



City of Normandy Park

Comprehensive Emergency Management Plan

**City of Normandy Park
801 SW 174th Street
Normandy Park, WA 98166**

November 2014



**CITY OF NORMANDY PARK, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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November 2014**

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**CITY OF NORMANDY PARK, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

PROMULGATION DOCUMENT

The City of Normandy Park Comprehensive Emergency Management Plan (CEMP) establishes a comprehensive all-hazards approach to enhance the ability of the City to manage emergencies and disasters. The CEMP also provides guidance in managing complex incidents.

This CEMP will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with resources available. It incorporates best practices and procedures from incident management disciplines – homeland security, emergency management, law enforcement, firefighting, public works, public health and safety, emergency medical services, and volunteer organizations. The purpose is to save lives; protect public health, safety, property, the economy, and the environment; and to return to a normal way of life as soon as possible.

This CEMP describes how city government and emergency responders will work together and how the City government will coordinate with other local jurisdictions, the state and the private sector during incidents. It should be used as a guideline for those agencies that have a role in emergency response and recovery.

This CEMP is written in the context of an emergency or disaster that has the scope and scale that challenges the day-to-day and mutual aid response capabilities. It outlines the pivotal role of the Normandy Park Incident Command Post (ICP) / Emergency Operations Center (EOC) in the overall incident management emergency, integrations with other EOCs, collection and dissemination of information, identification and procurement of resources, the establishment of priorities, and the development of policies as driven by the incident.

This CEMP is organized into two sections: **Basic Plan** addresses Concept of Operations, Coordinating Structures, Roles and Responsibilities, Definitions, etc. **Emergency Support Functions** (ESFs) outline group capabilities and resources into functions that are most likely needed during an incident.

This CEMP is as current as the time it was written. As emergency management continues to evolve and lessons are learned, it is to be considered a document in a constant state of revision. Stakeholders and customers of this CEMP are encouraged to make recommendations using the REQUEST FOR COMMENTS form provided in this CEMP. Make recommendations to:

Glenn Akramoff, City Manager
City of Normandy Park
801 SW 174th Street
Normandy Park, WA 98166

**CITY OF NORMANDY PARK, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

TERMS AND DEFINITIONS

Applicant Agent – An appointed City official who functions on behalf of the Applicant, the City, when requesting Public Assistance following a Presidentially Declared Emergency; Public Assistance Guide FEMA 322/June 2007; page 9. In the City of Normandy Park, the Applicant Agent is the City Manager.

Catastrophic Incident – Any natural disaster, act of terrorism, or other man-made disaster that results in an extraordinary level of casualties or damage or disruption severely affecting the population (including mass evacuations), infrastructure, environment, economy, national morale, or government functions in an area.

CEMP – Comprehensive Emergency Management Plan: The plan developed by the jurisdictional emergency management program and participating entities, which addresses the mitigation, preparation, response, and recovery associated with emergency or disaster incidents, or large community events.

COG – Continuity of Government: Measures taken by a government to continue to perform required functions during and after a disaster. COG is a coordinated effort within each branch of the government to continue its minimum essential responsibilities in a catastrophic emergency.

COOP – Continuity of Operations Plan: An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related incidents.

Disaster – An incident, expected or unexpected, in which a community's available, pertinent resources are exhausted, or the need for resources exceeds availability, and in which a community undergoes severe damage, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

DRC – Disaster Recovery Center: A temporary facility where, under one roof, representatives of federal agencies, local and state governments, mental health, ministerial services, and volunteer relief organizations can provide information and guidance to individuals, families, and business owners applying for federal assistance as a result of damages to respective private property whose resident community suffered such severe disaster damages that a Presidential Disaster Declaration was granted to the impacted jurisdiction.

ECC – Emergency Coordination Center: A central location staffed by multiple jurisdictions and / or agencies involved in response to a single large or several smaller incidents occurring at the same time.

EMS – Emergency Medical Services: A system that provides care to the sick and injured at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical facility. In King County, the care will be BLS (basic life support) provided by an EMT (emergency medical technician) or ALS (advanced life support) provided by a paramedic.

Emergency – A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from single to localized

incidents, natural or technological, that damage, or threaten to damage, local operations. An emergency is an incident “which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.” (Public Law 92-288)

“Emergency or disaster” as used in this plan means an event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken area within the City overtaken by such occurrences, or (2) reaches such a dimension or degree of destructiveness as to warrant the City Manager proclaiming the existence of a disaster or the Governor proclaiming a state of emergency in accordance with appropriate local ordinances and state stature.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance 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 and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

EOC – Emergency Operations Center: A central location from which overall direction, control, and coordination of a jurisdictional response to a disaster will be established. The EOC is generally equipped and staffed to perform the following functions: Collect, record, analyze, display, and distribute information; coordinate public information and warning; coordinate government agency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations and the public.

EOP – Emergency Operations Plan: The NIMS compliant plan developed by the jurisdictional emergency management program and participating entities, outlining the roles and responsibilities of the ECC/EOC staff supporting on-scene emergency operations and coordinating resources. Some agencies and geographic areas in the United State employ the term “Emergency Operations Plan” or “EOP” when referencing their CEMP. Normandy Park will remain consistent with Chapter 118-30 Washington Administrative Code (WAC) and use “Comprehensive Emergency Management Plan” or “CEMP”.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

FEMA – Federal Emergency Management Agency: An agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA manages the President’s Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

Hazard – Any emergency or disaster resulting from, (a) a natural disaster, or (b) an accidental or man-made commission or omission.

HIVA – Hazard Identification and Vulnerability Analysis: The HIVA is a comprehensive plan that is the result of a systematic evaluation of a jurisdiction’s existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.

HSPD 5 – Homeland Security Presidential Directive 5: Management of Domestic Incidents:

Federal document requiring the formal nation-wide institutionalized use of NIMS to manage all incidents of national significance.

HSPD 8 – Homeland Security Presidential Directive 8: National Preparedness Goal

Incident –

An occurrence, natural or man-made, that requires an emergency response to protect life or property.

IAP – Incident Action Plan: The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. On small, single emergencies the action plan may be verbal.

ICS – Incident Command System: The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of responding to a hazardous incident. An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures, [provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency / multi-jurisdictional operations while maintaining individual agency / jurisdiction authority, responsibility, and accountability, and which is a component of NIMS.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

MAC – Multi-Agency Coordination System: “a combination of facilities, equipment, personnel, procedures, and communication integrated into a common system with responsibility for coordinating and support domestic incident management activities.” (NIMS: ICS-400)

Normandy Park Emergency Volunteer: A volunteer who has been vetted by the Normandy Park Police Department prior to or during an actual emergency or disaster.

NRF – National Response Framework: The plan that established the basis for the provision of federal assistance to a state and local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.

NIMS – National Incident Management System: The concept that provides for a total approach to all risk incident management. NIMS addresses the ICS, training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called incident command system (ICS) that establishes five functional areas – command, operations, planning, logistics, and finance / administration – for management of all major incidents. Within NIMS or ICS is the principle of unified command. Unified command performs the same functions as incident command, and provided for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

PDA – Preliminary Damage Assessment: The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential Declaration of Disaster. The PDA is documented through surveys, photographs, and other written information.

Proclamation of Emergency: The legal action formalizing the ability of the jurisdictional authority (as determined by ordinance) to take extraordinary measures beyond normal capabilities to cope with the consequences of a natural or technological disaster in order to protect lives, property, economy, and environment. A local or state proclamation of emergency authorizes the emergency use of local resources and allows emergency expenditures, as well as allowing for waiver of normal bid procedures, if necessary. See Attachment B for detailed information.

SEOC-State Emergency Operations Center: The State Emergency Operations Center (SEOC) serves as the focal point for state responses to emergencies and disasters. These emergencies or disasters are the result of natural, technological or human-caused hazards.

WEMD – Washington Emergency Management Division: The division of the Washington Military Department to the state emergency management program. WEMD is located at Camp Murray, Washington.

Windshield Surveys – Rapid visual assessments made by public safe personnel, as they navigate through areas damaged as a result of a disaster or catastrophe. These assessments are made within the first hours after the disaster and when the activity is considered safe. These assessments are the first steps in determining the need for a local proclamation of emergency.

**CITY OF NORMANDY PARK, WASHINGTON
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
(CEMP)
BASIC PLAN**

I. INTRODUCTION

The Comprehensive Emergency Management (CEMP) provides the City of Normandy Park guidance in preparing for, when responding to, and recovering from an emergency or disaster.

The CEMP, including its attachments and Emergency Support Functions (ESFs), plus supporting documents, provides for the coordination of operations during emergencies and disasters, and the best utilization of all resources within the City of Normandy Park and mutual aid organizations.

The CEMP establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into area-wide activities.

The Revised Code of Washington (RCW) 38.52.010 defines “emergency management” or “comprehensive emergency management” as the preparation for the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or manmade, and to provide support for search and rescue operations for persons and property in distress. However, “emergency management” or “comprehensive emergency management” does not mean preparations for emergency evacuation or relocation of residents in anticipation of nuclear attack.

The Revised Code of Washington (RCW) 38.52.070 authorizes and directs all political subdivisions in Washington to establish a local organization for emergency management in accordance with the state comprehensive emergency management plan and program.

The City of Normandy Park Municipal Code 2.36 implements RCW 38.52.070. This City of Normandy Park Comprehensive Emergency Management Plan is a requirement of this process.

A. MISSION

The City of Normandy Park, in order to protect lives, property, and the economic base of the City and in cooperation with other public and private organizations, will endeavor to mitigate, prepare for, respond to, and recover from all natural and man-made emergencies and disasters. The City will prioritize and coordinate the emergency operations and

resources to maximize population survival and preservation of property in the City following an emergency or disaster, or a national security threat to the United States.

In order to plan for and effectively perform this mission, emergency management goals are as follows:

1. Provide a community education and preparedness program to develop citizen awareness and self-sufficiency for a minimum of 3 days.
2. Build a disaster resilient community through an integrated emergency management program.
3. Ensure a disaster resilient City government organization.
4. Develop and maintain the City of Normandy Park Comprehensive Emergency Management Plan that will provide the framework for organizational activities during disaster operations.
5. Foster interagency cooperation as well as coordinated response with local, county, state and federal response efforts.
6. Provide timely and accurate information to the citizenry of the City of Normandy Park before, during, and after an emergency or disaster.

