

EMERGENCY SUPPORT FUNCTION 5 EMERGENCY MANAGEMENT

Responsibility Summary

Primary Agencies:	Columbia County Emergency Management Columbia County Public Safety Communications Columbia County Commissioners and Local Mayors
Support Agencies:	Columbia County Information Services & GIS Emergency Public Information Officer (PIO) Columbia County Fire Districts 1, 2, & 3 Columbia County Emergency Medical Services Columbia County Sheriff Columbia County Assessor Columbia County Community Development Columbia County Health Department Columbia County Agriculturist/WSU Cooperative Extension Office WA State Emergency Management Division WA State Department of Natural Resources WA State Department of Health WA State Department of Ecology National Oceanographic Atmosphere Agency (NOAA) US Environmental Protection Agency

I. INTRODUCTION

Purpose

ESF 5 outlines the responsibilities for maintaining a comprehensive Emergency Management Program which includes prevention, mitigation, preparedness, response and recovery. It focuses on the shared resources and coordination between County, City, Town, Special Purpose Districts, State and Federal governments as well as the partnerships between private businesses and the general public.

ESF 5 provides guidelines for collecting, analyzing, processing, and disseminating information about potential or actual incidents and conducts deliberate and crisis action planning activities to facilitate the overall activities in providing assistance and ensuring disaster readiness to/of the whole community.

This ESF provides for the effective direction, control, and coordination of emergency management activities, during emergency or disaster operations and to ensure the continued operation of local government during and after emergencies and disasters.

Scope

This ESF applies to all departments, organizations and agencies that have a lead or support role in Columbia County's Comprehensive Emergency Management Plan. It discusses specific actions, approaches and objectives necessary to ensure the County is disaster ready. Supporting partners are critical to the County response and are vital to the overall success or failure of the plan.

Columbia County Emergency Management is the lead agency in coordinating the following:

- The County's readiness to respond to and recover from any disaster at any time.
- Partnering with community members to increase self-sufficiency and improve their disaster preparedness.
- Developing, maintaining and enhancing partnerships with outside stakeholders including businesses, non-profits, and faith based organizations.
- Reducing the impact of disasters through the integration of hazard mitigation practices.
- Post disaster recovery operations, including cost recovery when the magnitude and scope of the disaster require coordination.

This is achieved in part by:

- Maintaining the operational readiness of the Emergency Coordination Center (ECC) facility.
- Maintaining comprehensive plans that are regularly updated and utilized.
- Engaging a "whole community" approach in all phases of emergency management that incorporates input from vulnerable populations including individuals with access and functional needs.
- Ensuring the County takes steps to make emergency and disaster related services, programs, activities and facilitates accessible to all including individuals with functional needs.

POLICIES

If an emergency or disaster is beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative heads of the involved governments in accordance with RCW 36.40.180 for counties and RCW 35.33.081 for cities. This proclamation is usually prepared by the Columbia County Emergency Management Department, and is approved and signed by the legislative heads of government as an ordinance or resolution. This proclamation is a prerequisite for state and federal assistance in typically all cases.

The elected executive officials, department heads and other key officials may operate from the Emergency Coordination Center (ECC) or an alternative ECC during emergency or disaster situations. Information regarding the situation will be coordinated at the Emergency Coordination Center and the elected and/or senior government officials will make the policy decisions.

All Emergency Coordination in Columbia County will be conducted utilizing the accepted concepts and principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

Columbia County Department of Emergency Management coordinates local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, Columbia County Department of Emergency Management also provides the necessary liaison for state and federal assistance.

Columbia County Emergency Management (EMD) will disseminate current and accurate information and request the same from county, state, federal agencies and any other coordinating organizations during times of ECC activations.

- EMD will only request information that is necessary to support response and recovery activities;
- The analysis of this information, planning for anticipated resources will occur in support of emergency or disaster response and recovery activities.

II. SITUATION

The authority for the Direction and Control concepts and procedures as outlined in the Plan is derived from RCW 38.52 and other applicable state statutes and regulations; Columbia County Emergency Management Interlocal agreement between the cities of Dayton and Starbuck have been promulgated under the authority of this Plan.

Hazard, Threat and Situational Analysis

Columbia County is vulnerable to a variety of emergency or disaster events requiring coordinated efforts towards gaining situational awareness, planning, response, recovery activities and the dissemination of warning and/or other emergency information to local jurisdiction officials, response/recovery agencies, and the general public.

