

CLARK REGIONAL COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

The Emergency Operations Plan for Clark County, its
Seven Cities, and Partnering Agencies

9/2013 Draft

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Promulgation Document/Signature Page

LETTER OF PROMULGATION:

I am pleased to present the Clark County Comprehensive Emergency Management Plan. This Plan addresses mitigation, recovery, preparedness and response. It conforms to the State of Washington Emergency Plan and the National Incident Management System.

The purpose of this Plan is to provide the framework for coordination and full mobilization of internal and external resources. This plan framework:

- Identifies authorities and assigns responsibilities for planning, response, and recovery activities,
- Identifies the scope of potential hazards that form the basis for planning,
- Establishes the emergency management organizational structure that will manage the response,
- Identifies those divisions, departments tasked with specific responsibility for carrying out the plans and operations defined with the Annexes of this plan,
- Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated, and
- Outlines the process of disseminating emergency information and instructions to the population.

It is the expectation that agencies, divisions and departments identified as being tasked with the development and maintenance of standard operating procedures and checklists in the plan operations, actively participate in the planning process with the Emergency Management Director/Coordinator to ensure that their assigned responsibilities actively support implementation of this Plan.

This Plan is a dynamic document. An annual assessment process, accompanied by rigorous testing and review will ensure that this Plan does not become another “manual on the shelf.”

Approved by:

Anna Pendergrass

Date-

CRESA Director

Record of Changes

Record of Distribution

#	Electronic (E) or Printed Copy (P)	Received By (Name)	Agency/Organization	Signature of Recipient	Date
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Basic Plan

I. INTRODUCTION

Mission

1. The primary objective of the CRESA is to provide a coordinated effort from all supporting county and city departments/agencies/organizations in the mitigation of, preparation for, response to, and recovery from injury, damage and suffering resulting from either a localized or widespread disaster. CRESA is the focal point for emergency management activities within Clark County. However, emergency management responsibilities extend beyond this office, to all city/county government departments/agencies and ultimately, to each individual resident.
2. It is important to note that a basic responsibility for emergency planning and response also lies with individuals and heads of households along with in-resident caregivers. When the situation exceeds the capabilities of individuals, families and volunteer organizations, a city/county/town emergency may exist. It is then the responsibility of government to undertake comprehensive emergency management activities to protect life and property for the effects of disasters. Local government has the primary responsibility for emergency management activities. When the emergency exceeds local government capability to respond, CRESA will request mutual aid assistance from counties and /or state government; the federal government will provide assistance to the state when requested. In addition, private sector and voluntary organizations may be requested to provide aid and assistance.
3. While the routine functions of most city and county agencies are not of an emergency nature, pursuant to this plan, all officers and employees of the cities and county will have a plan to meet emergencies threatening life or property. This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and analyzing information that could signal the onset of one of these events. Disasters will require city and county departments to perform extraordinary functions. In these situations, every attempt will be made to preserve organizational integrity and assign tasks, which parallel the norm. However, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation

may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.

4. The objectives of Clark County Emergency Management System are to protect residents, property and the environment. During Emergencies and disasters, CRESA will endeavor to support, and coordinate the activities of first responders to:
 - Save lives: treat the injured, warn the public to avoid further casualties, evacuate people from the effects of the emergency, and care for those evacuated, also ensuring the safety of animals.
 - Protect Property from destruction: take action to prevent further loss, provide security for property, especially in evacuated areas, and prevent contamination to the environment. CRESA will assist in the coordination and facilitation of building an emergency management system that will support these activities.
 - Restoration and Recovery: restore the community to normal, restore essential utilities, restore community infrastructure, help restore economic vitality of the community, provide for emotional recovery of citizens.

Purpose

1. This plan describes how Clark County¹, its cities, and its partnering agencies will prepare for, respond to, recover from, and mitigate against emergencies. This Comprehensive Emergency Management Plan (CEMP) uses the National Incident Management System (NIMS) and is an all-hazards plan that provides the structure and mechanism for policy and operational coordination for incident management. Consistent with model provided in the National Response Framework (NRF) and NIMS, the CEMP can be partially or fully implemented in the context of a threat, or anticipation of or response to a significant incident or event. Selective implementation through the activation of one or more of the Emergency Support Functions (ESF's) or Annexes allows maximum flexibility in responding to and recovering from an incident, meeting the unique operational and information-sharing requirements of the situation at hand, and enabling effective interaction between various agencies.
2. In cooperation with Municipalities, Departments and other members of the community, endeavors to prevent/mitigate, prepare for, respond to, and recover from natural and human caused disasters which threaten the lives, or property of the citizens within Clark County by:
 - Identify major natural and human caused hazards which threaten life, property, and/or the environment that are known or thought to exist.
 - Provide an efficient, comprehensive organizational structure for emergency response personnel
 - Assign emergency management responsibilities and tasks.

¹ 'Clark County' will normally refer to the local government organization for unincorporated Clark County, 'Countywide' will normally refer to the geographic area of Clark County, Washington unless otherwise stated.

- Describe predetermined actions (responsibilities, tasks) to be taken by local government departments, municipalities and other cooperating organizations and institutions to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster
 - Manage emergency operations within the county by coordinating the use of resources available from county and municipal governments, private industry, civic and volunteer organizations, and when needed, state and federal agencies.
 - Provide for effective assignment and utilization of local government employees.
 - Document the current capabilities and existing resources of local government departments and other cooperating organizations and institutions, this must be maintained, to enable accomplishments of those predetermined actions.
 - Provide for the continuity of the local government during and after an emergency or disaster.
 - Provide for the rapid and orderly start of recovery, restoration and rehabilitation of persons and property affected by emergencies.
 - Coordinate planning team comprised of department representatives as identified and utilized throughout this plan for continuing reviewing and offering recommendations on CRESA Initiatives.
3. This Basic plan will provide guidance for:
- Planning in the areas of prevention, mitigation, preparedness, response and recovery during periods of non-emergency.
 - Disaster and emergency responsibilities during crisis.
4. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes Chief Elected Officials, ECC staff, department and agency heads and their senior staff members, special districts, leaser of local volunteer organizations that support emergency operations and others who may participate in our mitigation, preparedness, response and recovery efforts.
- Describe the organization of the comprehensive emergency management program for Clark County and its seven cities.
 - Describe the countywide Multi-Agency Coordination System (MACS).
 - Establish roles, responsibilities, and expectations for Clark County and City of Vancouver government entities and their partnering organizations such as jurisdictions, fire districts, and utilities.
 - Establish standards and guidelines for emergency management for all stakeholder agencies in Clark County.

Scope and Applicability

1. This plan provides direction to Clark County and City of Vancouver local government offices, departments, and divisions in how they will conduct emergency management. It also provides emergency management guidelines for other local government entities, non-governmental organizations, and the private sector in order to ensure an integrated response to emergencies in the area.
2. This plan directly applies to Clark County and City of Vancouver local government employees with emergency management responsibilities. These personnel should use this plan to understand their responsibilities, determine how they will prepare for and respond to emergencies, and identify what department-specific plans, procedures, and other implementing instructions are needed.
3. This plan emphasizes the preparedness, response, and recovery phases of emergency management. The phase of hazard mitigation will be addressed separately in the *Clark County Multi-Jurisdictional All-Hazard Mitigation Plan*.

POLICIES

Authorities

1. This plan is issued by order of the Clark County Board of Commissioners and the City of Vancouver City Manager under the authority of the Revised Code of Washington (RCW) 38.52.070
2. RCW 38.52.070 and the implementing rules in Washington Administrative Code (WAC) 118.30.04 direct and authorize each political subdivision of the State of Washington to have a comprehensive emergency management plan (CEMP). State rules also authorize political subdivisions that have formed a joint emergency management organization, such as those in Clark County, to submit a single CEMP.
3. WAC 118.30.060 requires this plan to have specific formats and functional elements. However, since the development of this law, a new federal and state format and other standards for emergency plans have been developed. This plan is consistent with the new format and standards.
4. In accordance with Clark County Code 2.48 and Vancouver Municipal Code M-3513 the CRESA director is responsible for the preparation and implementation of this plan.
5. A summary of legal authorities that are related to emergency management can be found in Appendix 5 – Legal Compendium.

Limitations

1. No guarantee of a perfect response is expressed or implied by this plan or any of its appendixes, emergency support functions, implementing instructions, or procedures. Since Clark County and City of Vancouver government assets and systems are vulnerable to natural and technological disaster events they may be disrupted or overwhelmed. Clark County can only attempt to make every

reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

2. The inability of department/agencies to carry out their responsibilities as indicated in both the Basic Plan and Emergency Functions due to the lack of staff and funding may lower the threshold to issue an “emergency declaration.”

Nondiscrimination

1. It is the policy of Clark County that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability. No special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of local government services. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44 CFR 7, Nondiscrimination; Federal disaster assistance is conditional on full compliance with this rule.
2. It is also policy of Clark County to have an understanding of potential needs from vulnerable populations and to ensure effective planning for those populations within the county.

Document Handling Instructions

1. This plan and its supporting plans, procedures, and implementing instructions are fully public documents and they are not exempt from public disclosure. However, requests for this document should be forwarded to CRESA. CRESA will track plan holders and ensure that they are appropriately included in the distribution of any future plan revisions.
2. The distribution list for this plan is found in Appendix 7.
3. Any emergency management-related documents that include information that is exempt from public disclosure should be maintained separately from this plan and should include appropriate handling instructions. This may include, for example, plans, procedures, implementing instructions, or contact lists that include personal information (exempt under RCW 42.56.230); and that relate to preventing or responding to criminal or terrorist acts (exempt under RCW 42.56.420).

SITUATION OVERVIEW

Emergency Conditions and Hazards Analysis Summary

1. Emergencies or disasters may occur in Clark County at any time causing human suffering, injury, disease, emotional crisis, death, public and private property damage, environmental damage, loss of essential services, economic impacts to businesses, families and individuals, and disruption to local and state governments and other governmental entities.
2. Clark County is vulnerable to natural hazards such as earthquakes, floods, windstorms, ice storms, wildland fires, volcanic eruptions, landslides, snowstorms, tornadoes, and other natural hazards.