B. PURPOSE

This CEMP provides guidance to the City's Emergency Management Program for mitigation, preparedness, response, and recovery operations. It establishes a mutual understanding of authority, responsibilities and functions of local government, and provides a basis for incorporating essential non-governmental agencies and organizations into the emergency management program.

The day-to-day functions of the City and many local agencies will be interrupted by emergency conditions. Therefore, the employees and resources of those agencies can readily be committed to support the emergency response and recovery efforts. The mission of this City of Normandy Park Comprehensive Emergency Management Plan (CEMP) is to provide guidelines to insure an effective, organized response to save lives, assist disaster victims, minimize damage, and protect property and economic base.

C. SCOPE

This CEMP is a local level emergency management plan designed to describe the emergency / disaster response of the City of Normandy Park.

This CEMP is intended to be "all hazards", covering the entire range of emergency / disaster situations from natural disasters to man-made (except nuclear attack).

This CEMP considers that emergencies / disasters are likely to occur as described in the King County Hazard Identification and Vulnerability Assessment, and describes:

1. Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.
2. Responsibilities identified in City ordinances, resolutions and other applicable laws, as deemed appropriate.

This CEMP is compatible with the National Response Framework, and King County and Washington Emergency Management Division Comprehensive Emergency Management Plans.

D. AUTHORITY

This plan is developed under the following local, state and federal statutes and regulations:

Local

- City of Normandy Park Municipal Code 2.63 Emergency Management
- King County Hazard Identification and Vulnerability Analysis
- City of Normandy Park Resolution Number 766 Adoption of National Incident Management System (NIMS)

State

- Chapter 35A.33.080 Revised Code of Washington, Emergency Expenditures – Nondebatable Emergencies
- Chapter 35A.33.090 Revised Code of Washington Emergency Expenditures Other Emergencies - Hearing
- Chapter 35A.33.100 Revised Code of Washington, Emergency Warrants
- Chapter 38.52 Revised Code of Washington, Emergency Management
- Chapter 38.56 RCW INTRASTATE MUTUAL AID SYSTEM (WAMAS)
- Chapter 39.34 Revised Code of Washington, Interlocal Cooperation Act
- Chapter 42.14 Revised Code of Washington Continuity of Government
- Chapter 43.43 Revised Code of Washington, Washington State Patrol – State Fire Services Mobilization Plan
- Chapter 49 Revised Code of Washington Laws Against Discrimination
- Chapter 10.93 Revised Code of Washington Mutual Aid Peace Officers Powers Act
- Chapter 118-04 Washington Administrative Code Emergency Worker Program
- Chapters 118-30 Washington Administrative Code Local Emergency Management / Services Organizations, Plan and Programs
- Chapter 296-62 Washington Administrative Code General Occupational Health Standards
- Chapter 296-843 Washington Administrative Code Hazardous Waste Operations

Federal

- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Relief and Emergency Assistance Act
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 96-342, Improved Civil Defense Act of 1980
- Public Law 99-499, Title III Superfund Amendment and Re-authorization Act of 1986
- Homeland Security Presidential Directive (HSPD) 5 – Management of Domestic Incidents
- Homeland Security Presidential Directive (HSPD) 8 – National Preparedness Goal
- Homeland Security Act of 2002
- National Response Framework
- 44 Code of Federal Regulation Section 205.16, Nondiscrimination

Special Considerations

- In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.
- Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.
- Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the state Office of Archeology and Historic Preservation.
- Local activities pursuant to the federal/state agreement for major disaster recovery will be carried out in accordance with RCW 49.60 - Laws Against Discrimination and 44 CFR Section 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

E. POLICIES

The City of Normandy Park will make effective preparations and use of staffing, resources and facilities for dealing with any emergency or disaster that may occur. Emergencies and disasters, by their very nature, may disrupt or destroy existing systems and the capability of the City to respond to protect, public health and property. Therefore, citizens are advised to be prepared to be without public services or utilities for up to a minimum of 72 hours should an emergency or disaster occur, as established in Normandy Park Ordinance 2.63 Section 2.36.020.

The City Manager is the executive head of the City's emergency management program.

Emergency operations conducted within and by the City of Normandy Park will be National Incident Management System (NIMS) (Normandy Park Resolution Number 766), City of Normandy Park Ordinance Number 2.63, and National Response Framework (NRF) compliant.

The Emergency Management Director, appointed by the City Manager, has the direct responsibility for the organization, administration and operations of the emergency management program and the Emergency Operations Center (EOC) for the City.

It is planned that City staff will be assigned positions under the Incident Command System (ICS), a component of NIMS, appropriate to their skills and knowledge, and will work for the Director of Emergency Management, City Manager or Incident Commander, as appropriate, per ICS guidelines.

When the emergency or disaster, or imminent threat, results in, or threatens to result in the death and injury of persons or the destruction of or damage to property to such an extent as to require extraordinary and immediate measures to protect the public health, safety and welfare, the City Manager, as executive head, may request the City Council to proclaim an emergency for federal assistance when local resources have been exhausted or overwhelmed. This process is initiated by a Proclamation of Emergency.

City Council will take action as soon as practical. The Council may ratify and confirm, modify or reject the request for Proclamation of Emergency. Proclamations will be considered in full force and effect until the Council acts.

The Proclamation of Emergency may be in addition to or as an alternative to the proclamation of state of the emergency by the governor.

The City Manager, as executive head, will terminate the proclamation of emergency when order has been restored in the affected area of the City.

Upon proclamation of an emergency, or during the existence of such emergency, the City Manager as executive head, or finance director is authorized to make emergency procurements where the City 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.

F. SITUATION

Emergencies and disasters have occurred and will occur in the City of Normandy Park. Through a process of a hazard identification and vulnerability analysis it is determined

that the City is vulnerable to numerous man-made and natural hazards. These hazards include but are not limited to: wind, rain and snow storms; earthquake; flood; landslide; tsunamis; airplane crashes; search and rescue emergencies; civil disturbance; explosion; structural collapse; hazardous material incident; major fire; and utility system failure.

These hazards are not unique to the City of Normandy Park. They are hazards that impact King County and Washington State. Therefore, the City of Normandy Park recognizes the King County Hazard Identification and Vulnerability Analysis as the basis for this CEMP.

Normandy Park is an incorporated, mostly residential community situated on Puget Sound (latitude 47.436 and longitude -122.341) between Seattle and Tacoma. The City borders Burien to the north, Puget Sound to the west, Des Moines to the south, and 1st Avenue South to the east which also serves as the main thoroughfare for traffic. According to Census 2010, it has a population of 6,392; with 2,670 housing units; a land area of 2.46 square miles; an elevation of 328 feet; and a population density of 2,597 people per square mile. The City includes portions of the Miller and Walker Creek basins which flow into the Puget Sound. These basins are shared with parts of Burien, SeaTac and SeaTac International Airport, covering a nine (9) square mile area. The City hosts relatively little commercial activity (services, retail sales, and light industrial) and presents a mix of high-end waterfront / view homes and working class neighborhoods.

Key facilities include: city hall / police department complex; public works maintenance facility; Marvista Elementary School, Miller Creek Sewer Plant and the Normandy Park Community Center (The Cove). The Marvista Elementary School, Miller Creek Sewer Plant, and The Cove are not City facilities and under separate authority. The Cove is a private organization, owned by approximately 1,700 whose property primarily, but not exclusively, is within City limits. The City Hall complex is of wood frame construction built in 1953. It has had one remodel but no seismic retrofit. The City's EOC is located in this facility. It also houses the City Manager's office, Police Department, Community Development, Parks and Recreation, Finance and City Clerk's office. Public Works are located in separate facilities.

City departments maintain small numbers of staff, and while the City's parks, street and traffic divisions, utilities, etc. are self-sufficient in normal operations, in an emergency or disaster, they will require substantial mutual aid / outside support. Normandy Park maintains mutual aid agreements with nearby jurisdictions' police / fire / emergency management, all of whom expect that, in an incident, Normandy Park may be more a requester of assistance than a provider.

G. ASSUMPTIONS

The role of the individual resident is of great importance in the response and recovery from emergencies and disasters. The immediate availability of resources will likely be limited and, therefore allocation will be prioritized. It is assumed that there will not be enough resources to respond to every emergency need. Assistance from nearby

communities, county, state or federal agencies may take 3 days, 10 days or longer. Therefore, residents must be personally responsible for preparing to meet their own emergency needs for at least 3 days. Preparedness actions include developing a family emergency plan, stocking supplies (food, water, medicines, etc.), learning emergency skills like first aid and CPR, and reducing hazards in the home and workplace.

Any hazard identified in the King County Hazard Identification and Vulnerability Analysis (HIVA) can create significant property damage, injury, loss of life, chaos, and disruption of essential services in Normandy Park. These situations may create significant financial, psychological and sociological impact on residents of the community and the City governmental organization itself.

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

The City of Normandy Park may be requested to provide resources to other jurisdictions during emergencies and disaster not affecting the City.

H. LIMITATIONS

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

City officials acknowledge emergency operations limitations due to the fact that most City staff live outside City borders. In a broad scope, widespread emergency it is likely many may be unable to get to work.

The guidelines, procedures and policies identified in this CEMP apply to the emergency management program and operations within Normandy Park.

Revised 11/14

II. ORGANIZATION AND RESPONSIBILITIES

City and elected officials of Normandy Park recognize their responsibility to ensure a continuity of government by implementing the provisions of Chapter 42.14 Revised Code of Washington Continuity of Government Act in the event the leadership is incapacitated, and Chapter 35A.12.050 Optional Municipal Code Cities Vacancies for filling vacancies of elected officials.