The sudden and unexpected nature of a catastrophic event will result in numerous requests from many agencies and all levels of government for services required to save lives, protect property, and preserve the environment.

The EMD is responsible for the overall coordination of services as they relate to preparing for, mitigation of, responding to and recovering from major disasters. This is achieved by:

- Improving community resiliency and understanding through the importance of personal, family, and community preparedness and encouraging individuals to take steps to mitigate the destructive and disruptive consequences of a major emergency or disaster.
- Developing partnerships with a variety of stakeholders who play a role in emergency management.
- Organizing county agencies and critical community partners into an effective team capable of responding in the aftermath of a disaster.
- Ensuring public and private sector partners are in the best position possible to recover from the damaging and disruptive effects of a major emergency or disaster.

- Initiating and advocating for recovery following a disaster.

Planning Assumptions

Columbia County Emergency Management is tasked with a number of responsibilities that are aimed at:

- Reducing the harm associated with major disasters;
- Coordinating county services during ECC activations; and
- Recovering quickly in an aftermath.

Even in the best possible circumstance there are several planning assumptions that must be built into the County's plans. These assumptions include:

- A. A major disaster could occur at any time.
- B. The time of year, day of the week, time of the day, and weather conditions are key variables that can have an impact on the seriousness of an incident and on the County's ability to respond.
- C. County personnel and facilities may be impacted by the disaster which can impede the County's ability to implement plans.
- D. Developing a baseline and measuring "preparedness" levels is difficult.
- E. Urgent response requirements during an emergency or disaster necessitate the immediate and continuing collection processing, and dissemination of situational information.
- F. In a disaster it is likely that local government response may be temporarily overwhelmed by the volume of need, and the general public should be prepared to take care of its own basic survival needs for at least the first 5 to 7 days after an incident or event.
- G. Information, especially during the early phases of the event, may be inaccurate, ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.
- H. The Columbia County ECC is the contact for information coordination.
- I. Individual jurisdictions and agencies may be very busy with the event and information and updates provided to the ECC will be delayed or overlooked.
- J. Citizens and/or the media may be unknowingly or purposefully spreading inaccurate speculation and rumors.
- K. Information and reports to the ECC will improve as the situation/event progresses.
- L. Information collection may be hampered due to many factors including, but not limited to: damage to communication systems; communication systems overload; damage to the transportation infrastructure; and effects of weather, smoke, and other environmental factors which may require activation of multiple emergency support functions (ESFs).
- M. Despite best efforts there will be people who will not be prepared for disasters or large scale incidents.

- N. Mitigation and recovery activities can be expensive and take years to complete.
- O. The ability to maintain an emergency management program is very difficult and dependent upon many factors, some of which are out of the control of the EMD.
- P. A disaster would severely stress normal municipal systems, and would likely require outside assistance from the state and federal governments.
- Q. The success of the County's emergency preparedness program is dependent on the support and involvement of the local Commissioners, Mayors, City/Town Councils, and all county/city/town departments.

III. CONCEPT OF OPERATIONS

General

A. Authority

Legislative Authority: Board of County Commissioners

The legislative authority of Columbia County is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster.

Legislative Authority: Mayors and City and Town Councils

The legislative authority of each city/town is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

In the event a majority of the City/Town Council is not available, the remaining Council may make decisions dealing with an occurring emergency or disaster.

Designation of Successors: Succession will occur if there are no available elected executives to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease.

County Government

If the entire Board of Commissioners is not available, then this authority is assumed in this order.

- Auditor
- Assessor
- Treasurer
- Clerk

In the event no elected officials are available, emergency authority will fall to the Department Directors in the order listed above.

City Government

If the entire elected legislative authority body is unavailable, this authority is assumed by the City or Town Clerk/Administrator.

Emergency Management responsibilities of successors acting as the legislative authority

- Shall abide by any and all procedures pre-determined by the elected executive officials for their particular political sub-division.
- Shall make only those decisions necessary to support the emergency or disaster operations.
- Shall commit funds to the emergency/disaster operations as provided in the Revised Code of Washington.

B. Incident Command System (ICS)

All Emergency Coordination in Columbia County will be conducted utilizing the accepted concepts and principals of the Incident Command System. The following outline generally describes the Columbia County Emergency Management system operational concept for direction and control during emergencies and disasters.

Level 1 Response

These encompass day to day emergencies.

- Command: Senior officer or Incident Commander (IC) is in charge of the incident.
- Coordination: IC will coordinate all incident activities and operations.
- Direction and Control: Will utilize department procedures for regular response.