3. Clark County is also vulnerable to a variety of human-caused hazards such as hazardous materials accidents, power outages, transportation accidents, dam failures, computer system failures, civil disorder, and acts of terrorism.
4. The rapid growth of Clark County increases the overall vulnerability of the community. Population growth strains government resources and increases the public's exposure to natural and human-caused hazards.
5. Though an accurate count is not available, Clark County has a significant number of people who may require special assistance or accommodation in order to prepare for, respond to, recover from, or protect against disasters. For example;
 - a. Persons with cultural, or language, barriers.
 - b. Persons with functional limitations and barriers relating to physical, sensory, cognitive, and developmental disabilities.
 - c. Persons with chronic medical or behavioral health conditions.
 - d. Persons who are elderly or who are placed in residential settings, such as assisted living facilities or correctional facilities
 - e. Persons isolated due to poverty, geography, or transiency.
 - f. Persons travelling into Clark County unfamiliar with the area.
6. Clark County is on the Washington-Oregon border, adjacent to the City of Portland, which is a major metropolitan center. In a regional disaster this may cause special resource management challenges, since many resources will come from the Portland metropolitan area. Clark County may easily become isolated from Portland or Clark County may have to compete for resources with the Portland metropolitan area.
7. Clark County may be isolated from the region in a disaster. Clark County has only three highway corridors connecting it to the region, Interstate 5, SR-14, and Interstate 205. Clark County is connected to the Portland Metropolitan region by only two road bridges, the Glenn Jackson Bridge and the Interstate Bridge.
8. The Clark County Hazard Identification and Vulnerability Analysis (HIVA) provide detailed information on hazards in the county. It identifies the threat, assesses the county's vulnerability to the hazard, and provides the basis for this plan and the agency specific emergency plans and procedures.
9. The potential exists for emergencies or disasters to occur outside of Clark County and Washington State to negatively impact the county.
10. Any hazards listed in the HIVA may produce secondary hazards. For example, earthquakes may cause fires, hazardous materials releases, and landslides.

Capabilities and Resources

1. Each department within the County and the City of Vancouver should assess resource needs and availability for disaster situations. It should consider

personnel, equipment, facilities, critical business functions and operations, and materials for life and family protection.

- a. A resource inventory should be maintained and kept current.
- b. A method should be established for resource coordination and integration among responding agencies, departments, and individuals.
- c. The need for mutual aid should be determined and agreements established, preferably written, and referenced in the agency emergency management plan.
- d. Where resources are provided to other agencies in an emergency, payment for these resources shall be the responsibility of the borrowing agency, unless other arrangements are made.
- e. Contracts for additional resources identified as being necessary to fulfill the agency's response role during an emergency or disaster should be in place prior to the emergency or disaster.

MITIGATION, PREVENTION, and PREPAREDNESS ACTIVITIES

All primary and support agencies of Clark County government will ensure that personnel, property, and equipment are protected from the effects of disasters by complying with the Organization and Assignments of Responsibilities Section of this Basic Plan, and that appropriate emergency procedures and operating plans address and comply with local, state and federal response and recovery guidelines.

Mitigation

Hazard Mitigation is defined as the elimination of a hazard occurring and includes actions to postpone, dissipate, or lessen the effect of a hazard. Hazard Mitigation may also be referred to as 'prevention,' or 'disaster resilience.' Hazard Mitigation projects are the most effective way to protect life and property, and the environment from natural and human-caused disaster. It is highly recommended that counties/cities participate in hazard mitigation. More information regarding Clark County's Mitigation program can be found in the *Clark County Multi-Jurisdictional All-Hazard Mitigation Plan*.

PLANNING ASSUMPTIONS

Preparedness

1. County and City of Vancouver departments should have facility emergency plans. The purpose of the facility emergency plan is to ensure the immediate health and safety of employees and other building or campus occupants in an emergency.
2. City of Vancouver and county departments should, within their capabilities, prepare for disasters to ensure continuity of government and the continuity of department operations. Departments should identify mission-critical functions and develop and test contingency plans for the failure of those systems.

3. Emergency plans and procedures, including the CEMP, First Responder Procedures, the Mass Casualty, Pan Flu, and Hazardous Material Plans have been prepared by those emergency response agencies responsible for fulfilling emergency support functions.
4. Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other situations will occur with no advanced warning allowing no time for preparation.
5. Clark County, the City of Vancouver, special districts, and allied organizations will be unable to satisfy all emergency resource requests during a major emergency or disaster and will need to establish priorities for response and recovery.
6. Public safety agencies in Clark County and in the region have 2-way radio systems that are mostly interoperable. Other agencies such as C-Tran, Clark Public Utilities, and public works agencies have a limited ability to communicate seamlessly with public safety radio systems.
7. Communications systems will be overloaded and may suffer damage.
8. In a major disaster the area will be flooded with donated goods and services. There will also be an influx of unaffiliated volunteers.
9. A free market economy and existing distribution systems will be maintained as the primary means for continuing operation of the county's economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.
10. State and federal assistance may be available for disaster response and recovery operations under provisions of the state's Comprehensive Emergency Management Plan, the Federal Response Plan, and the Robert T. Stafford Disaster Relief Act.

II. Concept of Operations

General

1. Inter-agency resource and information coordination takes place at the Clark Regional Emergency Operations Center (CREOC). The CREOC serves Clark County and its seven cities, Battle Ground, Camas, La Center, Ridgefield, Vancouver, Washougal, and Yacolt. The CREOC is maintained by CRESA and is activated when inter-agency coordination is necessary.
2. Resource requests should go to the responsible jurisdictional emergency operations center unless other arrangements exist in other plans or mutual aid agreements.
3. Clark County must deplete all local resources, including public and private and any mutual aid resources, before requesting resources from the State. If a disaster response exceeds the capabilities of Clark County, the CREOC will request assistance from Washington State Emergency Management. Assistance may be requested with or without a formal declaration of emergency.
4. When the severity of the situation so dictates, and Clark County's resources are, or are about to become depleted, the county will coordinate resource support with other cities, special districts, and partnering organizations at the CREOC. The CREOC will coordinate with state or federal resources as necessary.
5. Each jurisdiction is responsible for identifying the need for an emergency proclamation. CRESA may also recommend that jurisdictions issue a proclamation and can provide guidance in the development of the proclamation.
6. An emergency proclamation may be issued to:
 - a. Authorize extraordinary measures and the mobilization of Clark County personnel.
 - b. Authorize expedited purchasing and contracting, including bypassing hearings and competitive bid processes.
 - c. Authorize requests for state and federal disaster resources or funding.
 - d. Declare that the jurisdiction is operating under emergency conditions.
7. Mutual aid agreements are encouraged between agencies of like discipline, where partnerships maybe required for certain missions. Within Region IV this type agreement exists and blankets all disciplines, throughout the counties. Mutual aid will be requested and employed by County and City of Vancouver departments prior to requesting additional resources from other agencies.

8. All Clark County and City of Vancouver departments have two objectives in emergency management. The first is to ensure the continuity of government and the organization's legally mandated mission. The second is to fill a primary or supporting role in an Emergency Support Function as stated in this plan.
9. The CRESA director is responsible for coordinating actions to increase emergency readiness in the event that advance information of a potential threat is received, and for providing immediate warning of an impending natural disaster, if available.

III. Organization and Assignment of Responsibilities

Governmental Organizations

This plan provides direction to Clark County and City of Vancouver local government offices, departments, and divisions in how they will conduct emergency management. It also provides emergency management guidelines for other local government entities, non-governmental organizations, and the private sector in order to ensure an integrated response to emergencies in the area.

Partnering Organizations

This plan also suggests general guidance for emergency management partner organizations. In the context of this plan, 'partnering organization' refer to local government agencies (including special purpose districts), non-profits, and select private sector organizations that have a role to play in responding to community needs in the event of a disaster. They include, but are not limited to:

City of Battle Ground	Clark Public Utilities
City of La Center	Clark Regional Wastewater District
City of Ridgefield	CTRAN
City Camas	Ports
City of Washougal	School Districts and ESD 112
Town of Yacolt	Southwest Washington Medical Center
Fire Districts	Legacy Salmon Creek Hospital
American Medical Response	Other health care providers
American Red Cross	Humane Society for Southwest Washington
	Non-profit and human service organizations

While in most cases these agencies have their own emergency plans, it is essential that their emergency management programs are consistent with this plan so that seamless and integrated emergency management is ensured.

Organization

1. Clark County, the seven cities of Clark County, and the public fire and EMS agencies in Clark County are signatories to the *Clark Regional Emergency Services Agency Interlocal Cooperation Agreement*. This agreement gives CRESA the responsibility for providing regional emergency management services for the incorporated and unincorporated areas of Clark County.
2. The Clark County Board of Commissioners and the other executive heads for Clark County cities have appointed the CRESA Director to be the emergency management director for Clark County and its cities. The director is responsible for the emergency management program as described in RCW 38.52.070. The CRESA Administrative Board supervises the activities of the CRESA director. This board has representatives from the County, City of Vancouver, small cities, public safety agencies, and the private sector.
3. In addition to providing an emergency management service, CRESA also provides 9-1-1, public safety dispatch, EMS contract administration, and public safety radio maintenance services. Hereafter in this plan, 'CRESA' will refer specifically to the emergency management program, unless otherwise noted.
4. Clark County and each city in Clark County have assigned a representative to function as an emergency management coordinator. See Appendix 6 for a current list. The function of these coordinators is to work with CRESA in the development and maintenance of a specific emergency management program for their jurisdiction that is consistent with the countywide emergency management program.
5. The CRESA emergency management program and the city emergency management coordinators are responsible for the *coordination* of emergency management activities. The *direction and control* of emergency response and recovery activities is authorized by law, agency policy and procedure, or by the responsible agency administrator, depending on the nature of the incident. This is described in greater detail in section IV.
6. Emergency response and recovery activities will be organized in accordance with the National Incident Management System (NIMS) Incident Command System (ICS).

RESPONSIBILITIES – CRITICAL RESPONSE DISCIPLINES

Fire/EMS Agencies

1. Serve as lead agencies in the provision of fire suppression and control, life safety services within respective fire protection jurisdictions, and hazardous material incidents, and support other fire protection agencies if they are signatories to a mutual aid agreement.
2. Conduct light duty rescue operations.
3. Maintain inventories of firefighting staffing and equipment.
4. Provide initial and continuing situation assessment information of major incidents to CRESA, CREOC, or the Area EOC as appropriate.
5. Coordinate fire service resources and activities during disaster operations.
6. Collect situation reports of initial assessment information (damage assessments, windshield surveys) and ongoing operations from the field and relay information to the CRESA, CREOC, or the Area EOC
7. Collect and relay information to the appropriate EOC including available and committed staffing and equipment, and operational needs.
8. Provides representatives to the CREOC as required.
9. Coordinate requests for regional and state mobilization of needed resources.
10. Provide public information officers or support personnel to the Joint Information Center (JIC) as required.