In the event the City Manager is unavailable to exercise the powers and discharge the duties described in this CEMP and Normandy Park Municipal Code 2.36 Emergency Management, a line of succession, to be prepared by the City Manager, will be used to determine the interim executive head subject to the City Council Confirmation, modification or rejections as soon as practical. In the event that the City Manager and all successors are unable to discharge the duties in this CEMP and Normandy Park Municipal Code 2.36 Emergency Management, the Mayor shall act as the interim executive subject to the City Council's confirmation, modification or rejection as soon as practical.

A. ORGANIZATION

The City of Normandy Park operates under a Council / City Manager form of government with the City Manager serving as the chief executive. City departments are the City Manager's Office; City Clerk's Office; Finance; Parks, Recreation and Community Service; Police; Community Development and Public Works. When fully staffed, the City has 12 commissioned officers, a number of specially commissioned officers, and 3 non-commissioned support staff who provide around the clock patrol and emergency response services. The Burien / Normandy Park Fire Department provide fire suppression services and medical aid.

As provided by state law and Normandy Park Municipal Code 2.36 Emergency Management Organization, the City Manager, as executive head, will appoint the City's Emergency Management Director. Due to the small size of the City staff, the City Manager may be required to fill the position of Emergency Management Director or the EOC Manager. Other situations may require the Emergency Management Director to fill the EOC Manager position.

The City of Normandy Park has adopted the National Incident Management system (NIMS). All emergency and related operations will be in compliance with those of NIMS (Resolution Number 766).

B. EMERGENCY MANAGEMENT PROGRAM

The City of Normandy Park Emergency Management Program is hereby established (Normandy Park Municipal Code 2.36, as amended) to provide channels of communication for efficient command, control, and coordination or liaison of emergency life saving operations between local, state, and federal government, and the public sector. This organization may be partially or fully activated depending on the severity of the pending or actual incident. The Director of Emergency Management is hereby directed

to promulgate administrative rules and regulations to carry out the designated emergency management functions set forth herein.

C. PUBLIC SAFETY COMMITTEE

The Public Safety Committee, designated by the Mayor, provides staff support, direction and expertise in development of the CEMP and all supporting documents. The committee is comprised of three City Council members, City Manager, Police Chief, Fire Chief, Public Works Director, and the Regional Emergency Preparedness Coordinator.

SUBCOMMITTEE

Subcommittees as determined necessary by the Public Safety Committee may include individuals from outside organizations. Each subcommittee will be chaired by a member of the Public Safety Committee. Oversight of subcommittee work will be the responsibility of the Director of Emergency Management.

D. INCIDENT COMMAND POST / EMERGENCY OPERATIONS CENTER

For incidents where City and fire district resources, including mutual aid, are not exhausted, it is planned that either the Fire Chief or the Police Chief will act as Incident Commander and will establish the Incident Command Post as provided by ICS guidelines.

For incidents that exceed the ability and capacity of the field Incident Commander or for incidents that do not require field operational support but still needs resource coordination and procurement such as a flu pandemic, the City maintains an emergency operations center (EOC) at the Normandy Park City Hall (801 SW 174th Street, Normandy Park 98166).

Activating, or opening the EOC, is determined by the Emergency Management Director or at the request of the field Incident Commander. The Emergency Management Director may decide to activate the EOC if an incident occurs in a relatively small area of the City and need communication or other capabilities beyond what can be provided by first responders (e. g. an apartment fire with displaced persons), or on behalf of another jurisdiction. In addition to the Emergency Management Director, the positions with the authority to activate the City EOC are:

- City Manager
- Police Chief
- Assistant Police Chief
- Public Works Director

In a major disaster, the Emergency Management Director, in conjunction with the City Manager, Mayor, City Council, Fire Chief and Police Chief may determine that the incident is beyond the capabilities of City staff and may authorize the City Manager to

request an outside Incident Management Team (IMT) from either the King County ECC or WEMD. Requesting an IMT does not require a Proclamation of Emergency.

E. RESPONSIBILITIES

MAYOR

1. Provide visible leadership to the community;
2. Provide policy direction through the City Manager and the Director of Emergency Management;
3. Act as a spokesperson for City Council on official Council actions during the emergency;
4. Provide direction for re-allocation of City funds to cover disaster-related expenditures; and
5. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

CITY COUNCIL

1. Maintain continuity of government;
2. Provide visible leadership to the community;
3. Appropriate funds in support of the City's Emergency Management Program and emergency operations;
4. Ratify and confirm, modify or reject Proclamation of Emergency on behalf of the City based on the recommendation of the City Manager.
5. Assist full-time regular City employees in their recovery efforts as requested; and
6. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

CITY DEPARTMENTS AND DIVISIONS

1. Develop Standard Operating Procedures as outlined in Section III Concept of Operations;
2. Develop emergency and evacuation plans for facilities used by the department;
3. Provide staff to support emergency administrative activities;
4. Provide for the identification and preservation of essential department records;

5. Document emergency-related costs and activities;
6. Allow for emergency management and operations training of departmental personnel as recommended by the Director of Emergency Management;
7. Identify trained and qualified personnel to staff the EOC and other ICS functions; and
8. Advocate individual and family emergency preparedness for city employees, support agencies, contractors and residents.

CITY MANAGER

1. Serve as the executive head of the City for the purposes of emergency management.
2. Serve as, or appoint an emergency management director for the City for the purposes of the organization, administration and operations of the emergency management program.
3. Serve as, or appoint an EOC manager for the purpose of managing incidents requiring EOC activation.

Enact emergency orders as identified in Normandy Park Municipal Code 2.36 as appropriate.

4. Issue executive orders, as indicated, such as proclaiming an emergency, provided such rules and regulations are ratified by the City Council as soon as possible, which shall be in effect until such time that it is determined that the extraordinary measures detailed therein are no longer required for the protection of the public safety, property, peace, and welfare;
5. Make, amend and rescind necessary orders, rules, and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;
6. Identify a line of succession to serve in the City Manager (and other positions that may not be filled such as EOC manager) capacity when the City Manager is unable to do so.
7. Serve as liaison to the Mayor and City Council;
8. Authorize emergency management and operations training of City personnel assigned to EOC staffing and other ICS functions;
9. Recruit, train and credential volunteers to assist in emergency operations as indicated;

Maintain a level of readiness of the City's EOC;

10. Serve as the City's Applicant Agent (The Agent is an appointed City official who functions on behalf of the Applicant, the City, when requesting Public Assistance following a Presidentially Declared Emergency; Public Assistance Guide FEMA 322/June 2007; page 9);
11. Represent the City on the Multi-agency Coordinating System (MAC), if established; ("a combination of facilities, equipment, personnel, procedures, and communication integrated into a common system with responsibility for coordinating and support domestic incident management activities." [NIMS: ICS-400])
12. Prepare a plan to support the families of staff who may be expected to work during an emergency or disaster that would affect those families; and
13. Advocate individual and family emergency preparedness for City employees, support agencies, contractors and residents.

SOUTH KING COUNTY EMERGENCY MANAGEMENT ZONE 3

1. Coordinate a forum for emergency managers representing local government, special purpose districts, private sector and volunteer organizations located or affiliated with the Zone;
2. Identify a primary agency to serve as point of contact for the agencies and organizations listed above;
3. Provide a facility for MAC operations; and
4. Coordinate MAC operations when indicated.

KING COUNTY OFFICE OF EMERGENCY MANAGEMENT / EMERGENCY COORDINATION CENTER (OEM / ECC)

1. Coordinate emergency management activities with King County as outlined in the King County Comprehensive Emergency Management Plan;
2. Coordinate emergency resource requests as needed by incorporated cities and other appropriate public safety agencies;
3. Function as liaison between incorporated cities and the Washington Emergency Management Division;
4. Provide leadership in strategy and methods in order to meet the dynamic demands of state and federal expectations and mandates.

WASHINGTON EMERGENCY MANAGEMENT DIVISION (WEMD)

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

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

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

III. CONCEPT OF OPERATIONS

A. General

1. The City of Normandy Park is NIMS compliant and will conduct emergency operations accordingly. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.
2. City staff will be assigned to ICS or EOC positions during the period of the disaster. Their primary responsibility will be to their ICS function. They will do their normal job as time permits.
3. As soon as conditions allow, assigned City staff and available mutual aid agencies will conduct windshield surveys and provide the information to the City EOC. The EOC Manager with assistance from the EOC section chiefs will determine the situational awareness and prioritize operations based on the situational awareness and available resources.
4. Each City department head is responsible for establishing and maintaining policies and procedures, in support of this CEMP, to ensure operational readiness in times of emergency or disaster.
5. The director of each City department is to:
 - a. Participate in the preparation and maintenance of the City's CEMP, Continuity of Government and Operations Plan, EOC Plan, Debris Management Plan and others as requested.
 - b. Establish a departmental line of succession to initiate and carry out managerial level responsibilities.
 - c. Develop the capability to continue essential services during an emergency or disaster and to carry out the responsibilities outlined in this plan.
 - d. Develop departmental standard operating procedures (SOPs) which include the following:
 - Department chain of command;
 - Primary and alternate locations for managing departmental emergency operations and conducting essential services;
 - Inventory departmental personnel, facilities and equipment;
 - Prepare "go-kits" of critical records and supplies if relocation is necessary.

- Information needed to manage the department during emergency operations and means of communication for obtaining that information;
- Procedures addressing how the department will coordinate with the City's EOC;
- Methods to ensure that department staff are aware of SOPs and of the concepts of the emergency operations plan; and
- Make staff and resources available at the request of the Director of Emergency Management for training activities and emergency operations assignments.

6. City Employees

City employees have a responsibility to the City to provide essential services to the community as soon as possible after an emergency or disaster. This can only be accomplished by employees on the job. All City employees are encouraged to prepare their families to be self-sufficient for 10 days. History has demonstrated that employees are more likely to return or stay at work if their families are prepared.

- a) During Non-work Hours: Employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, designated employees are required to report to work pursuant to department operational guidelines.
- b) During Work Hours: Departments will make every effort to allow employees to check on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.

B. Command and Control

The City of Normandy Park will open the EOC when conditions warrant and provide staffing as necessary based on the demands of the emergency or disaster.