Level 2 Response

Usually multiple agency, jurisdiction or situation based incidents that are of the magnitude to be potential major emergencies.

- Command: Incident Commander or Unified Command will manage the incident and establish an Incident Command Organization meeting the demands of the incident.
- Coordination: The Incident Command General Staff, with necessary liaisons or agency representatives, will coordinate incident activities and operations; and coordinate their operation with Emergency Management either by a representative of Columbia County EMD or the ECC, if activated.
- Direction and Control: The Incident Commander will receive direction and control from the appropriate legislative authority of the jurisdiction, if necessary, and other agency administrators as appropriate. This may be direct to the Incident Commander or through the Columbia County ECC if activated.

Level 3 Response

This level is a major emergency or disaster.

- **Command:** Each Incident Commander, Unified Command, or Area Command if implemented, will manage the incident(s) and establish an Incident Command Organization meeting the demands of the incident(s). The magnitude and scope of the situation may require multiple Incident Command Organizations to be established.

For hazardous material incidents in Columbia County, if the local jurisdiction does not designate an Incident Command agency, the Washington State Patrol assumes Incident Command for that jurisdiction (RCW 70.136.030). Incident command responsibility by jurisdiction is as follows:

Jurisdiction	Incident Command
Fire Protection District 1	WSP
Fire Protection District 2	WSP
Fire Protection District 3	WSP

- **Coordination:** Each Incident Command Organization, with necessary liaisons or agency representatives, will coordinate individual incident activities and operations; and coordinate their operation with the Emergency Management through the Columbia County ECC. During this level of response, resource management and the establishment of priorities are essential.
- **Direction and Control –** The Incident Commander will receive direction and control from the appropriate legislative authority of the jurisdiction and other agency administrators through the Columbia County ECC Policy Group. Emergency actions will need to be coordinated and prioritized countywide.

If during an incident, fire mobilization is declared and a Mobilization Incident Commander (MIC) is assigned to the incident, incident command may pass from the local incident commander to the MIC or Unified Command may be established. When this occurs, a formal written delegation of authority is required.

C. Emergency Coordination Center (ECC)

ECC Activation. The following local government officials have the authority to activate the Emergency Coordination Center:

- County Commissioners
- Mayors.
- Director of Emergency Management or designee.
- Sheriff
- Incident Commander

The primary ECC for Columbia County is located at 341 E Main Street with an alternate location of 111 Patit Rd, Columbia County Fire District 3 Dayton Washington.

The ECC is organized as per the ECC operational organizational chart on the following page. The structure is also modular and can be expanded or contracted as determined by the incident.

ECC Personnel and Staffing

The need for ECC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase. Staff alert and activation procedures are outlined in the ECC SOP

During a major emergency or disaster, it may become necessary to support the ECC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions should provide personnel to support the ECC. Staffing assignments are published as a separate document.

Persons assigned ECC duties must be prepared to respond during emergencies.

Coordination

The use and allocation of resources available in the County to support an emergency operation need to be coordinated through the ECC.

Requests for State, Federal, and other out of county resources must be made through the ECC.

Continuity of Government

Each political subdivision shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions (RCW 42.14.070).

Executive heads of all departments and agencies of county, town and/or city are to assure continuity of leadership and operation in the event they are not available during the time of an emergency. An alternate operations office should also be designated in the event the normal office is unusable. The successors are to be made aware of their emergency responsibilities and receive appropriate training.

All departments, agencies, and commissions shall identify essential records and take actions to protect those records during a disaster or emergency operation.

D. Administration

The purpose of this section is to provide guidance to jurisdictions, agencies, and organizations on administrative matters necessary to support emergency or disaster operations.

1. Jurisdictions and organizations with emergency management responsibilities are required to establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Records include, but are not limited to, files of directives and forms.
2. All county, city, and town services and facilities can be utilized during a declared disaster or emergency. (RCW 38.52.110)
3. Immediate reports of damage losses, and requests for assistance, must be sent, or called in, to the Department of Emergency Management (EMD) or Emergency Coordination Center (ECC) in order for the County Commissioners to have a basis for declaring an emergency. The county needs to forward damage reports to the State ECC in order for the Governor to have a basis for declaring a state of emergency. The state needs to declare an emergency before requests for federal assistance and a Presidential Declaration can be made. In other words, requests for assistance must start at the lowest level and work their way up. If there is a delay in requesting assistance there could also be a delay in receiving any outside response/recovery resource assistance.
4. An Emergency Worker is defined in RCW 38.52.010(7) and rules and regulations concerning workers are established by RCW 38.52.310. Chapter 118.04 of the WAC covers the Emergency Worker Program in detail. It is expected that many persons will volunteer as emergency workers. Their advance registration will reduce the administration required during an actual event.
5. Liability coverage
 - a. The State EOC will assign an Incident Number to a local jurisdiction any time they declare a disaster. If the state declares a state of emergency, or a disaster, then all counties that are impacted may be included under the same number. This number will be used through the response and recovery phases of the incident. When an Incident Number has been obtained there is some coverage for injuries and loss of equipment of registered "Emergency Workers".
 - b. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.
6. Replacement, repair, and restoration of damaged facilities may require environmental review or a permit prior to final project approval for state and/or federal funding. Statutes and regulations that apply include, but are not limited to the following:
 - a. Chapter 77.55.010 RCW, Construction Projects in State Waters.
 - b. Chapter 76.09 RCW, Forest Practices.
 - c. Chapter 86.16 RCW, Flood Plain Management.

- d. Chapter 173.14 WAC, Permits for Substantial Developments on Shorelines of the State.
 - e. Chapter 197.11 WAC, State Environmental Policy Act.
 - f. Chapter 75.20.100-160 RCW, Hydraulic Permit.
7. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be exempted by the agency with jurisdiction. Details can be found in the same statutes and regulations listed in Paragraph E above.
8. Many structures, archaeological sites, or properties of historical significance are protected by law. Non-time-critical missions and recovery actions affecting such protected areas will be coordinated with the Department of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.
9. The state's program of non-discrimination in disaster assistance will be carried out in accordance with Title 44 CFR, Section 206.11. This program will encompass all state and local jurisdiction actions to the Federal/State Agreement.
- a. Federal financial assistance to the state and local political jurisdictions will be conditional on full compliance with Title 44 CFR, Part 206.
 - b. All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, or national origin.
 - c. As a condition of participation in the distribution of assistance or supplies under PL 93-288, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the Administrator of the FEMA and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.
 - d. The provisions of Title 44 CFR, Section 206.11 concerning non-discrimination in disaster assistance are included in this document by reference.
 - e. The provisions of Chapter 49.60 RCW, "Discrimination - Human Rights Commission," shall be included in this document by reference.

E. Emergency Financial Management Operations

Emergency expenditures are not normally integrated into the budgeting process. However, events may occur requiring substantial and necessary unanticipated obligations and expenditures. Local jurisdictions enter into contracts and incur obligations and expenditures to combat disasters, protect the health and safety of persons and property, and provide emergency assistance to victims under provisions of RCW 38.52.070(2). The following statutes also apply:

- Cities with a population under 300,000 - Chapter 35.33 RCW.
- Optional Municipal Code - Chapter 35A RCW.
- Counties - Chapter 36.40 RCW.

Records will be kept in such a manner as to separately identify event related expenditures and obligations from general programs and activities of the jurisdiction, agency, or organization. Records are necessary:

- To document requests for assistance.
- For reimbursement under approved applications pertaining to declared emergencies or major disasters.
- For audit reports. Records need to include:
 - a) Work that is performed by force account. (Local Agency)
 - Appropriate extracts from payrolls, with any cross-reference needed to locate original documents;
 - A schedule of equipment used on the job;
 - Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - b) There are two types of contract work:
 - Time and materials contract. This type needs a schedule of equipment, labor rates, and material prices; and
 - Small works or advertised contracts (During an emergency this requirement may be waived). This type requires plan specification, engineer estimate, bid tabulations, possibly proof of advertisement, and concurrence from FEMA in award, certified payrolls, and ledger of payments to contractor.

Disaster-related expenditures and obligations may be reimbursed under a number of federal and state programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

Audits of state and local jurisdiction emergency expenditures will be conducted in the course of normal audits of state and local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

Organization

During activations, the ECC uses the Incident Command System (ICS). This includes the concept of unity of command/coordination which will most likely be utilized should this ESF be activated. This structure is of modular organization and is scalable based on the size and magnitude of the incident. Sections and/or Supervisors are added as necessary to ensure a manageable span of control during the incident and activities are managed through the establishment and execution of S.M.A.R.T objectives. The Columbia County Emergency Management Director or designee acts as the ECC Director during any activation. All section chief positions are staffed as requested by the IC:

- **Operations Section:** The ECC Operations is the lead for ensuring coordination among response branches, groups, units or individuals (boots on the ground).
- **Planning Section:** This section's responsibilities include providing the overall situational awareness necessary to coordinate services and facilitate planning and documenting activities that are occurring.
- **Logistics Section:** This section focuses on acquisition, deployment, and decommissioning of resources needed for response activities
- **Administration Section:** Is responsible for the security and maintenance of the ECC and the care and safety of its tenants. Resource tracking and cost accounting is also handled through this section.
- **Public Information Officer/Liaison:** These command staff positions may or may not be staffed. The PIO is responsible for ensuring timely and accurate information is communicated externally to the public and media. The Liaison has similar responsibilities however communicates internally between the ECC and response/recovery agencies/responders.
- **Policy Group:** This group consists of County Commissioners, City/Town Mayors or Councilmembers and other community members with decision making authority. Information dissemination to and from this group is always important but particularly critical when emergencies or disasters escalate, especially when capabilities are close to or exceeded within the County.

The Incident Commander is responsible for providing situation reports and periodic updates.

Jurisdiction, agency, and volunteer organization representatives in the ECC will assist with meeting the information requirements of the EMD and ECC staff. This will include maintaining contact with their field representatives for reports and updates. Additionally, the Columbia County ECC may need to request information from other local jurisdictions or agencies, as well as other governmental entities.

The ECC Director or designee is responsible for the management of the information received in the ECC, and is responsible to collect, analyze, report and display the current information. The information received will be forwarded to the appropriate person, most likely the Planning Chief, PIO or Liaison. From this information, action plans will be developed as needed and appropriate communications will be formulated.

Individual jurisdiction and agency representatives in the Columbia County ECC will share information they receive from their field representatives by posting on boards, making announcements, routing messages to other ECC staff, or preparing periodic situation reports.

The ECC Director or designee shall provide situation reports to the state EOC as appropriate. This includes transmission of local proclamations of emergencies. This will be done by the best means available.

Procedures

The Columbia County ECC functions under a variety of laws and rules contained in the Revised Code of Washington, Washington Administrative Code and Public Laws. (See Basic Plan) Within the Columbia County ECC, actions are guided by ECC Standard Operating Procedures (SOPs), maintained as a separate document.

The Columbia County EMD will activate the Columbia County ECC or alternate site for the information analysis and planning functions. Columbia County EMD shall maintain the facility (the ECC or other alternate site) and the necessary equipment to serve as a point of contact for information collection, coordination and distribution. Levels of Emergency Coordination Center (ECC) Activation are as follows:

LEVEL 1 - - Informational Level.

This level is used when there is an emergency or potential emergency situation somewhere in the State, Region or County, that has the potential to impact any part of Columbia County, either directly or indirectly. The purpose of this activation is to keep track of events and monitor resources in case it escalates to a point where it may impact Columbia County. Generally, this level will require the Emergency Director and perhaps one other person in the ECC maintaining frequent contact with the PIO and other staff as needed.

LEVEL 2 - - Support Level.

If it appears that Columbia County may be requested to provide assistance to another county, provide sheltering for evacuees, there is an emergency event that is expected to last several hours or more, there is an emergency situation involving multiple agencies and/or jurisdictions, or there are multiple emergencies/events occurring simultaneously, this level of activation would be appropriate. All appropriate ECC Staff will be asked to report to the ECC for a briefing, and then only those needed for the particular situation would remain. Others would remain on a Stand-by Status.

LEVEL 3 - - Limited Operational Level.

When part of Columbia County is directly impacted, or will likely be significantly impacted by an emergency situation, this level would be appropriate. At this level, designated ECC Staff or their representatives will need to be in the ECC, or on call, until the emergency situation is downgraded. Emergencies involving multiple agencies or jurisdictions, events affecting the infrastructure of the area or County, events requiring a high degree of coordination and technical

expertise, or events that will likely take many hours or days to resolve are examples of situations that may require a level 3.

LEVEL 4 - - Full Operational Level

When more than one area or jurisdiction within Columbia County is being significantly impacted, and coordination with the State ECC and/or adjacent counties is required, this level would be appropriate. Full staffing of the ECC will be required on a 24-hour basis. This is the highest level of ECC activation.

Stand-by Status (or On Call) means that a person is to remain in contact by phone, at home or at work, until the emergency situation is over or they are asked to report to the ECC. If the person on Stand-by is unavailable for a period of time, that person is responsible to advise the ECC who their replacement will be.

Staffing the ECC means either the department head or an alternate authorized by the department head that can represent them and make decisions for deployment of department resources

Incident Commanders and support agencies will coordinate information with the Columbia County EMD. This will be accomplished by periodic situation reports that should include:

- Time and date of report.
- Contact person and call back number, etc.
- Incident status and projected plan of action.
- Area affected.
- Resource status and needs.

Mitigation

Columbia County EMD encourages and promotes mutual aid and cooperation between local jurisdictions and agencies. These organizations are encouraged to participate in a variety of community activities and training exercises to test equipment, identify areas needing improvement or specialized support, and develop and evaluate operational procedures.

Columbia County EMD promotes using affiliated and unaffiliated volunteers as resources to fill gaps identified while developing implementation strategies. This includes determining knowledge, skills, and abilities of individual volunteers and developing job descriptions where volunteers can be assigned.

Columbia County EMD encourages and promotes resource typing, both individual and equipment capabilities, including entering this information into electronic database such as WebEOC to provide real-time crisis management information.

Columbia County encourages participation of local residents at public education events offered throughout the year, which are focused in the area of community involvement in the areas of prevention, protection, mitigation, response and recovery.

Columbia County EMD will periodically review, update through a collaborative process, and maintain the County's All-Hazards Mitigation, Community Wildfire Protection and other emergency guideline and/or operating procedure plans or documents.

Preparedness

Columbia County EMD

- The EMD will maintain and provide access to the County's Comprehensive Emergency Management Plan.
 - Develop and maintain liaison with support agencies.
 - Develop and maintain the process for information coordination during an emergency or disaster utilizing WebEOC to track resources and log information. This should not be confused with the function of a PIO or a JIC.
 - Develop and distribute reporting formats and systems.
 - Utilizes various types and styles of maps and map boards, status and display boards and charts, providing standardized reporting formats, message forms, templates, and other resources to assist in displaying and sharing information.
 - Operates the Columbia County ECC and communication tools such as the fax, modem, phone lines, and provides coordination with Amateur Radio and others to coordinate communication assets.
 - Coordinate the county-wide development, maintenance and testing of critical departments/jurisdiction continuity of operations plans.

Support Agencies

- Develop and maintain procedures for information coordination during an emergency or disaster.
- Columbia County Planning Department and other groups dealing with land use and planning issues prepare by having specialized maps, charts and reports available, in addition to staff with specialized knowledge and expertise. Several of the staff has been trained to work in, or support the Columbia County ECC.

General

- Work with neighboring jurisdictions and the State of Washington to ensure that emergency management planning efforts are consistent, complementary, mutually supportive and compatible with each other.
- Regularly brief elected officials on the status of the County's emergency management program.
- Maintain the County's ECC facility and all equipment so that it can be readily activated at any time.
- Create public educational programs and provide education in the preparedness areas.

- Reach out to vulnerable communities, including those with access and functional needs, to improve all levels of emergency preparedness.
- Provide periodic training to ECC responders to ensure they are operationally ready to assume their roles when the ECC is activated.
- Regularly test communications systems to ensure they are in good working order.
- Coordinate county-wide compliance with NIMS and other standards.

Response

Primary Agency – Columbia County EMD

- Determine activation level/mode and activate ECC as required. Provide primary and alternate ECC Directors.
- Provide ECC Operations Section Chief.
- Provide staff for ECC warning and communications group. Implement activation notification procedures.
- Implement the information analysis and planning process.
- Analyze provided information and distribute to appropriate agencies.
- Coordinate and prepare periodic situation reports and other necessary information for local officials and the State EMD.
- Request special information from local agencies and volunteer organizations, as necessary.

Support Agencies

- Provide information to Columbia County EMD/ECC.
- Keep Columbia County EMD/ECC apprised of agency status.
- Collect information from field representatives, and share that information with the Planning Section coordinator and other ECC staff as appropriate.
- Analyze the information specific to their jurisdiction, agency, or organization, and make recommendations to the Planning Section coordinator or Columbia County ECC supervisor on actions to be taken.
- Provide information on the status of their facilities and programs to the Columbia County ECC, as necessary.

Columbia County ECC Planning Section (in coordination with other ICS sections)

- Collects and displays the information provided to the Columbia County ECC staff
- Analyzes the information provided, and shares it with the appropriate Columbia County ECC representative(s).
- Analyzes information provided, and develops and recommends action strategies.
- Coordinates and prepares periodic Situation Reports.
- Requests special information from local jurisdictions, agencies, and volunteer organizations, as necessary.
- Assists the Policy/Decision Section and/or the Administration/Finance Section with preparing a County proclamation of emergency or disaster, as needed.

Recovery

Primary Agency – Columbia County EMD

- Coordinate all after action reviews and improvement planning for county-wide events and exercises.
- Prepares, maintain and finalize situation reports and information displays, as required.
- Continues to gather and post information, as necessary. Ensure that documentation is kept to support recovery of resources used throughout the activation.
- Continues to analyze information, assist with developing recovery plans, and maintains written records and documents for the event.
- Implement Damage Assessment processes.
- Assists the affected local legislative body with preparing a written termination of the declaration of emergency or disaster, when appropriate.
- Provides updates to the State EOC as necessary.
- Serve as the County’s applicant agent in all Stafford Act public and individual assistance programs.
- Lead efforts in addressing the County’s long-term recovery issues.

Support Agencies

- Continue to collect and analyze information from field representatives regarding recovery, share that information with other Columbia County ECC staff, and make appropriate recommendations.
- Prepare Situation reports, and after-action reports as requested.
- Assist in collection of damage assessment information and coordinate activities with Columbia County EMD.
- Coordinate with field representatives and staff regarding demobilization/deactivation procedures and actions.

IV. RESPONSIBILITIES

General

Operations of the Emergency Management Organization within Columbia County are established by the Interlocal agreement between the:

Columbia County Commissioners. The Commissioners have the overall responsibility for the emergency preparedness of the county and its political sub-divisions, to include:

- Establishment of a Department of Emergency Management and appointing a Director to manage that department;
- Designate a primary ECC and provide for its operation readiness;
- Ensure that the County’s Comprehensive Management Plan (CEMP) is maintained.

Department of Emergency Management. The Emergency Manager is responsible for keeping EMAC advised on the status of emergency preparedness of the county.

County and City/Town Public Works Organizations. Each jurisdiction needs to establish SOP's for their organizations use in time of an emergency operation to include a continuity of command. And, organize a public works response center to coordinate public works actions.

County Assessor and Building Inspectors. These personnel will normally become involved in the later stages of the response phase or at the beginning of the recovery phase with the mission of determining the extent and cost of the damage. Building Inspectors may be part of damage assessment teams which will be organized by the ECC and assigned to specific areas.

Volunteer Groups. Organizations such as the American Red Cross and Salvation Army may be called upon to assist with feeding and sheltering victims. Groups such as radio operators and search and rescue may be called upon to assist by participating on disaster assessment teams.

Primary Agency

Columbia County EMD

- Coordinates the collection, analysis, planning and sharing of information about potential or actual emergencies or disasters that could affect Columbia County. Assures that action plans are developed and implemented, as appropriate.
- Provide timely and complete reports and updates to the State ECC and other necessary agencies.
- Incident Commanders will establish and maintain a planning section function, as needed for each incident and coordinate information with Columbia County EMD or the ECC.
- Incident Commanders will establish and maintain a PIO function, as needed for each incident and coordinate the release of public information with the ECC PIO.

Support Agencies

- Supports the Columbia County EMD/ECC in the collection, analysis and sharing of information about potential or actual emergencies. Contributes to the development of action plans, and assists with their implementation, as appropriate.
- Provide all necessary incident information to Columbia County EMD or ECC.
- Participate in the analysis and planning functions.
- Provide requested maps, property descriptions, forecasts, predictions, display information and other tools to Columbia County EMD or ECC.

V. RESOURCE REQUIREMENTS

In order to effectively respond to a major incident or disaster, there must be a location that has the capacity to house the various disciplines required to coordinate the County's response. The ECC is the location where much of that collaboration occurs or is initiated. Issues that cannot be resolved in the field become the responsibility of ECC responders.

A. Logistical Support

The Columbia County Emergency Management Department maintains the ECC and ensures standard operating equipment is available such as:

- Standard office machines, computer, printer, facsimile machine;
- Charts, boards, maps, and other communications equipment;

EMD has arrangements in place with Columbia County Fire District #3 and Columbia County Public Works Department for alternate locations for the County ECC.

B. Communications and Data

- VHF radios – The representatives from respective response agencies must bring hand-held radios to the ECC for communication with their agency.
- Comprehensive Emergency Management Net (CEMNET) Radio. The Washington State Department of Emergency Management (EMD) operates a statewide, very high frequency (VHF) low-band radio system, as the primary backup communication link between the state ECC and local ECC's throughout the state.
- Amateur radios - The ECC has amateur radio capability.
- The ECC has telephones to be used in the event the center is opened. The incoming number is (509)382-2518
- The ECC has two desktop computers and one laptop computer with E-mail and Internet capability. Staff members may bring additional laptop computers to the ECC.
- The Emergency Alert System (EAS) is located in the E-911 center and can be activated by Columbia County Public Safety Communications, the Sheriff's Office or Emergency Management.
- The reverse 911 system for contacting citizens is located in the E-911 center and can be activated by Columbia County Public Safety Communications Dispatchers.

Jurisdiction, Agency, and Organization representative or liaison personnel are available to support the Columbia County ECC. Communication links between the Columbia County ECC and, support agencies is not physically present at this time but is a current priority project for the county. High priority and current projects include interoperability communication improvements between the County and:

- First Responders and the Public;
- Other Dispatch Centers (BMIDC, Walla Walla, and other nearby centers in which dispatch coordination may be essential during an emergency or major disaster); and
- Washington State EOC.

VI. REFERENCES

Comprehensive Emergency Management Plan, ESF 15 Public Affairs and ESF 14 Long Term Community Recoveries

RCW 35.33.081: Emergency expenditures—Non-debatable emergencies.

Upon the happening of any emergency, . . . the city or town legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefor without notice or hearing.

RCW 35.33.101: Emergency warrants.

All expenditures for emergency purposes . . . shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest and be called in the same manner as other registered warrants as prescribed in RCW 35.33.111.

RCW 36.40.180: Emergencies subject to hearing—Non-debatable emergencies.

Upon the happening of any emergency caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or insurrection, or for the immediate preservation of order or of public health or for the restoration to a condition of usefulness of any public property the usefulness of which has been destroyed by accident, or for the relief of a stricken community overtaken by a calamity, or in settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of any public utility owned by the county, or to meet mandatory expenditures required by any law, the board of county commissioners may, upon the adoption by the unanimous vote of the commissioners present at any meeting the time and place of which all of such commissioners have had reasonable notice, of a resolution stating the facts constituting the emergency and entering the same upon their minutes, make the expenditures necessary to meet such emergency without further notice or hearing.

RCW 36.40.190: Payment of emergency warrants.

All emergency expenditures shall be paid for by the issuance of emergency warrants which shall be paid from any moneys on hand in the county treasury in the fund properly chargeable therewith and the county treasurer shall pay such warrants out of any moneys in the treasury in such fund. If at any time there are insufficient moneys on hand in the treasury to pay any of such warrants, they shall be registered, bear interest and be called in the manner provided by law for other county warrants.

RCW 38.52.010: Definitions.

"Continuity of operations planning" means the internal effort of an organization to assure that the capability exists to continue essential functions and services in response to a comprehensive array of potential emergencies or disasters.

"Emergency management" or "comprehensive emergency management" means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress.

"Emergency or disaster" ...shall mean an event or set of circumstances which: (i) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (ii) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.

RCW 38.52.310: Coverage, classification, registration, of workers.

The department shall establish by rule and regulation various classes of emergency workers, the scope of the duties of each class, and the conditions under which said workers shall be deemed to be on duty... The department shall also adopt rules and regulations prescribing the manner in which emergency workers of each class are to be registered.

RCW 40.10.010: Essential records—Designation—List—Security and protection—Reproduction.

In order to provide for the continuity and preservation of civil government, each elected and appointed officer of the state shall designate those public documents which are essential records of his or her office and needed in an emergency and for the reestablishment of normal operations after any such emergency

WAC 118-04-020: Purpose and intent.

The purpose of this chapter is to adopt rules pertaining to the use, classes, scope, conditions of duty and training of emergency workers and compensation of emergency workers' claims.

The intent of these rules is to clearly delineate the responsibilities of authorized officials and emergency workers before, during, and after emergencies, disasters, and other specific missions.

Miscellaneous

In emergency situation the requirements for environmental reviews and permits may be waived or orally approved per the following statutes and regulations:

State Environmental Policy Act (SEPA)	RCW 43.21C.110
Hydraulics Act (Permits)	RCW 77.55.100; 75.20.100-160
Shorelines Management Act (Permits)	WAC 173.14 & 173.26; RCW 90.58.140
Flood Control Zones by State (Permits)	RCW 86.16
Construction Projects in State Waters	RCW 77.55.010
Forest Practices	RCW 76.09
State Environmental Policy Act	WAC 197.11