Law Enforcement Agencies

1. Serve as the lead agencies for law enforcement missions, evacuations, along with coordinate and lead investigation efforts in terrorism incidents. May also provide quarantine support at the request of the health officer.
2. Coordinate crime prevention and detection programs and the apprehension of criminals.
3. Provide crowd and traffic control, emergency aid, and safety programs.
4. Prevent and control civil disorder.
5. Provide security to the EOC, shelters, food and water distribution staging areas, and transportation, as needed.
6. Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
7. Provide for the self-protection, monitoring, and reporting of environmental and other hazards, including radiological and unexploded ordinance (bombs), by department field forces.

8. Provide for the use of available personnel and equipment to support emergency communications requirements.
9. Coordinate search and rescue operations in coordination with fire agencies.
10. Provide resources to conduct windshield surveys, immediately following a disaster event.
11. Report damage to facilities, equipment, or personnel to the EOC.
12. Provide representatives to the EOC as required.
13. Provide public information officers or support personnel to the Joint Information Center (JIC) as required.
14. Assist in collecting information and compiling data for operational reports necessary to emergency operations.

Public Health Departments

1. Serve as the lead agency for the management of public health emergencies in accordance with RCW 70.05.
2. Provide technical support to preventive medical and health services providers.
3. Coordinate information and resources with health care system organizations.
4. Implement measures to control communicable diseases
5. Detect and identify possible environmental health and communicable disease threats posing a danger to the general public health of the community.
6. Coordinate public health services at mass care facilities.
7. Provide representatives to the EOC as required.
8. Provide for the recording and preservation of death certificates.
9. Provide public health emergency public information.

Public Works and Utilities Departments

1. Serve as lead agencies on incidents related to utility, road, building, water, and sewer failures.
2. Provide public works facilities, personnel, vehicles, heavy equipment, and supplies to assist in emergency response and recovery.
3. Assist with windshield surveys upon request of fire agencies.
4. Provide additional equipment and personnel, as available, to assist first responders with traffic control.

5. Remove debris from roadways to permit vehicle access or movement and temporary repair of lightly damaged roads and bridges.
6. Inspect roads and bridges to determine damage and safety.
7. Report damage to public works facilities to the EOC.
8. Coordinate and provide for the repair, construction, or restoration of damaged or destroyed county roads, bridges, and other transportation facilities
9. Manage road closure information for all County/City roads and provide it to the EOC.
10. Coordinate with public safety agencies and EOCs in the emergency restoration of critical transportation routes.
11. Assist in the planning, construction, and upgrading of emergency public shelters by providing personnel, equipment, and engineering support.
12. Provide equipment, personnel, and technical support to flood control operations on public property within the county.
13. Manage sandbag resources for Clark County Assess the impact of the emergency on County facilities.
14. Coordinate the use of County/City facilities to support emergency response and recovery operations.
15. Coordinate the restoration or relocation of County/City offices, to ensure continuation of government operations.
16. Coordinate insurance resources to support restoration and recovery of government operations.

Clark Regional Emergency Services Agency

1. Establish and manage the Clark Regional Emergency Operations Center.
2. Develop, and coordinate the preparation and use of emergency plans necessary to accomplish essential emergency management functions of mitigation, preparedness, response and recovery
3. Provide support and coordination for requests made by incident commanders in emergency response situations.
4. Notify and provide requests for emergency assistance to the Washington State Emergency Operations Center
5. Advise executive heads in Clark County on direction and control of their emergency operations.
6. Collect emergency information, analyze data, and prepare reports.

7. Recommend emergency proclamations and assist with the preparation of proclamation documents.
8. Maintain, operate, coordinate, and recommend the appropriate use of the Emergency Alert System (EAS) and the Emergency Community Notification System (ECNS – telephone out dial warning system).
9. Ensure the continuity of 9-1-1 and public safety dispatch operations.
10. Provide trainings and exercise on emergency plans.
11. Coordinate public information at county wide level.

RESPONSIBILITIES – CLARK COUNTY AND CITY OF VANCOUVER

Key Officials

A. Clark County Board of Commissioners and Vancouver Mayor and City Council

1. Provide policy guidance to county administrator, city manager, department heads and, as appropriate, incident commanders.
2. Establish emergency spending authorities as needed. Appropriate money to meet disaster-related needs, in accordance with RCW 36.40.180 & RCW 38.52.070(b).
3. Adopt emergency ordinances and policies.
4. Provide liaison with local, state, and Federal elected officials as required.
5. In close coordination with public information officers, ensure that essential information is communicated to the public.
6. Issue or terminate emergency proclamation.
7. Fill vacancies caused by the disaster throughout the jurisdiction.

County Administrator

1. Keep the board of commissioners informed of response activities. Prepare emergency ordinances and policies for board action.
2. Ensure continuity of government. For example, coordinate the implementation of lines of succession for critical positions.
3. Coordinate efforts to resume or restore mission critical county services when impacted by an emergency (i.e., continuity of operations).
4. Discontinue non-critical county functions to free up resources to support disaster operations.
5. Evaluate effectiveness of emergency response activities.
6. Coordinate with the CRESA Director for emergencies that impact Clark County,

Vancouver City Manager or Delegate

1. Keep the Mayor and City Council informed of response activities. Prepare emergency city ordinances and policies for City Council action
2. Ensure continuity of government. For example, coordinate the implementation of lines of succession for critical positions.
3. Provide overall direction and control of City of Vancouver emergency management activities.
4. During enhanced or full operations that impact the City of Vancouver, coordinate with the Fire Chief or Police Chief.
5. Evaluate effectiveness of emergency response activities.
6. Issue emergency proclamation in accordance with VMC 2.12.030.
7. Issue emergency orders in accordance with VMC 2.12.040.
8. Seek ratification of emergency proclamation and orders from city council as soon as practicable.
9. Discontinue non-critical City functions to free up resources to support emergency operations.
10. In coordination with public information officers, provide emergency information to the public.

Assistant City Manager

Coordinate efforts to resume or restore mission critical city services when impacted by an emergency (i.e., continuity of operations).

Assessment (County)

1. Provide GIS services, including onsite services and printed mapping products to incident managers and to the EOC upon request.
2. As required, coordinate efforts to provide property tax relief to damaged properties in Clark County

Auditor (County)

1. Provide guidance to County departments for documenting disaster-related purchases and expenditures.
2. Coordinate the preparation of cost recovery documentation and be the county's agent for the reimbursement of those costs.
3. Coordinate the compilation of disaster response and recovery related labor, equipment, material, and service costs for post-disaster reporting purposes.

Clerk (County)

1. Provides staff, as available and required, to support emergency court operations during emergencies/disasters.

2. Coordinate restoration of the services of the Clerk's office in support of court operations.
3. Coordinate security and safe keeping of Superior Court records.

Community Development (County)

1. Conduct building safety inspections of Clark County property and facilities to determine if buildings and sites are safe for use or if entry should be restricted or prohibited.
2. Determine priority order for conducting building safety inspections.
3. Conduct building safety inspections of structures within unincorporated Clark County, to determine if buildings and sites are safe for use or if entry should be restricted or prohibited.
4. Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings and sites during the recovery period.
5. Coordinate the abatement of dangerous buildings, structures, and sites.
6. Serve as the lead agency for addressing the emergency needs of domestic animals, through the Animal Protection and Control Division, including supporting the evacuation, care, and shelter of domestic animals.
7. Assist in monitoring and reporting environmental and other hazards.

Courts - District & Superior (County)

1. Provide for continuity of court operations
2. Continue to operate the county courts as efficiently as possible in order to maintain due process of law in civil and criminal justice matters

CRESA Director

1. Direct the emergency management program for Clark County and its cities.
2. Appoint an EOC Manager.
3. Evaluate the effectiveness of EOC operations.
4. Inform County Administrator and Vancouver Fire Chief of emergency conditions. Advise County Administrator and Vancouver Fire Chief or designee on the need for an emergency proclamation and prepare the proclamation, emergency policies, or ordinances.
5. Ensure appropriate notification of all impacted agencies.
6. Coordinate efforts to receive state and federal assistance for local recovery.
7. Coordinate participation of Clark County jurisdictions in the Public Assistance Program.

Human Resource Departments (County and Vancouver)

1. Provide for recruitment, allocation, and general management of labor forces required during emergency operations.

2. Provide for the identification, recruitment, and allocation of employees for emergency operations in coordination with department directors .
3. Plan for, and develop procedures to call back into selected Clark County retired employees, current employees on vacation or days off.
4. In coordination with department directors, coordinate special human services assistance to employees (e.g., through Employee Assistance Programs)
5. Establish liaison, and coordinate with the Washington State Department of Employment Security, cities and other public entities in order to determine and allocate personnel resources.
6. Ensure Human Resource Policies are compliant with FEMA expectations in regard to overtime pay and backfill during emergencies. (This should include reference to ensure special conditions alterations for salaried employees for long duration incidents.)

Jurisdiction Emergency Management Coordinators

1. Coordinate the emergency management activities for your jurisdiction, in conjunction with CRESA.
2. Serve as the single point of contact between CRESA and your jurisdiction.
3. Coordinate the implementation of this plan and any additional or supporting emergency management plans and procedures for your jurisdiction.

Medical Examiner (County)

1. Lead responsibility to coordinate the maintenance and implementation of the Mass Fatality Plan.
2. Assume overall responsibility for the care, identification, and disposition of the dead and notification of next-of-kin during and after disasters.
3. Determine the cause and manner of death and provides Health Department Vital Records Office for issuance of the death certificate.
4. Establish and maintain Standard Operating Procedures for death investigations, body transport, identification and disposition of human remains, and death notification of families.
5. Identify and maintain level of essential emergency supplies and protective equipment to implement initial response elements of Mass Fatality Plan.
6. Request additional personnel and material resources required to support mass fatalities operations from the Clark Regional EOC.
7. Coordinate activities and personnel of private mortuaries involved in mass fatality response or recovery functions.
8. Provide information about fatalities and about the status of medical examiner's office operations to the EOC and to the public information officer.

9. Provide information in support of disaster welfare inquiry operations.

Financial, Information & Management Services (County and Vancouver)

1. Coordinate the backup of and protection of County/City data and electronic records.
2. Ensure the continuity of financial systems and records for the County/City.
3. Direct efforts to prevent, prepare for, respond to, and recover from attacks against the County/City information infrastructure, particularly computer virus attacks.
4. Be responsible for all financial, cost analysis, and cost recovery aspects of the emergency/disaster by establishing and maintaining files for incident financial documentation
5. Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
6. Advise county/city officials on financial issues created by the incident.
7. Establish and maintain files for incident financial documentation. Upon request, establish all special accounts for the receipt of donations
8. Direct the restoration of County/City information systems. Be responsible for all financial, cost analysis, and cost recovery aspects of the emergency/disaster
9. Provide emergency repair, installation, support, maintenance, and training services for computer and data resources in support of emergency operations
10. Coordinate internet resources in support of emergency operations, including the expansion of bandwidth to accommodate emergency internet use.
11. Coordinate grant resources in support of disaster recovery efforts.
12. Remove and secure mission critical financial records.
13. Provide staff to the Finance Section of the CREOC as needed.

GIS (County)

1. Provide GIS services, including onsite services and printed mapping products to incident managers and to the EOC upon request.
2. As required, coordinate efforts to provide property tax relief to damaged properties in Clark County

Parks & Recreation (County/Vancouver)

Coordinate the use of department facilities and properties in support of emergency response and recovery operations, for example -

1. Shelters
2. Mass care and feeding
3. Disaster Recovery Centers
4. Logistics staging areas
5. Casualty collection points
6. Volunteer reception centers
7. Points of dispensing (treatment, pharmaceuticals)
8. Community points of distribution (for commodities)

Public Information, Outreach and Media Services (County and Vancouver)

1. Function as emergency public information officer for County/City
2. Coordinate emergency information for County/City
3. Develop and maintain an emergency public information program.
4. Coordinate with other public information officers in involved jurisdictions.
5. Provide a staff liaison to CREOC as requested.

Sheriff's Office (County)

See Responsibilities – Critical Response Disciplines

Departments

Development Review Services (Vancouver)

1. Conduct building safety inspections in an emergency.
2. Support damage assessment operations.

Fire Departments (County and Vancouver)

See Responsibilities – Critical Response Disciplines

Police Department (Vancouver)

See Responsibilities – Critical Response Disciplines

Prosecuting Attorney and Vancouver City Attorney

1. Review emergency agreements, contracts, and disaster-related documents

2. Coordinate with CRESA director in preparation of emergency proclamations, and emergency orders and ordinances.
3. Provide advice on legal issues related to emergency response.
4. Provide advice on legal issues for the EOC Policy Group. Serve as an advisory member of the group.

Public Works (County and Vancouver)

See Responsibilities – Critical Response Disciplines

Purchasing Officials (County and Vancouver)

1. Develop policies and procedures to acquire supplies and services during an emergency/disaster
2. Procure equipment, materials, supplies, contractual services, and equipment maintenance and negotiate leases for grounds, offices, or space required by the City.
3. Provide personnel for other departments with disaster responsibilities.
4. Maintain current suggested operating guidelines for the department's disaster responsibilities.

Transportation Department (Vancouver)

1. Ensure that major transportation routes are able to support emergency activities
2. Coordinate with Public Works to establish priorities for debris clearance on major transportation routes
3. Perform necessary actions to assist with emergency evacuation and re-entry into threatened areas.
4. Coordinate the use of Advanced Traveler Information System including:, Variable Message Signs (VMS) on highway system, Automatic Media advisory, Web and e-mail list serves both in Washington and Oregon.
5. Establish emergency plans for the traffic signal control system on City arterials and coordinate with State and County to provide alternative re-routing of traffic.
6. Coordinate with the support agencies in the management of transportation resources and prioritize the needs for transportation services.
7. Assess the overall status of the transportation system within the city and begin determination of potential needs and resources.
8. The City Traffic Engineering Team will design detour route signing and control plans.

Treasurer

Assure that cash needs associated with emergency operations are met. This assurance may include short-term financing arrangements as appropriate.

RESPONSIBILITIES – PARTNERING ORGANIZATIONS

American Red Cross

1. Provide and train liaison to the CREOC.
2. Provide emergency shelter for disaster victims
3. Provide mass feeding for victims
4. Establish procedures whereby names of victims will be obtained for health and welfare communications by appropriate agencies and immediate family.
5. Provide mental health counseling and emotional support to victims and workers through Disaster Mental Health Services.
6. Inform the CREOC regarding the status of shelters to include location, number of evacuees per shelter, total number of evacuees registered, and other pertinent emergency information.
7. Provide information to the CREOC on the provision and coordination of emergency service functions for feeding, sheltering, distribution of bulk supplies, disaster welfare inquiry, and emergency assistance to families and individuals.
8. Coordinate with Clark County Community Services and Clark County COAD in the provision of human services to disaster victims.

Clark Public Utilities

1. Provide and train liaison to the CREOC.
2. Restore power and water service to customers in accordance with pre-determined priorities.
3. Coordinate with the CREOC in determining additional priorities for restoration of power to critical facilities.
4. Keep the CREOC informed of the status of the Clark Public Utilities' power and water supply system.
5. Turn off power to hazard areas at the request of incident managers to minimize electrical hazards. (e.g., for areas impacted by fire or flood).

C-Tran

1. Provide and train liaison to the CREOC.
2. Ensure the continuity of county-wide public mass transit and Para transit services.
3. Provide mass transit and Para transit resources to support emergency operations (e.g., evacuation, temporary shelter, and rehab) upon request.
4. Keep the CREOC informed of C-Tran operational and resource status.
5. Staff the Emergency Bus Coordinator function to coordinate the provision of publicly owned bus resources (mass transit and school busses).
6. When the Bus Mobilization Plan is activated, keep the CREOC informed of the status of publicly owned buses.

Humane Society for Southwest Washington

1. Coordinate with the Clark County Animal Protection and Control in providing support to pets, small animals, and their owners in a disasters.
2. Provide temporary shelter and care for pets and small animals that are displaced in a disaster in coordination with the American Red Cross and Clark County Animal Protection and Control
3. Report on the status of animal shelter and mass care operations to Clark County Animal Protection and Control.

Medical Care Providers

1. Participate in the COAD
2. Coordinate with Clark County Public Health in the surveillance, identification, and control of communicable diseases.
3. Provide situation and resource status information to Clark County Public Health.

Non-profit and Other Human Services Organizations

1. Provide and train liaison to the CREOC.
2. Ensure that response and recovery activities are coordinated with, as appropriate, the American Red Cross and Clark County Community Organizations Active in Disaster (COAD).
3. Integrate recovery activities with Clark County COAD or any other unmet needs, or Long Term Recovery Organization to ensure efficient delivery of human services to disaster victims.
4. Coordinate with Volunteer Connections (Human Services Council) in the management of emergent volunteers and donations.

Public School Districts and State Schools

1. Through ESD 112, provide and train liaison to the CREOC.
2. Curtail district operations or close schools as needed to minimize risks to students and staff.
3. Assess disaster impacts to schools and report impacts to the district to the Clark Regional EOC, via ESD 112.
4. ESD 112 will coordinate essential disaster information to school districts.
5. Provide resource, media, recovery, mental health, and employee assistance, and other support to schools in emergencies.
6. As resources allow and after ensuring the continuity of district operations, make school resources available to support emergency response and recovery activities (e.g., shelters, points of dispensing, community points of distribution, etc.)

WA Behavioral Health Regional Support Network

1. Coordinate the efforts of human service organizations in disaster response and recovery.

Clark County Regional CEMP
Basic Plan: Organization and Assignment of Responsibilities

2. Lead efforts to assess human needs after a disaster.
3. Lead efforts to coordinate long-term shelter needs in coordination with COAD.
4. Lead efforts to assist populations with added functional needs
5. Ensure the continuity of care of clients.
6. Assist with the coordination and provision of disaster mental health services.

IV. Direction, Control, and Coordination

Direction and Control

1. The direction and control of all emergency incidents and pre-planned events in Clark County will be done in accordance with the National Incident Management System.
2. The Clark County Board of Commissioners and/or Vancouver City Manager has the authority and responsibility for emergency management for Clark County and the City of Vancouver respectively in accordance with RCW 38.52.
3. The Board of Commissioners and the City Manager have assigned department directors that have direction and control authority over emergency incidents, for example -
 - A. The Vancouver Police Chief or County Sheriff is responsible for incidents related to criminal activity and public safety pursuant to statutory authority in RCW 26.28 and 28.52.
 - A. The Jurisdictional Fire Chief is responsible for incidents related to fire, rescue, and life safety functions within their boundaries pursuant to statutory authority.
 - B. The public works directors are responsible for incidents that primarily impact infrastructure.
 - C. The Clark County Public Health Director is responsible for responding to disease outbreaks and other public health emergencies.
4. For the purposes of incident management, these department and agency directors are referred to as 'agency administrators'.
5. The agency administrator with jurisdiction over the incident will assign the incident commander. In nearly all cases, the assignment of the incident commander occurs in accordance with agency policies and procedures in place before the emergency. In some instances, laws or rules are in place that designates the command authority.
6. In the event that more than one agency has jurisdiction over an incident, the agency administrators are responsible for authorizing a joint command structure. This joint structure will ensure that all entities with jurisdiction can fulfill their legal responsibilities for managing the incident while also ensuring unity of command. Options for the joint structure include -
 - A. Unified Command – Agency administrators of discipline assign commanders to cooperate with other discipline commanders in the management of the incident. The unified commanders will assign a single spokesperson.
 - B. Area Command – One or more incident command posts may be managed by an Area Command. The Area Command will coordinate

common non-operational issues between the command posts, e.g., the allocation of critical resources.

- C. Joint Delegation of Authority – Agency administrators execute a delegation of authority to a single incident commander referred to an Incident Management Team (IMT). The IMT will establish administrative objectives and constraints to ensure that the needs of all agencies with jurisdiction are met.
 - D. Multi-Agency Coordination Group – Agencies with jurisdiction may also be represented in a formal Multi-Agency Coordination Group (MACG). The MACG is composed of senior officials who provide support to incident command or unified command. The formation of a MACG may be done in conjunction with an IMT.
- 7. Agency administrators are responsible for coordinating with incident command and, as appropriate, the CRESA Director, to ensure that the incident management organization is adequate.
 - 8. The incident commander or unified commanders should operate from a single on-scene incident command post.

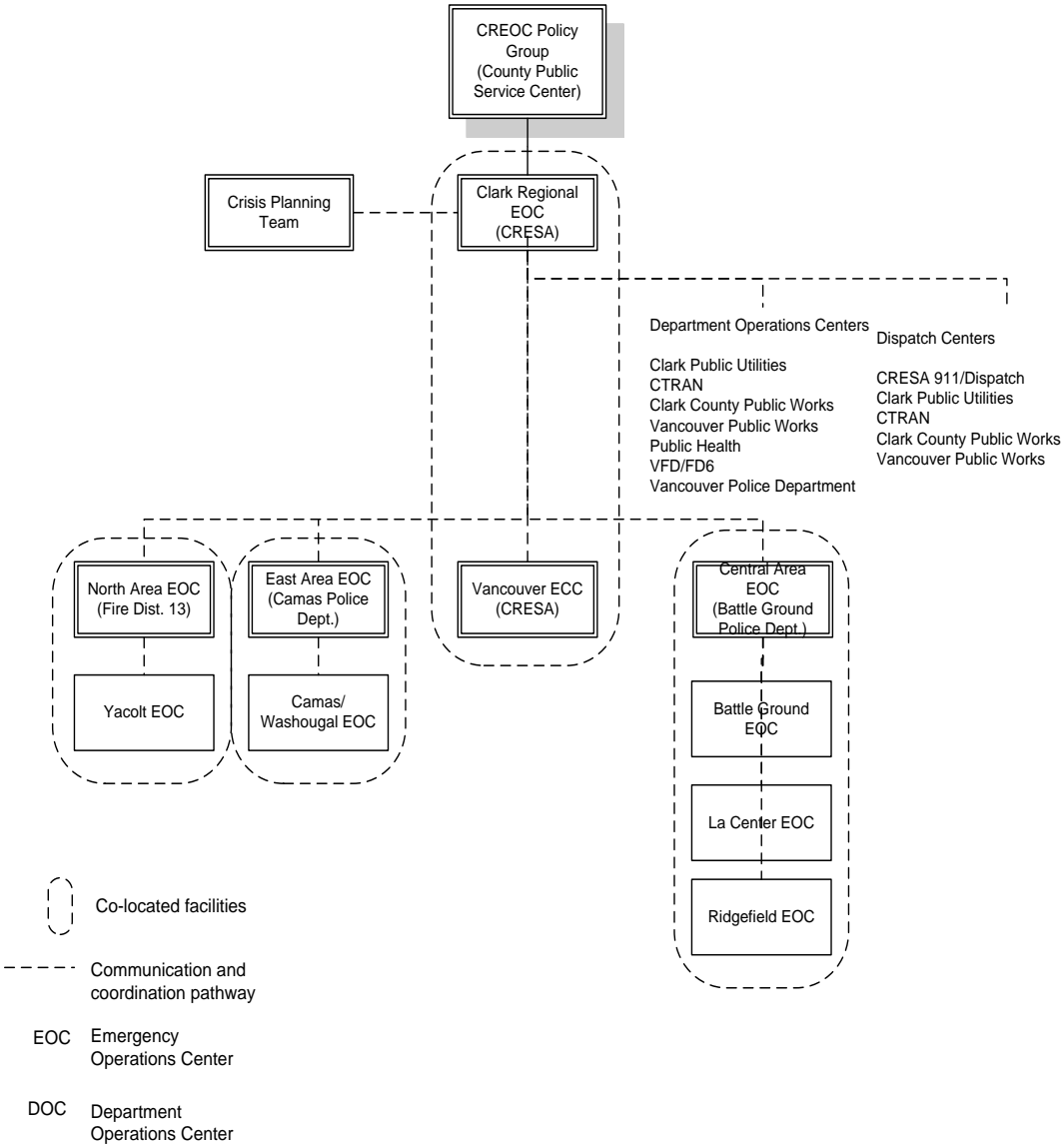
Intra-county Support and Coordination

- 1. Agencies providing resources and other support to the incident will report to the incident commander or unified commanders and work within the incident's organizational structure and chains-of-command. Agency administrators from assisting and cooperating agencies will assign agency representatives to coordinate with incident command or unified commanders as appropriate.
- 2. The coordination of all agencies in Clark County with a role in disaster management is organized in a Multi-Agency Coordination System (MACS). Following are the components of the Clark County Multi-Agency Coordination System –
 - A. In the event of a terrorism threat, elevation in the National Terrorism Advisory System, weather watch or warning, or other potential or impending hazard, stakeholder agencies may request the activation of the Crisis Planning Team. The Crisis Planning Team includes operational leaders from emergency response and support agencies. They are responsible for coordinating a multi-agency response to a threat. A complete description of the Crisis Planning Team is available in *Clark Regional Crisis Planning Team Emergency Plan*.
 - B. The CREOC Policy Group is the multi-agency policy coordination group for Clark County and its cities. It includes representation from elected officials, executive heads, and agency administrators. It functions as the oversight board of the CREOC. Jurisdictions other than Clark County and Vancouver may have representation on the CREOC Policy Group or they may be in the policy group for a jurisdictional EOC. The CREOC Policy Group is responsible for –

- i. Developing necessary policies required to facilitate response and recovery operations.
 - ii. Coordinating emergency declarations.
 - C. The Clark Regional Emergency Operations Center is the central facility for the coordination of information and resource support for Clark County and the City of Vancouver.
 - D. The other six cities in Clark County may also coordinate their emergency response efforts from their own City Emergency Operations Centers. These may be simple, informal EOCs, using, for example, a city manager or mayor's office. They may also be co-located with an Area EOC.
 - E. Area Emergency Operations Centers (AEOC) may also be activated to coordinate information and resource support for pre-defined regions within the county. There are four Area Emergency Operations Center areas in Clark County: a) Vancouver Area, b) North Area, c) Central Area, and d) East Area. When activated, these Area EOCs coordinate all resources and information within their area. Detailed information about AEOCs can be found in *Appendix A - Clark County Response Plan*.
 - F. Individual departments of city and county government and partnering agencies may manage their resources from Department Operation Centers (DOC). The DOC is a central facility where internal department emergency operations are managed and where department resources are mobilized to support response and recovery operations. DOCs reside at, for example, Clark Public Utilities and area hospitals.
 - G. Dispatch Centers are central communication points where field personnel and other resources are tracked and deployed to incidents. Examples of dispatch centers are Clark Public Utilities Dispatch, CRESA Dispatch, Clark County Public Works Dispatch, and Vancouver Public Works Dispatch. Dispatch centers are often adjacent to or co-located with DOCs.
3. The CRESA Director is responsible for coordinating with involved agency administrators to ensure that the Clark County Multi-Agency Coordination System is sufficient to meet the demands of the incident. Adjustments to the multi-agency coordination system described above may be required. For example, in an incident involving multiple counties, it may be necessary to establish a multi-agency coordination group that includes representatives from involved counties. For other incidents it may also be necessary to add new members to the CREOC Policy Group.
4. Representation at Incident Facilities – To ensure effective response and interagency coordination, it is essential that involved agencies are appropriately represented at incident facilities such as incident command posts and EOCs. Some organizations may have difficulty staffing incident facilities because they have limited personnel or because personnel are committed to field response activities. Following are general guidelines for ensuring appropriate representation at incident facilities:

- A. Do not self-report or self-assign to incident facilities. Self-assignment to an incident is dangerous and can result in confusion and overcrowding. Normally, an organization should only send a representative to an incident facility upon request by someone with proper authorization. Follow chains of command and procedures to request access to an incident facility and to report to a facility in the event that communication systems are disrupted.
- B. Ensure that your organization has identified staff to respond to the EOC, in coordination with EOC managers. The CREOC has a continuous staffing plan, with personnel pre-assigned to cover specific positions and shifts. Similar staffing plans may be in place in other EOCs.
- C. Given that life safety is the top priority, organizations should first staff incident facilities, such as incident command posts, that are involved in immediate life safety activities.
- D. If your organization is unable to send a representative to an incident facility, the next best solution is to establish a strong communication link with the facility. Be sure to assign a single point of contact for your organization and establish a secure and redundant communication link to the facility.

Figure A – Clark County Multi-Agency Coordination System (MACS)



V. Information Collection and Dissemination

Emergency Coordination/ Operations Facilities

1. The Clark County Emergency Operations Center and the City of Vancouver Emergency Coordination Center are generally co-located in the Clark Regional Emergency Operations Center (CREOC). The EOC is located in the CRESA Building, 710 W. 13th Street in Vancouver.
2. CRESA has agreements with two other agencies to provide alternate facilities in the event that the primary facility is unusable. .
3. The CRESA Director is responsible for ensuring the readiness of the Clark Regional EOC. CRESA fulfills this mission through a close partnership with Clark County, the City of Vancouver, and partnering agencies.
4. Detailed procedures for the CREOC can be found in the *CREOC Plan and Procedures*.
5. In regard to CREOC readiness, CRESA will -
 - a. Develop and maintain a staffing plan
 - b. Establish and implement training standards.
 - c. Develop and implement general, interagency procedures for CREOC operation.
 - d. Provide general training in CREOC operations.
 - e. Ensure the readiness of facility, equipment, and supplies.
6. The City of Vancouver, Clark County, and other partnering agencies providing staff to the CREOC are responsible for –
 - a. Providing personnel to the EOC in support of the staffing plan.
 - b. Ensuring that assigned personnel have the resources needed to fulfill their specific function in the CREOC, such as communications equipment, agency plans, procedures, contact lists, and resources lists, etc.
 - c. Developing and implementing procedures for the agency's specific function in the CREOC.
 - d. Providing training for staff required for the agency's specific function in the CREOC.
7. The activation of the CREOC may be requested by any incident commander or agency administrator. This may be done by contacting the CRESA Duty Officer.

8. Following the decision to activate, CRESA is responsible for notifying staff to report to the CREOC.
9. The Clark Regional Emergency Operations Center is organized in accordance with the principles and terminology prescribed in the incident command system.
10. The leader of the CREOC is referred to as the “EOC Manager”. The EOC Manager is responsible for establishing EOC objectives and for coordinating with participating agencies to fulfill these objectives.
11. Agency representatives working in the CREOC will report to the EOC Manager or his/her delegates and will work within the coordination section of the CREOC organizational structure.
12. Typically, agency representatives will be in the CREOC to provide connectivity and reach-back to their agencies for additional resources.
13. CREOC activation will be carried out at one of three activation levels, depending on the scale of the emergency
 - a. Routine Emergency – Incident warrants a routine response that may involve utilization of mutual aid resources. The situation is still manageable by a single jurisdiction. Routine activation will only involve the CRESA Duty Officer and other emergency management staff.
 - b. Enhanced Operations – Situation is currently or has the potential to go beyond the capability of a single jurisdiction. The incident may involve a large number of organizations and may require significant resource mobilization. The EOC would be activated and would be staffed by the first response group. The first response group includes key public safety organizations, the American Red Cross, public works agencies, and CRESA.
 - c. Full Operations – Major disaster. Full mobilization of countywide resources is warranted. This level will most likely require assistance from the region and the State. EOC will be at full staffing and may gear up for long-term operations.
14. The Emergency Operations Center Manager may establish other support facilities such as a call center or a recovery center.
15. The CREOC serves as the central point of contact for the Washington State EOC in Camp Murray, Washington. All requests for resources outside of Clark County will be forwarded by the CREOC to the State EOC, unless other arrangements are in place.
16. The CREOC is responsible notification of policy makers (CREOC Policy Group) and coordinates policy decisions and the activation of emergency powers.

VI. Communications

Clark County has coordinated a multi-leveled framework of options to communicate between response agencies, dispatch and the EOC during emergencies and disasters. This system allows responders, dispatch and other responding agencies to use these platforms as needed based on the need of the emergency.

CRESA has trained agency liaisons within the EOC to help coordinate information and resources needed from agencies and the EOC.

CRESA has access to back up communication systems including using amateur radio, satellite phones along with conventional methods of landline phone, email, VHF radio transmission.

Clark County has also engaged with the use of other technical tools to help communicate resources needed, and situational awareness with the use of internet based incident management tools along with social media. For more information on CRESA's use of Social Media can be found in CRESA written directive 01.007.

CRESA has the ability to launch the Emergency Alert System (EAS), automated alerting (ECNS in Clark County), and Commercial Mobile Alerting System (CMAS), alerts for Clark County. CRESA is also capable of launching these types of alerts for Region IV of Southwest Washington, and integrated into the Portland Metro area if the need arises. .

VII. Administration, Finance, and Logistics

A. Procedures

Some administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such action should be carefully considered, and the consequences should be projected realistically. Procedures to achieve this goal will be detailed in this Plan, and any necessary departures from business-as-usual methods will be noted.

B. Documentation

All disaster related expenditures will be documented using generally accepted accounting procedures. The documentation will be used following a Governor's Proclamation or Presidential Disaster Declaration to qualify for reimbursement of eligible expenditures and to ensure compliance with applicable regulations.

C. Resources

Following initial lifesaving activities, the Chair of the County Board of Commissioners and the Chief Executives of the cities and villages and will ensure that all necessary supplies and resources are procured for the various operating departments. After a Disaster Declaration has been issued, the Chief Executive may, without prior approval of the governing body, rent, lease, procure or contract for such resources or services as are essential for maintaining the safety and well-being of the population and effecting immediate restoration of vital services. Refer to Section 4 Annex 2 Financial Management for resource management procedures.

1. The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
2. The County Public Works Department maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations.
3. Transportation Resources: Buses operated by the school, and those operated by C-Tran would all be available during emergencies. The Bus Resource Coordinator (CTAN) maintains a listing of all such resources in the Bus Mobilization Plan. (ESF 1 – Transportation)
4. The individual Fire Departments will maintain their normal administrative records of personnel, equipment and material used. Accurate record keeping will identify specific needs to the Resources Coordinator (ESF 4 – Firefighting)

VIII. Plan Development and Maintenance

TRAINING, EDUCATION, AND EXERCISES

Training

1. Clark County and Vancouver departments heads are responsible for ensuring that their personnel have the training necessary to fulfill their emergency management responsibilities described in this plan.
2. CRESA will develop an annual training program in support of emergency management objectives and priorities. The goals of CRESA's emergency management training program are as follows.
 - a. Provide training to ensure that Emergency Operations Center personnel can respond effectively
 - b. Provide training necessary to address hazards described in the Clark County Hazard Identification and Vulnerability Analysis.
 - c. Provide training necessary to address new hazards, needs, or requirements.
 - d. Endeavor to make county departments and allied agencies aware of any local, state, and federal training opportunities.
3. Emergency management training standards are listed in *Appendix 2 – Emergency Management Training Standards*.

Education

1. On an annual basis, CRESA will develop a plan for coordination of emergency management public education. The goal of this public education plan is to promote personal and family preparedness, the development of facility emergency plans, contingency planning, and to support other emergency management objectives.
2. CRESA will partner with other agencies in Clark County, the Portland/Vancouver Metropolitan Region, and Washington State that provide emergency management public education. The objective of this coordination is to
 - a. Ensure that a single, consistent message is being communicated to the public. CRESA is the lead agency in Clark County for ensuring the consistency of public education messages related to emergency management.
 - b. Coordinate on the delivery of emergency management public education.
 - c. Avoid duplication or redundancy of public education efforts.

Exercises

1. Clark County recognizes that, in order to develop and maintain an emergency response and recovery capability that is sufficient to protect the life, property, and the environment from the impacts of disaster, it is necessary to conduct regular disaster exercises. Exercise activities may include drills, tabletop exercises, functional exercises, and full scale exercises. Clark County will endeavor to conduct exercises that are sufficient to exercise the emergency management functions described in this plan.
2. At least annually, CRESA will conduct one disaster exercise of this plan, involving the activation of the Clark Regional Emergency Operations Center. State law (WAC 118-30-060) requires that the emergency plan be exercised each year. When appropriate, exercise credit will be requested from the state for the county's activities during an actual disaster. When granted, this exercise credit will satisfy the annual requirement.
3. The yearly exercise will be formally evaluated. Observations and recommendations will be sought from all participants. An after-action report and improvement plan will be developed and widely distributed among participating agencies. Other exercises should follow a similar process of evaluation and reporting.
4. Clark County and City of Vancouver departments and allied organizations will coordinate interagency disaster exercises with CRESA.

PLAN REVIEW AND MAINTENANCE

Review

1. Annual Review - This plan is to be reviewed annually. The review may be adjusted to comply with future guidance from the Washington State Emergency Management Division. CRESA will coordinate the initial review of the basic plan. A lead agency or agencies will coordinate review of specific, applicable ESFs. CRESA will brief departmental emergency planning liaisons on their reviews and on any proposed changes.
2. After Action Review - The basic plan and applicable ESFs will be reviewed within six months of CREOC activation. Lessons learned will be recommended for incorporation into future revision. Review following activation will satisfy annual review.

Revision

1. Generally, CRESA will submit revisions to this plan to the board of county commissioners and Vancouver City Manager for approval. However, minor revisions, such as those that clarify existing portions of the plan, reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure, may be made if both of the following conditions are met:
 - a. The revisions have been reviewed by emergency planning liaisons; and

- b. The revisions cannot be construed as establishing or changing Clark County or City of Vancouver policy.
2. Emergency support functions (ESFs) delineate how the responsibilities listed in the plan are to be carried out. ESFs can be subject to frequent and significant change in response to new procedures, policies, or technologies, to 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 and neither change nor establish policy.

IX. Authorities and References

LOCAL GOVERNMENT EMERGENCY MANAGEMENT IN THE STATE OF WASHINGTON

Assembled and Abridged for Quick Reference

PLEASE NOTE: This quick reference material has been compiled for information purposes only, and eliminates some of the language found in the original text. For a complete and accurate text, please refer to the official government documents.

A. EMERGENCY MANAGEMENT

RCW 38.52.010(1) - Defined. "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 prepare for, respond to, and recovery from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards . . . "

B. EMERGENCY OR DISASTER

RCW 38.52.010(6)(a) - Defined.

" . . . 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 (disaster) occurrences, or (ii) reaches such dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010."

PL 93-288 (Robert T. Stafford Disaster Assistance Act) - Presidential "Emergency" defined.

" . . . any occasion . . . for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property . . . "

PL 93-288 - Presidential "Major Disaster" defined.

" . . . any natural catastrophe . . . which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance . . . to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering . . . "

C. LOCAL EMERGENCY MANAGEMENT ORGANIZATIONS

RCW 38.52.070(1) - Local emergency management organization based on the state plan.

"Each political subdivision of this state is hereby authorized and directed to establish a local organization for emergency management in accordance with the state emergency management plan and program . . . "

WAC 118-30-030(6) - Local emergency management organization defined.

"Emergency management organizations means the local government organization established by either a political subdivision . . . for the purpose of carrying out emergency management functions as described in RCW 38.52.010".

RCW 38.52.070(1) - Joint emergency management organizations.

"The (state) director may authorize two or more political subdivisions to join in the establishment and operation of a local organization for emergency management . . . in which case each political subdivision shall contribute to the cost of emergency management upon such fair and equitable basis as may be determined . . . "

RCW 39.34 – Interlocal Cooperation Act.

"It is the purpose of this... to permit local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage... provide services and facilities in a manner ... best with geographic, economic, population and other factors influencing the needs and development of local communities."

WAC 118-30-040(1) - Organization established by ordinance or resolution.

"Each political subdivision must establish an emergency management organization by ordinance or resolution passed by the legislative body . . . '

WAC 118-30-050(8) - Submission of the emergency management resolution to the state director.

"Each political subdivision shall submit a copy of the ordinance or resolution establishing its emergency management organization to the (state) director for evaluation and approval of the organizational plan or structure."

WAC 118-30-050(9) - Ordinance or resolution constitutes an approved organization.

"Such ordinance or resolution shall constitute an approved organization for the purposes of RCW 38.52.195 and 38.52.260(2).

D. LOCAL EMERGENCY MANAGEMENT PLANS

RCW 38.52.070(1) - Coordination of local plans with the state plan required.

" . . . a political subdivision . . . shall submit its plan and program for emergency management to the state director and secure his or her recommendations thereon, and certification for consistency with the state comprehensive emergency management plan,

in order that the plan of the local organization for emergency management may be coordinated with the plan and program of the state."

WAC 118-30-030(9) - Comprehensive emergency management plan defined.

"Comprehensive emergency management plan . . . means a basic plan with elements which address all natural and man-made emergencies and disasters to which a political subdivision is vulnerable. The . . . plan specifies the purpose, organization, responsibilities and facilities of agencies and officials of the (county/city) in mitigation of, preparation for, response to, and recovery from emergencies and disasters.

WAC 118-30-060(1) - Emergency plans required.

"Each political subdivision shall maintain a current plan of operations . . ." ²

WAC 118-30-060(4) - Plan format may vary.

"The plan may vary from the annex format (defined in WAC 118-30-060(2)) . . . provided that each of the operational components listed . . . is addressed. In such case, the plan must include a cross-reference index which specified exactly where the operational components are located in the plan."

WAC 118-30-060(7) - Review by the state required.

"The plan shall be reviewed and updated at least once every two calendar years."

E. LOCAL DIRECTOR

RCW 38.52.070(1) - Provisions for appointment of a local director.

WAC 118-30-060(2) describes the twenty-six "operational components" to be addressed. " Each local organization for emergency management shall have a director who shall be appointed by the executive head of the political subdivision . . . "

RCW 38.52.070(1) - General duties of a local director of emergency management.

"(The director) shall have the responsibility for the organization, administration, and operation of such organization for emergency management, subject to the direction and control of (the) executive officer or officers."

WAC 118-30-050(5) - Appointment of a director. "Each political subdivision shall specify in the ordinance . . . that the agency shall be headed by a director of emergency management who shall be appointed by and directly responsible to the executive head of the political subdivision."

WAC 118-30-050(7) - Duties of the director. "Each political subdivision shall specify by ordinance or resolution that the local director . . . shall be responsible for the organization, administration, and operation of the emergency management organization."

² WAC 118-30-060(2) describes the twenty-six "operational components" to be addressed.

F. PROGRAM PAPER

WAC 118-30-040 (3) - Requirements for a program paper

"Each political subdivision shall submit an emergency management program paper annually to the director not less than sixty days prior to the beginning of the calendar year.

"Political subdivisions that have joined together to form a joint emergency management organization may submit a single plan and program paper."

CRESA submits an EMPG application each year. This application satisfies the program paper requirements for Clark County.

G. INCIDENT COMMAND SYSTEM

RCW 38.52.030(3) - Included in the plan (must be consistent with the state plan).

"The comprehensive emergency management plan must specify the use of the incident command system for multi agency/multi jurisdiction operations..."

WAC 468-200-120(c) - Qualifications of search and rescue emergency workers.

". . . Possess knowledge of the incident command system and how the system works."

WAC 70.136.020 (7) - Required For hazardous materials emergency response.

"Incident command agency means the predesignated or appointed agency charged with coordinating all activities and resources at the incident scene."

H. EMERGENCY POWERS

RCW 38.52.070(2) - Emergency actions without regard to time-consuming procedures.

"In carrying out the provisions of this chapter each political subdivision, in which [a disaster] occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication or notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."

RCW 38.52.110(2) - Authority to commandeer services and equipment.

". . . the chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the

event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed: PROVIDED, That citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by this chapter . . . for registered emergency workers."

RCW 35.33.081 - Emergency expenditures without notice or hearing (cities - under 300,000 population). "Upon the happening of any emergency caused by violence of nature . . . or other unanticipated occurrence requiring the immediate preservation of order or public health . . . the city . . . legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members . . . stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing."

RCW 36.40.180 - Emergency expenditures without notice or hearing (counties).

"Upon the happening of any emergency caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or for the immediate preservation of order or of public health . . . or for the relief of any community overtaken by calamity . . . the board of county commissioners may, upon the adoption by the unanimous vote of the commissioners present at any meeting . . . of a resolution stating the facts constituting the emergency . . . make expenditures necessary to meet such emergency without further notice or hearing."

I. DECLARATION OF EMERGENCY

When required: When a disaster occurs requiring local action beyond normal capabilities to protect lives and property (full activation of the local emergency management plan) a local Declaration of Emergency should be made by local government officials.

Purpose: The purpose of the local declaration (proclamation) of emergency is to 1) authorize the activation of the local disaster plan and program; 2) authorize the emergency use of all local resources as required by RCW 38.52.110(1); and 3) allow for emergency expenditures without notice or hearing.

Authorities: Authorities for Proclamation of Emergency are RCW 35.33.081 (cities under 300,000), RCW 36.40.180 (counties), and RCW 38.52.070(2) (all political subdivisions).

How is a Declaration of Emergency Made: A Declaration of Emergency is made by adoption of resolution or ordinance under the emergency rules of the jurisdiction.

RCW 35.33.081 - Emergency expenditures -- Nondebtable emergencies (cities).

"Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the restoration to a condition of usefulness

of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, 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 therefore without notice or hearing."

CMC 2.48A.100 Emergency procurements.

(1) Upon declaration of an emergency, and during the existence of such emergency, the chair of the board of county commissioners, alternates as defined in Section 2.48A.050, or the county purchasing manager is authorized to make emergency procurements where the county may suffer a substantial loss or damage to property, bodily injury, or loss of life by reason of the time required for following the regular purchasing procedures.

(2) Such authorization for emergency procurement shall be presented to the board of county commissioners for ratification and confirmation, modification or rejection. Emergency procurements shall be considered in full force and effect until the board acts. (Ord. 2005-10-03)

VMC Section 2.12.080 Emergency procurements.

The city manager or designate, including but not limited to the purchasing manager, may make emergency procurements consistent with the provisions of those portions of Section 2 of Ordinance M-2129 codified at VMC 3.05.030 (Emergency procurement).

RCW 36.40.180 - Emergencies subject to hearing -- Nondebtable emergencies (counties).

"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 38.52.070(2) - Emergency powers.

"In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."

J. DECLARATION OF DISASTER - LOCAL DECLARATION OF DISASTER AREA

When the local government has fully activated its emergency plan and program by Proclamation of Emergency (see above), and when local capabilities have (or will be) exceeded or exhausted by the needs of the emergency (e.g. the disaster is beyond the capability of local government to respond and specific state or federal assistance is being requested) a Declaration of Disaster is made. This action is taken by adoption of a resolution or ordinance by the legislative body of the jurisdiction as a formal request for assistance from the state or federal government. The Declaration of Disaster is required as a precursor to a Declaration of Disaster by the Governor under RCW 43.06 (and as required by the State Comprehensive Emergency Management Plan).

CMC 2.48A.080 Notice of declarations of emergency and emergency orders.

When at all practical, the chair of the board of county commissioners or alternate shall consult with the director of emergency management on the need for and development of the declaration of emergency or emergency order. The chair of the board of county commissioners or alternate shall cause any declaration of emergency or emergency order issued pursuant to the authority of this chapter to be delivered to the director of emergency management, State Emergency Management, the Governor, the public, and all news media within the general area of the county. The chair of the board of county commissioners or alternate shall use available means as shall be necessary in his or her judgment to give notice of such declarations. Such declarations and orders shall be filed with the clerk of the board of county commissioners as soon as possible. (Ord. 2005-10-03)

VMC 2.12.030 Declaration of emergency. "A. Whenever a civil emergency, or the imminent threat thereof, occurs in the city and results in, or threatens to result in the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the city manager or designate, extraordinary and immediate measures to protect the public peace, safety and welfare, the city manager or designate shall forthwith:

1. If the city council is in session, request the city council to declare the existence or threatened existence of a civil emergency; or
2. If the city council is not in session, issue such declaration, subject to council ratification and confirmation, modification or rejection as soon as practicable;
3. In the absence of the city manager or designate, if the city council is not in session, such a civil emergency may be declared by the mayor, and in the absence of the city manager, designate and mayor, by the mayor pro tempore;
4. Declarations of civil emergency issued by the council, city manager, city manager's designate, mayor or mayor pro tempore shall as soon as practicable be filed with the city clerk as soon as practicable;
5. Declarations of civil emergency issued by the city manager, designate, mayor or mayor pro tempore shall as soon as practicable be filed with the city clerk and presented to the city council for ratification and confirmation, modification or rejection. Such council ratification and confirmation, modification or rejection shall be by a majority of council then present and voting. Declarations which are rejected shall, after vote, be void. Declarations shall be considered in full force and effect until the council shall act.
 - a. Where practicable and appropriate, the city manager, designate, mayor, or mayor pro tempore shall consult prior to issuing a declaration of civil emergency with local, state and federal emergency management agencies.
 - b. Such declaration of civil emergency may be in addition to or as an alternative to the proclamation of state or emergency by the governor.
 - c. The council or officer issuing a declaration of civil emergency shall terminate the declaration of civil emergency when order has been restored in the affected area of the city.

K. MUTUAL ASSISTANCE (MUTUAL AID AGREEMENTS)

RCW 38.52.080(1) - Powers and immunities of employees performing mutual aid.

"Whenever the employees of any political subdivision are rendering outside aid . . . such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivisions in which they are normally employed."

RCW 38.52.080(2) – Payment for equipment used in mutual aid.

"The political subdivision in which any equipment is used pursuant to this section shall be liable for any loss or damage thereto and shall pay any expense incurred in the operation and maintenance thereof."

RCW 38.52.090(1) - Mutual aid agreements authorized.

"The director of each local organization for emergency management may, in collaboration with other public and private agencies within this state, develop . . . mutual

aid arrangements for reciprocal emergency management aid and assistance in case of disaster. . . "

RCW 38.52.091(3) - Mutual aid and interlocal agreements must include the following:

A. Purpose

The purpose must state the reason the mutual aid or interlocal agreement or compact is coordinated, the parties to the agreement or compact, and the assistance to be provided.

B. Authorization

Article I, section 10 of the Constitution of the United States permits a state to enter into an agreement or compact with another state, subject to the consent of Congress. Congress, through enactment of Title 50 U.S.C. Sections 2281(g), 2283 and the Executive Department, by issuance of Executive Orders No. 10186 of December 1, 1950, encourages the states to enter into emergency, disaster and civil defense mutual aid agreements or pacts.

C. Implementation

II. The conditions that guide the agreement or compacts may include, but are not limited to:

(a) A statement of which authority or authorities are authorized to request and receive assistance and the conditions that must exist for the request or receipt of assistance.

(b) A statement of how the requests for assistance may be made, what documentation of the request is required, the specifics of any details included in the request, and the required approval for the request.

(c) A statement of the direction and control relationship between the personnel and equipment provided by the jurisdiction to the requester and the requirements of the requester to coordinate the activities of the jurisdiction providing the assets.

(d) A statement of the circumstances by which the assisting jurisdiction may withdraw support from the requester and the method by which this is to be communicated.

D. General Fiscal Provisions

III. The terms of reimbursement must be stated defining the relationship between the requesting jurisdiction and the aiding jurisdiction, when reimbursement will be made, and details of the claim for reimbursement. The provisions may include statements that discuss but are not limited to:

(a) A statement of what costs are incurred by the requesting jurisdiction.

(b) A statement of what costs and compensation benefits are made to individuals from the aiding jurisdiction by the requesting jurisdiction.

E. Privileges and Immunities

IV. The conditions and immunities that are enjoyed by the individuals from the aiding jurisdiction to the requesting jurisdiction must be stated. These provisions may include but are not limited to:

- (a) A statement of the privileges and immunities from liability and the law an employee of a supporting jurisdiction enjoys while supporting the requesting jurisdiction.
- (b) A statement of the privileges and immunities from liability and the law a volunteer from a supporting jurisdiction enjoys while supporting the requesting jurisdiction.
- (c) A statement on the use of the National Guard between the requesting and supporting jurisdictions.
- (d) A hold harmless agreement between the signatory jurisdictions.
- (e) The precedence this agreement takes with existing agreements.
- (f) A time line by which information required by the agreement is exchanged and updated annually.
- (g) The time in which the agreement becomes effective.
- (h) The time and conditions when a signatory may withdraw and render the agreement ineffective.

A. ACCEPTANCE OF DONATIONS

RCW 38.52.100(3) - Provisions for acceptance of donated goods and services.

"Whenever any person, firm, or corporation shall offer to . . . any political subdivision . . . services, equipment, supplies, materials, or funds by way of gift, grant, or loan, for the purposes of emergency management . . . subject to the terms of the offer."

B. EMERGENCY RESOURCES - USE OF EXISTING SERVICES AND FACILITIES

RCW 38.52.110(1) - All personnel directed to support the emergency management organization.

"In carrying out the provisions of this chapter, the . . . executive heads of the political subdivisions . . . are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the . . . political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations . . . to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities . . . upon request notwithstanding any other provisions of law."

PL 93-288, Sec. 307 - Requirement for local hiring when federal funds are used.

"In the expenditure of Federal funds for debris clearance, distribution of supplies, reconstruction, and other major disaster or emergency assistance activities which may be carried out by contract or agreement with private organizations . . . preference shall be given . . . to those organizations, firms, and individuals residing or doing business primarily in the area affected by the disaster or emergency . . ."

C. COMPENSATION FOR INJURY OR DEATH OF AN EMERGENCY WORKER

RCW 38.52.260 - When will compensation be furnished.

"Compensation shall be furnished to an emergency worker . . . for any injury arising out of an occurring in the course of his activities as an emergency worker, and for the death of any such worker if the injuries proximately causes death, in those cases where the following conditions occur:

- (1) Where, at the time of the incident the worker is performing services as an emergency worker, and is acting within the course of his duties as an emergency worker;
- (2) Where, at the time of injury, loss, or damage, the organization for emergency management which the worker is assisting is an approved organization for emergency management;
- (3) Where the injury, loss, or damage is proximately caused by his service wither with or without negligence as an emergency worker;
- (4) Where the injury, loss, or damage is not caused by the intoxication of the worker; and
- (5) Where the injury, loss, or damage is not due to willful misconduct or gross negligence on the part of a worker.

RCW 38.52.310 - Coverage, classification, registration of emergency workers.

"The (state) department (of emergency management) shall establish by rule . . . various classes of emergency workers, the scope of duties of each class, and the conditions under which said workers shall be deemed on duty and covered by the provisions of this chapter. The department shall also adopt rules . . . prescribing the manner in which emergency workers of each class are to be registered."

RCW 38.52.195 - Exemption from liability for construction emergency workers.

"Notwithstanding any other provision of law, no person, firm, corporation, or other entity acting under the direction or control of the proper authority to provide construction, equipment or work as provided for in (this chapter) . . . shall be liable for the death of or injury to persons or damage to property as a result of any such activity: PROVIDED, That said exemption shall only apply where all of the following conditions occur: (1) Where, at the time of the incident the worker is performing services as an emergency worker, and is acting within the course of his duties as an emergency worker; (2) Where, at the time of injury, loss, or damage, the organization for emergency management which the worker is assisting is an approved organization for emergency management; (3) Where the injury, loss, or damage is proximately caused by his service wither with or without negligence as an emergency worker; (4) Where the injury, loss, or damage is not caused by the intoxication of the worker; and (5) Where the injury, loss, or damage is not due to willful misconduct or gross negligence on the part of a worker.

RCW 38.52.1951 - Exemption from liability for architects or engineers serving as volunteers. "For purposes of the ability of an architect or engineer serving as a volunteer emergency worker, the exemption from liability provided under RCW 38.52.195 extends to all damages, so long as the conditions specified in RCW 38.52.195 (1) through (5) occur."

D. SEARCH AND RESCUE

RCW 38.52.400(1) - Duties of local officials.

"The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities. Operation of search and rescue activities shall be in accordance with state and local operations plans . . . "

E. CONTINUITY OF GOVERNMENT

RCW 42.14.040 - Action in the absence of a quorum of county commissioners.

"In the event that enemy attack³ reduces the number of county commissioners of any county, then those commissioners available for duty shall have full authority to act in all matters as a board of county commissioners. In the event no county commissioner is available for duty, then those elected county officials, except for the members of the county board of education, as available for duty shall jointly act as the board of county commissioners and shall possess by majority vote the full authority of the board of county commissioners."

RCW 42.14.050 - Action in the absence of a quorum of city or town officers.

" . . . In the event enemy attack⁴ reduces the number of city or town council members . . . then those members available for duty shall have full power to act by majority vote of those present."

RCW 42.14.070 - Adoption of rules for continuity of government.

"The legislative authority of each political subdivision, subject to the provisions of this chapter, shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions."

RCW 42.14.075 - Change of meeting place.

"Whenever, due to natural disaster . . . it becomes imprudent, inexpedient or impossible to conduct the affairs of a political subdivision at the regular or usual place . . . the governing body . . . may meet at any place within or without the territorial limits of the political subdivision on the call of the presiding official or any two members of the governing body. After any emergency relocation, the affairs of political subdivisions shall be lawfully conducted in such emergency temporary location . . . for the duration of the emergency."

NOTE: Local provisions for continuity of government should be adopted by ordinance or resolution in each political subdivision. Much of the language used in the RCW can be adapted to meet local needs.

F. HAZARDOUS MATERIALS PLANNING

WAC 118-40-179 (1) - Local Emergency Planning Committee (LEPC) - Responsibilities "Each local emergency planning committee shall complete the preparation of a hazardous materials emergency response plan. In the development of

³ Although this statute applies specifically to "enemy attack," the general wording is in common use in local emergency management ordinances and resolutions as a provision of the "continuity of government" requirement.

⁴ See note above.

the plan, as specified by Sections 303 (a), (b), (c) and 324 (a), (b), EPCRA, committee duties include, but are not limited to:

- (a) Forming a local planning team.
- (b) Designating a team leader.
- (c) Evaluating the resources needed to develop, implement, and exercise the emergency plan.
- (d) Identifying existing emergency response equipment and personnel.
- (e) Conducting a needs assessment of emergency response equipment and personnel requirements.
- (f) Providing oversight for preparation of the plan by the local planning team.

WAC 118-40-179 (2) - Receipt and processing of public comments

"Each local committee shall establish procedures for receiving and processing requests from the general public for information under Section 324 (including Tier II information under Section 312) EPCRA. Such procedures shall include the designation of an official to serve as committee coordinator for all information requests.

G. FEDERAL DISASTER ASSISTANCE

Public Law 93-288 - The Robert T. Stafford **Disaster Relief and Emergency Assistance Act**, Public Law 93-288, as amended (the Stafford Act) was enacted to support State and local governments and their citizens when disasters overwhelm them. This law establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available under the Stafford Act, and sets the conditions for obtaining that assistance.

The **Presidential Declaration Process - The Stafford Act** (§§401 and 501) requires that: "All requests for a declaration by the President that a major disaster or emergency exists shall be made by the Governor [chief executive] of the affected State." The Governor's request is made through the regional FEMA office. State, local, and Federal officials conduct a preliminary damage assessment (PDA) to estimate the extent of the disaster and its impact on individuals and public facilities. The information gathered during the PDA documents the severity and magnitude of the event and is included in the Governor's request. Normally, the PDA is completed prior to the submission of the Governor's request. However, when an obviously severe or catastrophic event occurs, the Governor's request may be submitted prior to the PDA. Nonetheless, the Governor must still make the request and damage assessments are still conducted.

As part of the request, the Governor must note that the State's emergency plan has been implemented and the situation is of such severity and magnitude that the response is beyond State and local capability and Stafford Act assistance is necessary. The Governor shall furnish information on the nature and amount of State and local resources that have been or will be committed to alleviating the results of the disaster, provide an estimate of the amount and severity of damage and the impact on the private and public sector, and provide an estimate of the type and amount of assistance needed under the Stafford Act. In addition, the Governor will need to certify that, for the current disaster, State and local government obligations and expenditures (of which State commitments must be a significant portion) will comply with all applicable cost-sharing requirements.

Based on the Governor's request, the President may declare that a major disaster or emergency exists, thus activating an array of Federal programs to assist in the response and recovery effort.

Typical Federal Assistance Available: Assistance authorized by an emergency declaration is limited to immediate and short-term assistance, essential to save lives, to protect property and public health and safety, or to lessen or avert the threat of a catastrophe. Examples of emergency assistance that may be provided under §§502 (a) of the Stafford Act include:

- Food, water, medicine, and other essential needs Shelters or emergency care
- Temporary housing assistance
- Debris removal
- Emergency repairs and demolition
- Search and rescue
- Security forces
- Removal of health and safety hazards
- Emergency communications, emergency access, and emergency public transportation
- Technical and advisory assistance to affected State and local governments
- Emergency assistance through mission assignments to Federal agencies in support of State and local efforts to save lives and protect property
- Coordination of disaster relief provided by Federal agencies, private organizations, and State and local governments.

The Americans with Disabilities Act (ADA) governs "requirements for accessibility to buildings and facilities by individuals with disabilities" The Comprehensive Emergency Management Plan for Clark County and Cities uses these standards for compliance to provide for persons with disabilities even during emergency situations.