When indicated, the EOC Manager or Planning Section Chief, as selected by the City Manager, with input from the field Operations Section Chief, Police or Fire chiefs will develop, an Incident Action Plan (IAP) which will clearly outline objectives and priorities for managing the emergency or disaster, aiming for the best possible outcome. Laws, guidelines, principles and best practices will be considered during the development of the IAP but may not clearly apply due to the nuances of the emergency or disaster. At this time, the IC with input from appropriate subject matter experts will implement contingencies based on available information and resources available at the time the decision is made.

During EOC operations, City department directors and assigned staff will have ICS duties. Some may also be responsible for departmental duties. Those with the additional departmental duties may use the following general checklist as a basis for managing disaster departmental operations:

1. Report to the pre-determined site to manage department operations;
2. Account for personnel;
3. Assess damages to facilities and resources;
4. Assess personnel and resources available;
5. Determine operational readiness;
6. Report situation, damages and capabilities to the EOC;
7. Send designated representatives to the EOC as requested by EOC Manager;
8. Make continued assessments of department resources, needs and actions;
9. Make regular reports to the EOC regarding actions, problems, needs, damages, etc; and
10. Keep detailed and accurate records, document actions, costs, situations, etc.

C. Operations Under Homeland Security Advisory System Threat Conditions

The City's elected officials and management do not consider the City to be a primary terrorist target. There is a far greater likelihood that any number of natural and man-made disasters will impact the City. If ever indicated, the City will open the EOC in support of larger, regional operations.

D. Location of the Normandy Park Emergency Operations Center

The primary EOC for the City of Normandy Park is located at the Normandy Park City Hall / Police Department Headquarters Station; 801 SW 174th Street, Normandy Park WA 98166. The alternate City EOC is located at the Old City Hall; 19900 – 4th Ave SW, Normandy Park 98166. The tertiary City EOC is located at the Burien/Normandy Park Fire Station; 135 S. Normandy Rd. Burien, WA 98166.

E. Demobilization of the Emergency Operations Center

The decision to demobilize the EOC is made by the City Manager or designee. Factors considered in the decision are, but not limited to: scale and scope of the incident; ability of the City and special purpose districts to provide adequate levels of services;

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capabilities of field operations; short-term needs of the victims; and staffing redundancies. Prior to demobilization, EOC activities may transition from response operations to recovery operations.

The demobilization process includes bringing the EOC back to its pre-incident level of readiness, conducting after action briefings and compiling reports, and incorporating lessons learned into future operations and plan revisions.

IV. TIME PHASES OF EMERGENCY MANAGEMENT

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

MITIGATION AND PREPAREDNESS PHASE

(These items are a sampling of tasks associated with the mitigation and preparedness phases of emergency management.)

1. Review hazard and risk analysis, and develop capabilities and resources to enhance the City's ability to respond to emergency and disaster situations;
2. Develop and maintain the City of Normandy Park CEMP, Natural Hazards Mitigation, Debris Management, Continuity of Government and Operations, and EOC Plans;
3. Develop appropriate contingency plans and standard operating procedures in support of the plans listed in IV.2.;
4. Assign personnel to be responsible for documentation of disaster activities and costs, and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational activities and expenditures from day to day activities and expenditures.
5. Develop effective methods and procedures for documenting disaster expenditures. Provide each City department with documentation forms and completion instructions.
6. Coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans;
7. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response;
8. Develop a family emergency support plan;
9. Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate;
10. Conduct training activities to enhance response and recovery capabilities; and
11. Conduct public education to enhance citizen self-sufficiency.

INCREASED READINESS/WARNING PHASE

(These items are a sampling of tasks associated with the increased readiness / warning phases of emergency management.)

1. Make appropriate notifications (Washington State Emergency Operations Center SEOC, King County ECC, neighboring cities, public safety answering points [PSAPs], etc.) and initiate actions to place emergency plans into effect;
2. Monitor media and other advisory systems on the specifics of the hazard;
3. Make arrangements for needed emergency supplies and equipment;
4. Activate and staff the EOC as required for the situation. Conduct all operational and communications tests to determine working status (regardless of status of regular maintenance checks). Mitigate any deficiencies; and
5. Disseminate emergency warning as appropriate.

RESPONSE PHASE

(These items are a sampling of tasks associated with the response phase of emergency management.)

1. Initiate actions necessary to preserve life and property utilizing available resources;
2. Conduct initial "windshield surveys", evaluate overall situation and prepared damage assessment report;
3. Coordinate response and support functions with outside agencies and volunteer organizations;
4. Coordinate and prioritize operations, logistics and planning functions;
5. Compile event status information and report to appropriate agencies (neighboring EOCs, King County ECC, and SEOC);
6. Assess the need to proclaim an emergency. Issue the Proclamation of Emergency when indicated;
7. Maintain documentation and associated reports on the significant events and expenditures associated with the emergency;
8. Modify normal procedures for expenditures and payment processing to accommodate the circumstance associated with the disaster;

9. Submit reports required by county, state and federal agencies in a disaster situation with information concerning nature, magnitude and impact for use in evaluating and providing appropriate response resources and services. These reports include but are not limited to:
 - Situation Reports
 - Proclamation of Emergency
 - Requests for Assistance
 - Damage Assessment Reports
10. Volunteer emergency workers used during emergencies and disaster operations shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards.
11. Incur disaster expenses from currently appropriated local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080 - 35A.33.100. The Mayor and City Council in coordination with the Finance Director will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded.
12. Identify, coordinate and support the opening of shelters or assist the Red Cross in accomplishing the same; and
13. Provide public information and emergency action steps as appropriate.

RECOVERY PHASE

(These items are a sampling of tasks associated with the recovery phase of emergency management.)

1. Conduct preliminary damage assessments (PDAs) and assess community needs;
2. Prioritize recovery projects and assign functions accordingly;
3. Support FEMA (Federal Emergency Management Agency) damage assessments teams;
4. Continue shelter operations as needed;
5. Coordinate recovery efforts and logistical needs with supporting agencies and organizations;
6. Implement the City's debris management plan if indicated;
7. Institute a streamlined plan review and permit process within the City to facilitate recovery and repair activities;
8. Prepare documentation of event, including event log, cost analysis and estimated recovery costs;

9. Compile situational and operational status information and report to appropriate agencies (neighboring EOCs, King County ECC, and SEOC);
10. Facilitate the establishment of disaster recovery centers (DRCs) to assist private business and citizens with individual recovery (A DRC is a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs. DRC services may include but are not limited to: guidance regarding disaster recovery; clarification of any written correspondence received; housing assistance and rental resource information; resolutions to problems and referrals; and status of applicants).
11. Assess special community needs and provide information and assistance where appropriate; and
12. Incorporate long range plans into recovery and restoration activities.

V. ONGOING PLAN MANAGEMENT AND MAINTENANCE

The Director of Emergency Management will appoint a primary City point of contact for plan management and maintenance. That point of contact will coordinate a team of subject matter experts, including the Regional Emergency Preparedness Coordinator, for formal bi-annual review and updates. The City considers the CEMP to be in a constant state of revision. Whenever an event or incident has a scope and scale that requires the EOC to activate or requires complex support operations, the specific portions of the plan that was implemented will be reviewed and appropriately revised to reflect lessons learned and best practices resulting from the EOC operations. The City should conduct an exercise program on the CEMP annually.

The CEMP must be submitted to the State Emergency Management Division for review, in accordance with state law. EMD's plan review criteria measures a CEMP's consistency with the National Response Framework (NRF), the National Incident Management System (NIMS), and the Washington State Comprehensive Emergency Management Plan (CEMP).

VI. REFERENCES

Legal Mandates

City of Normandy Park Continuity of Operations / Government Plan (to be developed)

City of Normandy Park Emergency Operations Center Plan (to be developed)

King County Hazard Identification and Vulnerability Analysis

Chapter 43.21C Regulatory Code of Washington State Environmental Policy Act

Chapter 76.09 Regulatory Code of Washington Forest Practices Act

Chapter 77.55.100 Regulatory Code of Washington Hydraulics Act

Washington Title 86 – Flood Control

Chapter 90.58 Regulatory Code of Washington Shoreline Management Act

Public Law 89.665 National Historic Preservation Act of 1966, as amended

Washington State Comprehensive Emergency Management Plan (CEMP)

VII. ATTACHMENTS

Attachment A – City of Normandy Park Ordinances and Resolutions

Attachment B – Proclamation and Termination of an Emergency

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ATTACHMENT A

**CITY OF NORMANDY PARK EMERGENCY MANAGEMENT AND
RELATED ORDINANCES AND RESOLUTIONS**

EMERGENCY MANAGEMENT

Sections:

- 2.36.010 Purpose.**
- 2.36.020 Emergency management policy.**
- 2.36.030 Definitions.**
- 2.36.040 Emergency management organization.**
- 2.36.050 Designation of the City Manager as executive head for emergency services of the city.**
- 2.36.060 Comprehensive Emergency Management Plan.**
- 2.36.070 Continuity of Government.**
- 2.36.080 Proclamation of emergency.**
- 2.36.090 Notice of proclamations of emergency and emergency orders.**
- 2.36.100 Authorized emergency orders.**
- 2.36.110 Emergency procurements.**
- 2.36.120 Emergency powers under governor's proclamation of emergency or disaster.**
- 2.36.130 Penalties.**
- 2.36.140 Private liability.**
- 2.36.150 Continuance of existing agreements.**
- 2.36.160 General duty only.**
- 2.36.170 Severability.**

2.36.010 Purpose.

The purpose of this ordinance is to establish a local emergency management organization and set out and clarify the authority of the city and of its officers with regard to local, regional and national emergency and disaster situations. It is intended, in conformity with Article 11, Section 11 of the Washington State Constitution and with Chapter. 38.52 RCW, to grant the broadest power permitted by constitutional and statutory authority to preserve the public health, safety and welfare.

2.36.020 Emergency management policy.

It is the policy of the City to make effective preparation and use of staffing, resources, and facilities for dealing with any emergency or disaster that may occur. Emergencies and disasters, by their very nature, may disrupt or destroy existing systems and the capability of the City to respond to protect life, public health and property. Therefore, citizens are advised to be prepared to be without public services or utilities for up to a minimum of 72 hours should an emergency or disaster occur.

2.36.030 Definitions.

When used in this ordinance, the following words, terms and phrases, and their derivations, shall have the meanings ascribed to them in Chapter 38.52 RCW and this Section, except where the context clearly indicates a different meaning:

- A. "Disaster" shall mean an incident, expected or unexpected, in which a community's available, pertinent resources are exhausted, or the need for resources exceeds availability, and in which a community undergoes severe

damage, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

- B. "Emergency" shall mean a sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from single to localized incidents, natural or technological, that damage, or threaten to damage, local operations. An emergency is an incident "which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288)
- C. "Emergency management" shall mean the preparation for the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or manmade, and to provide support for search and rescue operations for persons and property in distress.
- D. "Emergency or disaster" as used in this chapter shall mean an event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken area within the City overtaken by such occurrences, or (2) reaches such a dimension or degree of destructiveness as to warrant the City Manager proclaiming the existence of a disaster or the Governor proclaiming a state of emergency in accordance with appropriate local ordinances and State statute.

2.36.040 Emergency management organization.

- A. There is hereby created, in accordance with Chapter 38.52 RCW, an emergency management organization. The purpose of the local organization is to perform local emergency management functions. The organization shall represent only the City of Normandy Park and exercise emergency authority only within the City.
- B. The Emergency Management Director shall be appointed by the City Manager and have direct responsibility for the organization, administration and operation of the emergency management program for the City.
- C. The Emergency management organization of the City shall consist of the officers and employees of the City designated by the City Manager as well as all volunteer emergency workers per RCW 38.52.010(4). The functions and duties of this organization shall be distributed among such divisions, services and staff as prescribed by the City Manager. Any plan prescribed by the City Manager shall set forth the form of the organization, establish and designate divisions and services, assign function, duties and powers, and designate

officers and employees to carry out the provisions of this chapter according to an established line of succession. Insofar as possible, the form of the organization, titles and terminology shall conform to the recommendations of the federal government and the state of Washington Military Department, Emergency Management Division.

2.36.050 Designation of the City Manager as executive head for emergency services of the City.

The City Manager shall serve as the executive head of the city for purposes of emergency management pursuant to Ch. 38.52 RCW.

2.36.060 Comprehensive Emergency Management Plan.

The Comprehensive Emergency Management Plan, prepared under the direction of the Emergency Management Director, is the official emergency management plan of the City of Normandy Park. The Emergency Management Director shall file a copy of said plan in the office of the City Clerk.

2.36.070 Continuity of government.

In the event the City Manager is unavailable to exercise the powers and discharge the duties described in this chapter, a line of succession, to be prepared by the City Manager, shall be used to determine the interim executive head subject to the City Council's confirmation, modification, or rejection as soon as practicable. In the event that the City Manager and all successors are unable to discharge the duties in this chapter, the Mayor shall act as the interim executive head subject to the City Council's confirmation, modification, or rejection as soon as practicable.

2.36.080 Proclamation of emergency.

(a) Whenever an emergency or disaster, 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 Executive Head, extraordinary and immediate measures to protect the public health, safety and welfare, the Executive Head shall forthwith:

- (1) If the City Council is in session, request the Council to proclaim the existence or threatened existence of an emergency; or
- (2) If the City Council is not in session, issue such proclamation, subject to Council ratification and confirmation, modification or rejection as soon as practicable.
- (3) Proclamations of emergency issued by the Executive Head shall be presented as soon as practical to the City Council for ratification and confirmation, modification or rejection. Proclamations which are rejected shall, after vote, be void. Proclamations shall be considered in full force and effect until the Council shall act.

- (b) Such proclamation of emergency may be in addition to or as an alternative to the proclamation of state of emergency by the governor.
- (c) The Executive Head shall terminate the proclamation of emergency when order has been restored in the affected area of the city.

2.36.090 Notice of proclamations of emergency and emergency orders.

When practical, the Executive Head shall consult with the Emergency Management Director on the need for and development of the proclamation of emergency or emergency order. The Executive Head shall cause any proclamation of emergency or emergency order issued pursuant to the authority of this chapter to be delivered to the Emergency Management Director, state emergency management, the governor, the public, and news media within the general area of the city. The Executive Head shall use available means as shall be necessary in his or her judgment to give notice of such proclamations. Such proclamations and orders shall be filed with the City Clerk as soon as practical.

2.36.100 Authorized emergency orders.

- (a) Upon the proclamation of an emergency, and during the existence of such emergency, the Executive Head, may make and proclaim any or all of the following orders and delegate enforcement authority therefore to law enforcement officers and designated emergency personnel:
 - (1) Order imposing a general curfew applicable to the city as a whole, or to such geographical area or areas of the city and during such hours, as it deems necessary, and from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;
 - (2) Order requiring any or all business establishments to close and remain closed until further order;
 - (3) Order requiring the discontinuance of the sale, distribution or giving away of firearms and/or ammunition for firearms in any or all parts of the city;
 - (4) Order requiring the discontinuance of the sale, distribution or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;
 - (5) Order requiring the closure of any or all business establishments where firearms and/or ammunition for firearms are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of firearms and/or ammunition and in which such firearms and/or

ammunition may be removed or made secure from possible seizure by the public, the portions thereof utilized from the sale of items other than firearms and ammunition may, in the discretion of the Executive Head, be allowed to remain open;

(6) Order closing to the public any or all public places including streets, alleys, public ways, schools, parks, beaches, amusement areas, and public buildings;

(8) Order prohibiting undue inflationary pricing of goods and services with the intent of maximizing profits as a result of the declared emergency;

(9) Order utilizing existing services and facilities to the maximum extent practicable notwithstanding any other provision of law, in the event of a disaster, after proclamation by the governor of the existence of such disaster, to 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 Ch. 38.52 RCW and federal and state emergency management regulations for registered emergency workers;

(10) Such other orders as are imminently necessary for the protection of life and property.

(b) Emergency orders shall be presented as soon as practicable to the City Council for ratification and confirmation, modification or rejection. Orders which are rejected shall, after vote, be void. Emergency orders shall be considered in full force and effect until the City Council shall act.

2.36.110 Emergency procurements.

(a) Upon proclamation of an emergency, and during the existence of such emergency, the Executive Head, alternates as defined in section 2.36.050, or the Finance Director, is authorized to make emergency procurements where the city 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.

(b) Such authorization for emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection. Emergency procurements shall be considered in full force and effect until the City Council acts.

2.36.120 Emergency powers under governor's proclamation of emergency or disaster.

In addition to or as an alternative to those emergency powers prescribed by this ordinance upon the proclamation of an emergency, the Executive Head shall have, upon proclamation of a state of emergency or disaster by the governor pursuant to Ch. 43.06 RCW and Ch. 38.52 RCW, the authority to exercise in behalf of the city all emergency powers set forth in RCW 38.52.070(2), including without limitation:

- (a) To accept and receive, with the consent of the governor, in behalf of the city, offers from the federal government of services, equipment, supplies, materials, or funds by way of gift, grant, or loan, for purposes of emergency management, the state, acting through the governor.
- (b) In cases where there is damage to the equipment borrowed from other jurisdictions under a mutual aid agreement, to receive the filing of claims for such damage within 60 days after the damage is incurred.
- (c) To utilize existing services and facilities to the maximum extent practicable notwithstanding any other provision of law, in the event of a disaster, after proclamation by the governor of the existence of such disaster, to 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 Ch. 38.52 RCW and federal and state emergency management regulations for registered emergency workers.

2.36.130 Penalties.

A violation of this chapter shall constitute a misdemeanor and shall be punishable as such; provided that whenever any person shall commit a second offense hereunder, the same shall constitute a gross misdemeanor and shall be punishable as such. It shall be a violation of this chapter to:

- A. Willfully obstruct, hinder, or delay any law enforcement officer or designated emergency management personnel organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon such member by virtue of this chapter;
- B. Violate a proclamation of emergency issued pursuant to 2.36.090 or of a subsequent emergency order issued pursuant to RCW 35.33;
- C. Wear, carry or display, without authority, any means of identification specified by the emergency management organization of the City.

2.36.140 Private liability.

No individual, firm, association, corporation or other party owning, maintaining or controlling any building or premises, who voluntarily and without compensation grants to the City a license or privilege or otherwise permits said City to inspect, designate and use the whole or any part or

parts of such building or premises for the purpose of sheltering persons during an actual, impending, mock or practice emergency or disaster, or their successors in interest, or the agents or employees of any of them, shall be subject to liability for injuries sustained by any person while in or upon said building or premises as a result of any act or omission in connection with the upkeep or maintenance thereof, except a willful act of negligence, when such a person has entered or gone into or upon said building or premises for the purpose of seeking refuge therein during an emergency or disaster or an attack by enemies of the United States or during a disaster drill, exercise or test ordered by a lawful authority.

2.36.150 Continuance of existing agreements.

Nothing in this ordinance shall be deemed to affect any existing interlocal agreements entered into by the city or other cities and towns of the State of Washington pursuant to Ch. 38.52 RCW regarding emergency planning and the giving of mutual aid; provided that for the purposes of such agreements, the City Manager shall exercise all powers as executive head of the city under such agreements in conformity with RCW 38.52.070.

2.36.160 General public duty created.

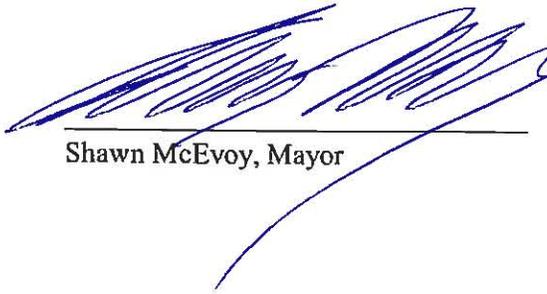
(a) It is expressly the purpose of this ordinance to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individual who will or should be especially protected or benefited by the terms of this ordinance.

(b) Nothing contained in this ordinance is intended nor shall be construed to create or form the basis of any liability on the part of the city, or its officers, employees or agents, for any injury or damage resulting from any action or inaction on the part of the city related in any manner to the enforcement of this ordinance by its officers, employees or agents.

2.36.170 Severability.

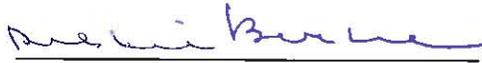
The provisions of this ordinance are declared to be severable, and if any section, sentence, clause or phrase of this ordinance shall for any reason be held invalid or unconstitutional or if the application of this ordinance to any person or circumstances shall be held invalid or unconstitutional, such decisions shall not affect the validity of the remaining sections, sentences, clause or phrases of this ordinance.

PASSED BY THE CITY COUNCIL OF THE CITY OF NORMANDY PARK THIS 14th DAY OF JULY, 2009; AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 14th DAY OF JULY, 2009.



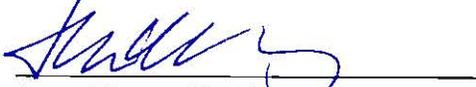
Shawn McEvoy, Mayor

ATTEST:



Debbie Burke, City Clerk

APPROVED AS TO FORM:



James Haney, City Attorney

<u>Vote</u>	McEvoy	Hadley	Osterman	Enersen	Yoshino	Rankin	Brant
Ayes:	✓		✓		✓		✓
Nays:		✓					
Abstentions:						✓	
Absent:				✓			

PUBLISHED: July 22, 2009

EFFECTIVE: July 27, 2009

**CITY OF NORMANDY PARK
RESOLUTION NUMBER 766**

A RESOLUTION RELATING TO THE ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

WHEREAS, in Homeland Security Directive (HSPD)-5, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the City of Normandy Park recognizes the need for a single, standardized incident management system to be used by all government agencies and disciplines in the event of an emergency and desires to adopt the National Incident Management System; and

WHEREAS, failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the city's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORMANDY PARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. *National Incident Management System – Adopted.*

The City of Normandy Park adopts the National Incident Management System, a copy of which (http://www.fema.gov/pdf/nims/nims_doc_full.pdf) shall remain on file with the City Clerk's Office, which shall be used by Emergency Response Provider personnel for all homeland security incidents and drills whether related to acts of terrorism or natural, man-made, or technological disasters.

SECTION 2. This Resolution shall become effective immediately upon its passage.

**PASSED BY THE CITY COUNCIL OF THE CITY OF NORMANDY PARK,
WASHINGTON, THIS 13TH DAY OF SEPTEMBER, 2005; AND SIGNED IN
AUTHENTICATION OF ITS PASSAGE THIS _____ DAY OF SEPTEMBER, 2005.**

ATTEST: _____
John Wiltse, Mayor

City Clerk

Revised 11/14

ATTACHMENT B

**PROCLAMATION AND TERMINATION OF EMERGENCY
REQUEST FOR RESOURCES**

LOCAL PROCLAMATION - TERMINATION OF EMERGENCY AND REQUEST FOR RESOURCES / ASSISTANCE

When a disaster requires local action beyond normal capabilities to protect lives and property, a local Proclamation of Emergency may be initiated by the City Manager and passed by the City Council in order to use or obtain additional local resources. A local Proclamation of Emergency authorizes the emergency use of local resources and allows emergency expenditures, as well as allowing for waiver of normal bid procedures, if necessary. The local Proclamation is also a prerequisite for some county, state or federal assistance.

A Proclamation of Emergency may need to be issued to support other public agencies, e. g. water, sewer or school districts for emergency or disasters to their facilities within City borders.

The Emergency Management Director and the City Attorney prepare the Proclamation of Emergency for the City Manager's signing. The Mayor will call a special council meeting to ratify the Proclamation. The Proclamation is a resolution as prescribed by local and state law and executed by City of Normandy Park. The local Proclamation of Emergency describes the following:

- The event (what has happened)
- When the incident happened
- Expected impacts without obtaining other resources
- Authorization of the use of local resources to combat disaster effects
- Allows waiving normal bid procedures

When the decision to proclaim an emergency is made, the City Manager will advise the King County Office of Emergency Management and the Washington Emergency Management Division that City of Normandy Park is about to or has executed a Proclamation of Emergency. Supply all details. This is to occur as soon as possible by the fastest means possible.

The Proclamation of Emergency is signed by the Mayor or other designated elected official. A news release will be made as soon as possible after the proclamation is signed. The City Manager will forward a written copy of the Proclamation of Emergency to King County Office of Emergency Management and the Washington Emergency Management Division as soon as possible by the fastest means possible.

If the emergency or disaster is of a scale and scope that outside assistance is needed, prepare and submit a request for resources and / or assistance and other supporting material, as necessary. The request for assistance can be included in the Proclamation of Emergency.

When the situation requiring the proclamation is over, the City Manager or successor is empowered to make a proclamation terminating the emergency.

SAMPLE PROCLAMATION OF EMERGENCY

Whereas, the City of Normandy Park Director of Emergency Management has reported to the City Manager of the City of Normandy Park, beginning <DATE>, <DESCRIPTION OF SITUATION> in the City of Normandy Park, and

Whereas, these problems may last for a significant period of time and cause a threat to life and property, and,

Whereas, this constitutes an Emergency as defined by the City of Normandy Park Comprehensive Emergency Management Plan and necessitates the utilization of emergency powers granted pursuant to Normandy Park Municipal Code 2.36, RCW 36.40.180 and RCW 35.33.081 therefore,

Be it proclaimed by the City Manager of the City of Normandy Park that an Emergency exists in City of Normandy Park; therefore, the Normandy Park Director of Emergency Management and City of Normandy Park Departments are authorized to take emergency actions and to provide emergency services to protect the health and safety of persons and property pursuant to the City of Normandy Park Comprehensive Emergency Management Plan (“Plan”), Chapter 38.52 RCW, Chapter 35.33.081, and City of Normandy Park 2.36. As directed pursuant to the Plan, the Incident Commander or designee is authorized to exercise the powers vested under this Proclamation to enter into contracts and to incur obligations necessary to combat the impacts of such disaster 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).

(City Manager’s Name)

City Manager, City of Normandy Park (Signature)

Dated this ____ day of <MONTH>, <YEAR>.

PASSED BY THE CITY COUNCIL OF THE CITY OF NORMANDY PARK,
WASHINGTON, THIS _____ DAY OF _____, 20__; AND SIGNED IN
AUTHENTICATION OF ITS PASSAGE _____ DAY OF _____, 20__.

(Mayor’s Name),

Mayor, Normandy Park (Signature)

WASHINGTON STATE REQUEST FOR RESOURCES OR ASSISTANCE

Incident #		Incident Name		Request #	
------------	--	---------------	--	-----------	--

Jurisdiction		Date / Time	
Requestor's Name		Requestor's Title	
Phone #		Call Taken By	

HAVE YOU REQUESTED THIS FRESOURCE FROM ANY OTHER SOURCE

[NO] [YES] If "YES" describe below.

BRIEF DESCRIPTION OF THE PROBLEM OR TASK TO BE ACCOMPLISHED

Is this an aviation request? [NO] [YES] If "YES", indicate purpose.

Have all local municipal or county government resources been exhausted or otherwise committed? [NO] [YES] If "NO", local government sources must be utilized.

--

Have all reasonably available local area commercial resources been exhausted of otherwise committed: [NO] [YES] If "NO", local commercial sources must be utilized.

--

RESOURCE REQUESTED / SUGGESTED BY CALLER TO SOLVE PROBLEM OR ACCOMPLISH TASK:

MISCELLANEOUS COMMENTS & NOTES:

SAMPLE PROCLAMATION TERMINATION

Whereas, the conditions which required the Proclamation of Emergency on the ____ day of <MONTH>, <YEAR>, are over.

Be it proclaimed by the City Manager of the City of Normandy Park that the Proclamation of Emergency is terminated effective <DATE>

(City Manager's Name).

City Manager, Normandy Park (Signature)

**CITY OF NORMANDY PARK
CEMP PLAN
EMERGENCY SUPPORT FUNCTION (ESF) 1
TRANSPORTATION**

Primary Agency: City of Normandy Park

Support Agencies: Highline School District
Commercial Fuel Distributors and Fueling Stations
Commercial Transportation Companies
Des Moines Marina
King County Department of Transportation (KCDOT)
King County Metro / Sound Transit
Sea-Tac International Airport (STIA)
South King Fire and Rescue (SKF&R)
Burien / Normandy Park Fire Department (KCFPD #2)
Washington State Department of Transportation (WSDOT)

I. INTRODUCTION

A. Purpose

1. Provide guidance and direction to ensure effective use, clearance and emergency repair of the transportation system during emergency situations.
2. Facilitate the identification of emergency transportation routes for the movement of people and goods.

B. Scope

1. This ESF addresses emergency transportation issues including capabilities, routes and resources needed to move people and materials, along with fuel resources needed to accomplish these functions.
2. This ESF focuses on operations within the City. City procedures align with adjacent communities.

II. POLICIES

A. Primary and Support Agency Responsibilities

1. Inspection, repair and operation of infrastructure or agencies with contractual agreements to provide and maintain infrastructure.
2. Ensure provisions are made to maintain essential City services.
3. Support the coordination and information collection of transportation damage assessments and provide such assessments to the respective department operations center (DOC) or Normandy Park EOC.
4. Use day-to-day policies and procedures to the extent possible. Identify “triggers” that indicate the need to employ emergency procedures, such as requesting a proclamation of emergency.
5. Follow strict safety practices while performing duties.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

1. A large magnitude earthquake poses the greatest threat to the transportation network within Normandy Park and the surrounding area. Considering the low probability and high risk of such an earthquake, the City’s close proximity to the Seattle fault along with pockets of alluvial soils and potential for liquefaction contribute to the potential for severe damages.
2. The Sea-Tac International Airport (STIA) poses an additional risk unique to the area. Normandy Park is not typically in the direct line of flight for take-off and landing, the potential for an airplane crash within the City limits remains. A crash of a heavily loaded plane into a populated area will cause disruption of services, damages, loss of life and long-term recovery concerns.
3. More regularly, the City experiences heavy rain fall. Minor flooding may occur along “Snake Road”, and Miller and Walker Creeks at the Normandy Park Swim Club on 12th Ave SW. Wind, snow and ice storms may result in downed trees and power poles blocking transportation routes.
4. Information on additional hazards can be found in the King County Hazard Identification and Vulnerability Analysis (published separately).

B. Planning Assumptions

1. Natural and technological emergencies and disasters may cause damage to the transportation infrastructure. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts.
2. Initial response may be difficult but will improve with the gradual clearing of access routes.
3. Windshield surveys and rapid damage assessments of the impacted areas will be conducted, as soon as conditions are safe, in order to determine transportation infrastructure integrity and repair priorities. Repairs may be difficult due to insufficient resources.
4. “In-time” delivery systems will be hindered by damaged transportation infrastructure which may result in food, gasoline, medicines, etc., shortages.
5. The requirement for transportation resources during the immediate lifesaving response phase may exceed the availability of the City or readily obtained assets.
6. Primary and support agencies will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of this CEMP.

IV. CONCEPT OF OPERATIONS

A. General – City of Normandy Park

1. Maintain NIMS compliance and conduct emergency operations accordingly.
2. Open the City EOC and provide staffing as necessary based on the demands of the emergency or disaster.
3. Assess the City’s operational capacity as soon as conditions are safe.
4. Conduct windshield surveys, when conditions are safe, and collect the information to determine the situational awareness of the City and residents.

5. Prioritize emergency operations based on the specifics of the situational awareness and available resources.
6. Request needed resources through the Zone 3 CC (Coordination Center) King County ECC or King County RCECC as appropriate.

B. Procedures

1. Transportation – The City will:
 - a) Develop a debris, snow and ice removal plan and make it available to stakeholders;
 - b) Use all available resources to conduct windshield surveys and rapid damage assessments of the streets and arterials located within the City. This may include streets that are not directly the responsibility of the City but it would be to the City's benefit do visual surveys and assessments of all roadways. More thorough assessments will be conducted later by the responsible party;
 - c) Close unsafe streets with barricades and other safety devices as soon as it is safe to do so;
 - d) If road closures are due to power poles and /or damage to overhead power cabling, coordinate road clearing operations with Puget Sound Energy or Seattle City Light, as appropriate;
 - e) Disseminate road closures and other pertinent information via the City's website, RPIN (Regional Public Information Network) and other available means;
 - f) Compile and analyze data collected from windshield and rapid damage assessment to prioritize street clearing operations and temporary repairs;
 - g) Share damage assessment information with the City's critical facilities, essential service providers, King County ECC and neighboring EOCs / ECCs.
 - h) Contact water and sewer districts for information on any rupture or damage (a frequent result of a strong earthquake).

2. Ground Travel

Certain consequences, other than damage to the transportation infrastructure, of an emergency or disaster may prevent the operations of private and commercial vehicles. When the movement of these vehicles is needed for life safety (delivery of food, transportation to a hospital, etc.), the City will identify contingency routes and methods for transportation (if needed) for the delivery of people and / materials to desired location. The City may need to coordinate transportation such as busses, shuttles or any appropriate vehicles to move the people and / materials.

3. Non-traditional Travel

The proximity of the City to the Des Moines Marina and Sea-Tac International Airport (STIA) allows for non-traditional transportation of people and materials. As a last resort and as resources allow, the South King County fire / rescue boat, moored at the Des Moines Marina, and aircraft located at STIA may be used for extreme circumstances as long as the appropriate authorizations are processed. STIA is also used as the point of entry or departure of FEMA Urban Search and Rescue Teams (USAR).

V. RESPONSIBILITIES

A. Primary Agency - City of Normandy Park

1. Coordinate windshield survey and rapid damage assessment operations for the City;
2. Compile and analyze collected data and determine priorities for closures and temporary repairs. Share the information with stakeholders and essential service providers;
3. Make road closure and other related information available on City website, RPIN, and other available method;
4. Identify contingency routes for evacuation if indicated; and
5. Identify any pockets of people needing evacuation if conditions warrant.

B. Support Agencies

1. Burien / Normandy Park Fire Department (KCFPD #2)
 - a) Assist in windshield surveys and rapid damage assessments as resources allow;
 - b) Provide windshield survey and rapid damage assessments to appropriate EOC / ECC; and
 - c) Provide medical transport when appropriate, and;
 - d) Provide fire and life safety functions.
2. King County Department of Transportation (WSDOT)

Provide operations as specified in the City of Burien Interlocal Agreement, such as road maintenance and bridge inspections. As a service to Normandy Park, Burien has requested the plowing of a small section of Sylvester Road.
3. Washington State Department of Transportation (WSDOT)
 - a) Conduct snow and debris clearing operations for SR 509 within Normandy Park city limits; and
 - b) Conduct inspections for structural integrity of transportation infrastructure within their jurisdiction and / or by contract. Make repairs as appropriate.
4. King County Metro / Sound Transit

Assist in the transportation of people and goods as requested and coordinated by King County RCECC.
5. Commercial Transportation Companies

Provide services as contracted by the City of Normandy Park.
6. Des Moines Marina
 - a) Maintain marina operations in support of the water transportation of people and resources; and
 - b) Provide fuel to neighboring jurisdictions to support life safety operations as resources allow.
7. South King Fire and Rescue (SKF&R)

Maintain operations of the Des Moines Marina based fire / rescue boat.

8. Sea-Tac International Airport (STIA)
 - a) Maintain operations for the flow of people and materials; and
 - b) Serve as airport for the arrival and / or departure of FEMA Urban Search and Rescue (USAR).
9. Highline School District
Provide fuel and vehicle maintenance for all City vehicles during normal operation and times of emergency/disaster.

VI. ATTACHMENTS

Utility Road Clearing Task Force: Plan, Procedure and Process for all Parties

VII. TERMS AND DEFINITIONS

See Appendices 1 and 2

VIII. REFERENCES

City of Normandy Park Debris, Snow and Ice Removal Map and Plan

King County Department of Transportation Roads Maintenance Section
Emergency Response Guide

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTION (ESF) 2
COMMUNICATIONS, INFORMATION SYSTEMS, AND WARNINGS**

Primary Agency: City of Normandy Park

Support Agencies: Normandy Park Amateur Radio
EAS (Emergency Alert System) Primary Networks
Port of Seattle Public Safety Answering Point (PSAP)
King County Office of Emergency Management (KCOEM) /
Regional Communication and Emergency Coordination
Center (RCECC)
National Weather Service (NWS)
NW Warn
Telecommunications Service Companies
Emergency Management Agencies

I. INTRODUCTION

A. Purpose

This ESF will provide guidance for prioritizing, and coordinating of the re-establishment, restoration and sustainment of voice and data communications infrastructure and capabilities throughout the City.

B. Scope

This ESF addresses the role of the City for the coordination with special purpose districts and private sector telecommunications and warning companies.

This ESF should be used as a guideline for those in supporting and coordinating telecommunications and warning operations, and should not be considered a prescribed action plan. It will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with information and resources available.

II. POLICIES

The City will implement emergency operational policies and procedures appropriate to manage the emergency or disaster.

The City will perform emergency management functions as mandated by Chapter 38.52.070 Revised Code of Washington (RCW).

The City will align with the Homeland Security National Preparedness Guidelines.

III. SITUATION

A. Emergency Conditions

The King County Hazard Identification and Vulnerability Analysis (published separately) is the basis for this ESF.

B. Planning Assumptions

1. Natural and technological emergencies and disasters may significantly impact telecommunications infrastructure and capabilities. Communications of all types may be limited or interrupted due to structural damage, equipment failures or excessive demands.
2. Loss of standard communications systems may necessitate the need to reprioritize existing systems to support the most critical operational needs of the region including emergency services.
3. Due to disrupted transportation routes, weather conditions, a lack of resources or the level of damage, repairs to communication equipment and infrastructure could take days, weeks or months.
4. No single warning system exists in the region that will alert all citizens of every threatening or actual emergency or disaster situation. There may be occasions when there is no time or mechanism to provide any warning.
5. RDP signatories should monitor hazardous conditions that may impact their jurisdictions or facilities, and maintain equipment in support of their communications systems.
6. Amateur radio resources may be used to back and augment primary communications systems such as hard line telephones, 800 MHZ, VHF / UHF and CEMNET radios in the EOC and other critical facilities.
7. Local media will work with the City and King County Office of Emergency Management (KCOEM).

IV. CONCEPT OF OPERATIONS

A. General

1. The City will collaborate with appropriate agencies and organizations to ensure the most effective response to incidents impacting or requiring telecommunications and warning systems / services.
2. The City expects that critical telecommunications entities will have functional redundant systems to ensure the systems are operational during and after any potential or actual emergency or disaster.
3. The telecommunications industry will relay accurate and timely information to the King County ECC. The King Count ECC and the City will collaborate to ensure critical information is exchanged.

B. Organization

1. For day-to-day operations, the City will maintain its internal voice and data telecommunications systems. The systems include telephone services (landline and cellular), radio systems, and fiber optic networks.
2. In addition to internal voice and data telecommunications systems is a variety of hardware and networks specific for emergency-related communications that are available to the City. These include:
 - a) The Port of Seattle Public Safety Answering Point (PSAP) is one link in a dedicated data network. It is the E-9-1-1 call receiving and dispatch center for the City.
 - b) The Normandy Park Police Department has Central Computerized Enforcement Service System (ACCESS) capability. ACCESS is a Washington State Patrol (WSP) owned and operated landline data system that supports most law enforcement agencies in Washington. For emergency management purposes, WSP has authorized and supports the use of ACCESS for dissemination of warning and notification information to local jurisdictions. ACCESS is a secondary data notification system for law enforcement agencies and PSAPs. ACCESS terminals are located in every regional PSAP, law enforcement agency and jail.
 - c) National Warning System (NAWAS) is a dedicated “open circuit”, voice only landline system used to pass warning and notification information among federal agencies, and state and local governments. Through a network of primary and secondary warning points emergency information is disseminated. The King County region has five (5) warning points: King County Sheriff’s Office Communications Center, King County ECC, City of Seattle EOC, Boeing Fire Department and

NAWAS – Seattle office. The City does not house NAWAS but transmitted information is relayed over ACCESS. For more information, visit: http://emd.wa.gov/telcom/telcom_national_warning_systems.shtml

d) Radio Communications Systems

- Comprehensive Emergency Management Network (CEMNET) is a VHF low-band radio system operated by WEMD. It is housed in the City's EOC. CEMNET is a secondary communications link among the WEMD EOC and local EOCs / ECCs. CEMNET frequencies can be programmed into mobile radios to enhance emergency information dissemination.
- 800 MHz Trunked Radio system is an emergency voice communications system used by local entities such regional fire departments, public schools, medical centers and neighboring city governments. The City has 6 portable radios and a base station (on loan from the Burien / Normandy Park Fire Department) to use during emergencies and disasters as a secondary voice communications system among local EOCs / ECCs. A series of talk groups have been programmed into the system for seamless coverage throughout the region. Those talk groups are:

KC EOC COM – used by local emergency management agencies, districts and county departments for hailing other users.

KC EOC OPS – used for coordinating life and safety issues such as evacuations.

ALL GOV – used as an alternate talk group for coordinating life and safety issues such as evacuation.

EM ZONES 1, 3 and 5 – reserved for each zone to use for intra-zone net control purposed. EM ZONE 5 is used for hailing the Seattle EOC. The county and city EOCs can use these talk groups to hail EOCs / ECCs within each zone.

LOC GOV N – may be used for coordinating operational issues among jurisdictions in EM ZONE 1 as well as Seattle.

LOC GOV S – may be used for coordinating operational issues among jurisdictions in EM ZONE 3 as well as Seattle.

VHF – used by the Normandy Park Police Department for day-to-day operations. VHF and UHF frequencies may be maintained and

utilized by public safety agencies as an alternate communications system to the 800 MHz radio system.

Mutual Aid Radio System (MARS) – used by all law enforcement agencies owned by King County Sheriff’s Office and tied with 800 MHz radio and VHF / UHF frequencies.

ICALL/ITAC 800 MHz conventional (non-trunked) repeaters – used for public safety interoperability.

- o Amateur Radio – The City has formed a Radio Amateur Civil Emergency Service (RACES) team under Federal Communications Commission rule Part 97.407, provided three radios programmed with amateur radio frequencies and associated antennas to permit amateur radio operators to provide supplemental and back-up radio communications if normal means are non-functional or overwhelmed. These radios can be used to contact the Washington Emergency Management Division (WEMD), King County ECC, other nearby EOCs as well as permit internal communications among amateurs within the City and nearby areas. The team members also maintain dual membership with the Amateur Radio Emergency Service® (ARES®) Highline Emergency Amateur Radio Team (HEART) sponsored by the Highline Amateur Radio Club (HARC).
- e) Emergency Alert System (EAS) is the primary means to disseminate wide-reaching populations with critical life-saving information and action steps. Hardware with the capability to originate voice and test warning messages is strategically located throughout the region. These messages are broadcast throughout the impact area via local media. The King County ECC houses the EAS hardware for use by the City.
- f) National Weather Service (NWS) All Hazards Radio Network is used to broadcast weather-related information, statements, watches, warnings and advisories through the region and state. This network feeds information directly to the NWS All Hazards Radios as a primary means to reach both isolated and large populations. The City advocates all residents and business owners purchase and listen to this type of radio for information on impending and actual emergencies and disaster.
- g) Northwest Warn provides real-time sharing of situational information without delay and provide immediate distribution of intelligence to those in the field who need to act on it.
- h) Regional Public Information Network (RPIN) is a web-based application serving a membership with general and emergency information provided

by registered PIOs. RPIN is administered through the King County Office of Emergency Management.

- i) Social media is newly recognized by emergency management organizations as a means to get “real-time” information provided by a network of source agencies.
- j) GETS (Government Emergency Telecommunications Service): Prioritizes outgoing landline calls or faxes over private and federal networks if the landline infrastructures are otherwise intact. The Police Department has GETS capability. For more information go to: <http://wps.ncs.gov>
- k) WPS (Wireless Priority Service) offers the same service as GETS, but on the wireless telecommunications system. WPS requires a subscription fee. The City may opt for this additional service in the future. For more information go to: <http://wps.ncs.gov>
- l) TSP (Telecommunications Service Priority): Provides a priority number for a telecom circuit that indicates to the telecommunications provider the priority in which service will be restored to a circuit. This service gives all emergency response agencies federally mandated first access to repair and provisioning services and removes FCC regulations on telecom providers allowing them to participate in mutual aid to speed restoration. For more Information go to: <http://wps.ncs.gov>
- m) King County Office of Emergency Management (KCOEM) has made MyStateUSA (an emergency notification system frequently referred to as a reverse 9-1-1 system) available to all King County jurisdictions through the KCOEM duty officer.

C. Procedures

The City will maintain and train on emergency operational plans, policies and procedures with a focus on telecommunications and warning. The City will conduct internal emergency operations consistent with the implemented plans, policies and procedures.

At the onset of the emergency or disaster, or as soon as it is safe, the City will conduct internal damage assessments, employee accountability procedures, needs assessments and relay that information through established chains of command.

V. RESPONSIBILITIES

A. Primary Agency – Normandy Park

- 1. Maintain current emergency operations and continuity of operations plans that address the respective service areas;

2. Maintain a level of operation appropriate to resources to restore services as soon as reasonably possible;
3. Assess restoration priority to agencies providing public health, medical and other life safety services. Communicate information to the King County ECC and;
4. Maintain adequate fuel reserves for generator located at City Hall.

B. Support Agencies

1. RACES Team

- a) Maintain the amateur radio equipment in the EOC in good working order including participating in tests conducted by the Washington State ARES® / RACES team;
- b) Conduct recruiting, plan and procedure development, trainings, and exercises to ensure that the team is ready to respond as required in an emergency and;
- c) Maintain and provide, to the City Emergency Manager, a contact roster for team members so they can be called out if required.

2. EAS (Emergency Alert System) Primary Networks

Conduct operations as identified in Title 47 U.S.C. 151, 154 (i) & (o); and 47 F.C.F.R. Part 11, FCC Rules and Regulations Emergency Alert System.

3. Port of Seattle Public Safety Answering Point and King County Communications Center

- a) Answer 9-1-1 calls to an emergency telephone number for police, firefighting, and ambulance services and dispatch emergency services appropriate to received call, and;
- b) Coordinate communications to ensure timely exchange of information on behalf of the City.

4. King County Office of Emergency Management

- a) Actively participate in information sharing and promptly communicate appropriate information to the City and;
- b) Edit and transmit EAS messages at the request of the City when the parameters of EAS transmission are met. (Refer to the Central Puget Sound EAS Plan.)
- c) Make MyStateUSA emergency notification system (reverse 9-1-1) available as requested by the City Manager / Incident Commander.

5. National Weather Service

- a) Provide weather, hydrological and climate forecasts and warnings;

- b) Maintain two-way communications in support of local governments in support of the 4 phases of emergency management; and
- c) Script and transmit EAS messages as appropriate to weather conditions.

6. NW Warn

A collaborative effort between government and critical infrastructure partners with a goal of near real-time information sharing to help protect our regional / natural infrastructure, communities and the public.

7. Telecommunications Service Companies

- a) Provide timely and accurate information to those impacted via established procedures, and;
- b) Coordinate with the City for the prioritization of restored service.
- c) Provide additional service capabilities (e.g. Cellulars on Wheels) when requested by the City Manager / Incident Commander to the extent feasible.

VI. ATTACHMENTS

None

VII. TERMS AND DEFINITIONS

Social media is online content created by people using highly accessible and scalable publishing technologies. Social media is a shift in how people discover, read and share news, information and content; it supports the human need for social interaction with technology, transforming broadcast media monologues (one to many) into social media dialogues (many to many). It supports the democratization of knowledge and information, transforming people from content consumers into content producers. Social media has become extremely popular because it allows people to connect in the online world to form relationships for personal, political and business use. (Wikipedia)

VIII. REFERENCES

King County Hazard Identification and Vulnerability Analysis (HIVA)

RACES Plan: http://www.emd.wa.gov/plans/plans_index.shtml

NAWAS Plan: http://emd.wa.gov/telcom/telcom_national_warning_systems.shtml

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTION (ESF) 3
PUBLIC WORKS AND ENGINEERING**

Primary Agency: City of Normandy Park Public Works Department

Support Agencies: Normandy Park Police / Emergency Management Department
Burien / Normandy Park Fire Department (KCFD #2)
King County Department of Transportation
Seattle Department of Transportation

I. INTRODUCTION

A. Purpose

To coordinate and organize the planning, building, and public works activities and resources of the City of Normandy Park for the delivery of services, technical assistance and expertise, construction management, and other support in response to an emergency or disaster.

B. Scope

1. This emergency support function (ESF) describes operations conducted within the City of Normandy Park.
2. Planning for every contingency needing these services is beyond the scope of this ESF. This ESF does not imply that the City of Normandy Park will remedy all needs in the event of an emergency or disaster.

II. POLICIES

- A.** Routine operations may be suspended in support of some emergency events.
- B.** The Public Works Department will provide services to City assets and critical facilities (police department, fire station, and city hall). Response to private property problems will be done only when a City facility or structure (such as a culvert) is causing the problem or when life or public health is threatened, or as requested by the EOC.
- C.** Procedures identified in the ICBO (International Conference of Building Officials) Disaster Mitigation Handbook and the ATC-20-1 Field Manual:

Post earthquake Safety Evaluation of Buildings will be standard for the inspection of City buildings for damage.

III. SITUATION

A. Emergency / Disaster Hazards and Conditions

Refer to the King County Hazard Identification and Vulnerability Analysis (published separately). The City has shown to be susceptible to landslides and localized flooding in the past. The City is also a prime area for an aircraft crash due to being located so close to the airport with take-offs and landings.

B. