department of Emergency Management, Washington State Police, and Washington State Emergency Management Division**

I. PURPOSE

A. To provide for the effective coordination of local law enforcement operations.

B. To provide support for State law enforcement operations.

C. To utilize local law enforcement communications resources to support emergency operations.

II. OPERATIONAL CONCEPTS

A. During major disasters, law enforcement agencies shall continue to perform daily operations. However, due to the seriousness of a disaster, assistance from other jurisdictions may be required.

B. If a disaster occurs within the City limits, the Police Chief may exercise complete police authority as prescribed by law.

C. Assisting law enforcement agencies shall operate under the direction and control of the Lacey Police Department Commander.

D. Commanding officers from each law enforcement agency shall coordinate the efforts or their units following the direction of the Lacey Police Department Commander.

E. When City resources are strained, assistance from the Washington State Patrol may be requested. The initial request shall be coordinated through TCOMM.

F. In accordance with the State Comprehensive Emergency Management Plan, various county, state, and federal agencies may provide support to local law enforcement. Such services shall be requested through the Thurston County

DEM.

G. The Police Department has communication links between its headquarters and its mobile units on a 24-hour basis. This becomes a valuable resource during a disaster situation.

III. RESPONSIBILITIES

A. Lacey Police Department

1. Assists Lacey Fire District #3 in developing and maintaining search and rescue capabilities by using paid and volunteer personnel. (See ESF-4)

2. Controls traffic before, during, and after emergencies.

3. Maintains necessary mutual aid agreements with other jurisdictions.

4. Assists the County Coroner in necessary investigation, identification, and management of deceased persons.

5. Investigates crime.

6. Provides security for the City ECC if necessary.

7. Notifies the Lacey Emergency Services Coordinator of major police emergencies.

B. Lacey Fire District #3

1. May conduct non-threatening police duties as necessary.

C. Other City Departments

1. May conduct non-threatening police duties as necessary.

D. Lacey Emergency Coordination Center

1. The City ECC Management Team shall coordinate requests for law enforcement assistance from other jurisdictions.

E. County

1. Thurston County Department of Emergency Management
   a. Initial requests for assistance shall be made through the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

F. State

1. Washington State Emergency Management Division
   a. Provides resources and support to local law enforcement.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Police Department
   a. Develops and conducts training programs.
   b. Determines an inventory of available equipment and manpower making note of existing and projected deficiencies.
   c. Reports all deficiencies to the Lacey Emergency Services Coordinator.
   d. Assists Lacey Fire District #3 in developing search and rescue capabilities (See ESF-4, Fire Services and ESF-9, Search and Rescue).
   e. Coordinates search and rescue capabilities with the Thurston County Search and Rescue Council (See ESF-9, Search and Rescue).
   f. Develops department emergency procedures that address how the Police Department will perform during an emergency/disaster.

2. Emergency Services Coordinator
   a. Reviews plans and procedures for law enforcement.

B. Response

1. Police Department
   a. Controls traffic.
   b. Maintains order in and around the emergency area.
   c. The Police Chief or his/her designee reports to the City ECC to coordinate law enforcement responses.

2. ECC Management Team
   a. Coordinates law enforcement functions with City Departments and the County, State, and Federal government.

3. Lacey Fire District #3
   a. Provides personnel for non-threatening law enforcement activities as requested.

4. Each City Department
   a. Provides personnel for non-threatening law enforcement activities as requested.

C. Recovery

1. Police Department
   a. Investigates crime.
   b. Maintains order, controls traffic.
2. Emergency Services Coordinator
   a. Phases out inter-agency law enforcement activities in coordination with the Police Department when it is no longer needed.

D. Evaluation

1. Each City Department
   a. Reviews responses, gauging the ability to perform key functions during the event.
   b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
   c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
   d. Inventories supplies, reordering supplies where necessary.

ESF 23 – DAMAGE ASSESSMENT

PRIMARY AGENCIES: **Lacey Community Development Department, Lacey Public Works Department**

SUPPORT AGENCIES: **Lacey City Manager's Office, Lacey Finance Department, Lacey Emergency Services Program, County Assessor's Office, County Department of Public Health and Social Services, Washington State Emergency Management Division, and Federal Emergency Management Agency**

I. PURPOSE

A. To provide a City-wide system to collect, report, and evaluate the emergency/disaster situation.

II. OPERATIONAL CONCEPTS

A. Response and support agencies shall give periodic situation reports to the Lacey Emergency Coordination Center (ECC), Planning Section.

B. Reports to be completed may include, but are not limited to:

1. Damage Reports -- indicate the location, severity and type of incident, time and date of occurrence, and actions taken.

2. Operational Situation Reports -- briefly outline significant operational conditions, status, critical shortages, problems, and anticipated assistance needs (See the Washington State Emergency Management Division, Disaster Assistance Guide).

3. All information shall be coordinated with the City Public Information Officer who may then release the information to the public or other interested parties (See Appendix 2, Public Information).

III. RESPONSIBILITIES

A. Lacey Community Development Department, Building Division

1. Leads damage assessment, evaluation, and information collection for public and private buildings.

2. Provides situational reports to the City ECC Planning Section on a regular basis.

B. Lacey Public Works Department

1. Leads damage assessment, evaluation and information collection for roadways, public property, and City-owned utilities.

2. Provides situational reports to the City ECC Planning Section on a regular basis.

C. Lacey Emergency Coordination Center

1. The City ECC Management Team
   a. Lacey's Risk Manager shall ensure that copies of emergency proclamations are sent to the Washington State EMD by law enforcement teletype, mail or hand delivery.
   b. The City ECC Management Team shall collect and evaluate reports from damage assessment personnel and forward information through emergency services channels, including Washington State EMD.

D. Each City Department

1. Estimates the current status of the emergency as it relates to their responsibilities and resources within its own service area.

2. Regularly updates the City ECC Planning Section with disaster information.

E. County

1. Thurston County Assessor's Office
   a. Provides maps, file information, and damage assessment information to the Lacey ECC and, upon request, to the Thurston County ECC.

2. Thurston County Department of Public Health and Social Services
   a. Coordinates the collection, reporting, and analysis of health impacts.

F. State

1. Washington State EMD
   a. Forwards information and reports to appropriate state and federal agencies.

G. Federal

1. Federal Emergency Management Agency

a. Provides federal-agency support and participation for damage assessments and surveys.
b. Coordinates federal-agency, emergency-response, resources and recovery programs.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator (Lacey Risk Manager)
   a. Coordinates planning efforts among City Departments to ensure clarity of assessment roles.

2. Finance Department
   a. Establishes a tracking system for emergency-related personnel and equipment costs.

3. Each City Department
   a. Will coordinate with the Emergency Management Team to develop procedures for their respective Emergency Support Functions.

B. Response

1. Public Works Department
   a. Deploys Damage Assessment Teams for public infrastructure.
   b. Fills out appropriate forms and forwards them to the City ECC Planning Section.

2. Community Development Department, Building Division
   a. Deploys Damage Assessment Teams for public and private buildings.
   b. Fills out appropriate forms and forwards them to the City ECC Planning Section.

3. ECC Management Team
   a. Forwards appropriate information to the Washington State EMD.
   b. Ensures that appropriate forms are filled out in a timely manner. (see the Washington State EMD, Disaster Assistance Guide)

4. Each City Department
   a. Collects information about the situation from its assigned emergency/disaster sites, and reports estimates to the City ECC Planning Section.

C. Recovery

1. Emergency Services Coordinator
   a. Continues to coordinate information and forward it to the Washington State EMD.

D. Evaluation

1. Each City Department
   a. Reviews responses, gauging the ability to perform key functions during the event.
   b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
   c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
   d. Inventories supplies, reordering supplies where necessary.

ESF 24 – EVACUATION AND MOVEMENT

PRIMARY AGENCY: **Lacey Police Department**

SUPPORT AGENCIES: **Fire District #3, Lacey Emergency Services Program, Lacey City Manager's Office, American Red Cross, School Districts, Volunteer and Religious Organizations, Intercity Transit, Puget Sound Inter Zone Response Network, Thurston County Department of Emergency Management, Washington State Patrol, State Department of Transportation, State Utilities and Transportation Commission, State Emergency Management Division, U.S. Department of Transportation, U.S. Military Commands, and Federal Emergency Management Agency**

I. PURPOSE

A. To provide for the evacuation of all or part of the population from any stricken or threatened disaster area within the City, Thurston County or the State to locations providing relative safety and shelter.

B. To ensure effective utilization of all available transportation resources and systems during an emergency/disaster.

C. To utilize local law enforcement communications resources to support emergency operations.

D. To provide local support to assist emergency welfare, medical, and volunteer organizations with evacuation operations.

II. OPERATIONAL CONCEPTS

A. The Lacey Emergency Coordination Center (ECC) Management Team or the on-scene Incident Commander shall make the decision to recommend evacuation and coordinate that decision with one another.

B. Endangered populations shall be advised to move to pre-designated facilities. (See ESF-6)

C. Evacuation plans for institutions such as hospitals, convalescent centers, and schools shall be established and coordinated with the Lacey Emergency Services Coordinator.

D. All available resources shall be used to evacuate affected areas in accordance with this plan.

E. When the need for evacuation arises, relocation facilities need to be opened and established immediately. This is especially the case when children or elderly are involved.

F. When the need for relocation facilities arises, the American Red Cross shall establish them as soon as possible.

G. Materials needed to operate a relocation facility include, but are not limited to, a system to register evacuees and staff adequate to implement the system.

H. Evacuee check-in information shall include:

1. Name;
2. Age;
3. Gender;
4. Address;
5. Multiple last names in the family;
6. Medical problems;
7. Medications needed;
8. Special needs;
9. Check-in time;
10. Check-out time;
11. Destination at check-out; and,
12. Name, phone number, and address of the nearest contact person.

I. In the event of a major disaster involving movement of people, City-wide transportation programs may be required to provide support. Such programs shall be coordinated with the State and other political subdivisions.

J. It is assumed that the primary movement of people and supplies will be via streets and highways with private vehicles. Public transportation may be used on a limited scale. Air transportation will be utilized only for the movement of urgently needed personnel and supplies. The use of boats may provide additional, but limited, capability.

K. Additional resources are available from surrounding counties through the Puget Sound Inter Zone Response Network. Requests for assistance shall be coordinated through City and/or County ECCs when a multiple-agency

emergency exists.

L. To avoid competition and duplication of resources by the political subdivisions in the County, the use of all religious and volunteer services shall be coordinated through the Thurston County ECC.

III. RESPONSIBILITIES

A. Lacey Police Department

1. The Police Department is responsible for informing the public of the evacuation order in coordination with the Lacey ECC Management Team. This may include, but is not limited to, door-to-door notification of people in the endangered area.

2. The process of moving people shall be supervised by the Police Department.

3. Fire District #3 and the Police Department have joint responsibility to clear all buildings in the endangered area.

4. The Police Department shall notify the Thurston County Department of Communications (TCOMM) of endangered people who are not ambulatory so those people may be relocated.

5. The Police Department is responsible for maintaining clear evacuation routes and minimizing all traffic problems associated with evacuation.

6. The Police Department is responsible for securing the danger area and isolating it from the public.

B. Fire District #3

1. Fire District #3 shall set up aid stations in host locations and provide personnel for host areas.

2. Fire District #3 is jointly responsible with the Police Department with evacuation as necessary including, but not limited to, providing uniformed personnel to notify residents of the need to evacuate.

C. Lacey Emergency Coordination Center

1. When City resources are exhausted, the City ECC Management Team shall take appropriate actions to call on outside agencies for assistance. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management.

2. The City ECC Management Team shall contact the Building and Engineering Divisions, the North Thurston School District, and the American Red Cross to evaluate building damage and determine the best available facilities to be used for sheltering evacuees. (See ESF-6)

D. Lacey Public Information Officer (PIO)

1. The City PIO shall disseminate evacuation information to the public through the Emergency Alert System (EAS) and other communications systems. (See Appendix 2)

E. American Red Cross

1. The American Red Cross plays an active role in providing shelter and resources for evacuees, in coordination with other volunteer agencies.

2. The American Red Cross shall coordinate a system of registering the evacuees to facilitate family reunions.

F. School Districts

1. The School Districts shall provide buses to the City for use according to established written agreements and procedures.

G. Intercity Transit

1. Intercity Transit shall provide buses to the City for use according to established written agreements and procedures.

H. County

1. Thurston County Department of Emergency Management
   a. Initial requests for assistance shall be made to the Thurston County Department of Emergency Management. This will allow the County to provide the support and/or to consolidate County-wide requests before sending them to the State.

I. State

1. Washington State Emergency Management Division
   a. Requests for assistance from the State shall be coordinated through the Washington State Emergency Management Division. Assistance may include transportation resources from the Washington State Patrol, Department of Transportation, and/or Utilities and Transportation Commission.

J. Federal

2. Federal Emergency Management Agency (FEMA)
   a. Requests for assistance from the federal government shall be coordinated through FEMA. Assistance may include transportation resources from the U.S Military Department and/or the U.S. Department of Transportation.

IV. CITY FUNCTION BY TIME PHASE

A. Mitigation and Preparedness

1. Emergency Services Coordinator
   a. Identifies major evacuation routes in coordination with the Police Department.
   b. Identifies transportation resources in coordination with the Police Department.
   c. Coordinates evacuation plans for buildings and institutions in the City.

B. Response

1. On-scene Incident Commander
   a. Identifies the area to be evacuated.
   b. Identifies evacuation routes from that area.
   c. Gathers information and relays it to the Lacey ECC Management Team.

2. Police Department
   a. Establishes perimeter control.
   b. Notifies the population of evacuation orders.
   c. Minimizes congestion of evacuation routes.
   d. Carries out evacuation functions.

3. ECC Management Team
   a. Coordinates and supports the evacuation process.
   b. Maintains liaison with the essential departments and authorities to

ensure cooperative and efficient use of transportation resources.
c. Evaluates emergency procedures of transportation providers.
d. Requests transportation resources.

4. Public Information Officer
   a. Disseminates the evacuation order to the media and appropriate agencies and departments.
   b. Prepares evacuation instructions and releases that information to the appropriate people.
   c. Executes a public information program that controls misinformation, distributes evacuation information, and coordinates information before its release.

C. Recovery

1. Emergency Services Coordinator
   a. Coordinates all resources so that people may move back into the evacuation area safely and efficiently.
   b. Phases out emergency transportation activities as needed.

2. Public Information Officer
   a. Ensures that information is disseminated to evacuated people so they may know the status of their property.
   b. Issues information regarding the removal of emergency restrictions and boundaries.

D. Evaluation

1. Each City Department
   a. Reviews responses, gauging the ability to perform key functions during the event.
   b. Identifies improvements to Lacey's Comprehensive Emergency Management Plan (CEMP) and submits them to the Emergency Services Coordinator for review.
   c. Identifies capital items that may be warranted for future events. Develops a plan to acquire such items.
   d. Inventories supplies, reordering supplies where necessary.

ESF 34 – INTER-GOVERNMENT COORDINATION

PRIMARY AGENCY: Thurston County, City of Olympia, City of Lacey, City of Tumwater, City of Yelm, City of Rainier, City of Tenino, and Town of Bucoda

I. INTRODUCTION

A. Purpose

1. Provide a standard joint policy-level decision making process when conditions may require coordinated measures to respond to and recover from a disaster and assure clarity and consistency between jurisdictions.

B. Scope

1. ESF 34 encompasses joint policy decision-making in the event of an emergency involving multiple jurisdictions.

II. PLANNING ASSUMPTIONS

A. The events anticipated in this ESF are where the policy decisions have a consequential impact on persons, property, and the economy of more than one jurisdiction.

B. No jointly resolved policy will contravene any constitutional or statutory responsibilities of the individual jurisdictions.

C. This ESF does not replace existing contracts, agreements, or understandings regarding the conduct of joint business, mutual aid or sharing of resources.

D. A declared emergency does not exempt the elected heads of government from certain legal constraints. This includes, but is not limited to, identification of the boundaries and duration of the emergency, public meetings where possible, documentation of all actions, confinement of emergency decisions to the special needs of the community, consensus of a quorum (or otherwise as provided by law), and timely ratification or repeal. Each party to this joint decision concept shall be responsible for its own wrongful and negligent acts or omissions[i].

E. Endorsement of policies developed under this ESF does not require jurisdictions to relinquish their legal authority to act during emergencies.

F. The focus of joint decision-making is on overall strategic decisions, not operational activities.

G. Timely decisions may be necessitated by the emergency, and lengthy legal review may not be possible. Some joint action may require ratification by member jurisdictions at the earliest opportunity.

H. Extreme measures may require decisions to be made in the absence of a quorum of any one of the member jurisdictions. The Continuity of Government provisions of the law will be observed.

I. Differing jurisdictional legal mandates and diverse operational objectives may pose conflicts in the development of joint policy decisions.

III. CONCEPT OF OPERATIONS

A. Teleconferencing, telephone polling, or other forms of real-time communication among the members may be substituted for joint meetings when necessary.

B. The need for a policy decision or joint action with potential cross-boundary impact will likely be identified by one or more of the member jurisdictions of the Emergency Management Council of Thurston County.

C. Any Emergency Management jurisdiction may assemble or request another Emergency Management jurisdiction to assemble a Joint Policy Team. Team members will include elected officials or their designee from the jurisdictions impacted by the emergency.

D. Joint policy decisions made by the Joint Policy Team may or may not require ratification by the elected officials of affected jurisdictions.

E. Execution of the policy and monitoring of compliance will be the responsibility of each jurisdiction.

F. Types of joint policy level measures foreseen may include, but are not limited to:

1. Joint statements or official declarations, including special warnings, instructions, statements, or other emergency public information applicable across jurisdictional boundaries.

2. Evacuation orders.

3. Reentry policies.

4. Curfew or the restriction of movement.
   a. The establishment of time limits when persons can be at large in certain identified emergency areas.
   b. The long-term closure of an emergency scene or region to unauthorized persons.
   c. The long-term closure of streets and roads to unauthorized traffic.

5. Regulation or measuring the allocation of essential goods and services.
   a. Impressment (including seizure) of essential goods for reallocation as required to meet emergency needs (with compensation provided as required by law[ii]).
   b. Enactment of voluntary limitations on excessive price increases of certain essential goods (anti-price gouging measures).
   c. Enactment of compulsory price stabilization measures to assure equitable distribution of food, water, heating fuels, shelter repair materials, and other goods.

6. Prioritization of response and recovery resources in the most effective and efficient manner.

7. Enforcement of isolation or quarantine orders in support of the Public Health Officer directives.

IV. RESPONSIBILITIES

A. Elected Officials (Board of County Commissioners and City Councils)

1. Provides an ongoing framework for inter-governmental relationships that will facilitate joint emergency decision-making when needed.

2. Provides legislative support necessary for adoption or ratification of policy decisions made under this ESF.

B. Emergency Management Jurisdictions

1. Participates in the Emergency Management Council as a means of maintaining working relationship with the participating jurisdictions.

2. Identifies a facility as a central coordination point for joint decision-making under this ESF.

3. As needed, in a multi jurisdiction event, assemble a Joint Policy Team

made up of elected officials or their designees of the involved jurisdictions, and provide coordination and support.

4. Develop example joint policy decision models that can be used in an emergency to expedite the enactment of joint measures.

V. REFERENCES

A. Interlocal Cooperative Agreement for the Emergency Management Council of Thurston County, as currently in force.

[i] Interlocal Cooperative Agreement for Thurston County Emergency Management, Chapter XI. Indemnity.

[ii] RCW 38.52

City of Lacey
Comprehensive Emergency Management Plan

Letter of Promulgation

The Lacey City Council is pleased to officially promulgate the 2019 City of Lacey Comprehensive Emergency Management Plan (CEMP). The City of Lacey has prepared this emergency management plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

This Comprehensive Emergency Management Plan attempts to be all-inclusive in combing the four phases of Emergency Management; *Mitigation*: activities that eliminate or reduce the probability of disaster; *Preparedness*: activities that governments, organizations, and individuals develop to save lives and minimize damage; *Response*: activities that prevent loss of lives and property and provide emergency assistance; and *Recovery*: short and long term activities that return all systems to normal or improved standards.

City of Lacey elected officials and employees and other public and private organizations are responsible for the primary response and recovery goals of emergency management in any hazard that impacts the City and other local jurisdictions during an emergency or disaster and to maintain a comprehensive internal process for conducting daily business before, during, and after an emergency or disaster.

Adopted by the City Council and approved by the Mayor this 12th day of March, 2020.

Cynthia R Pratt for

Andy Ryder, Mayor
City of Lacey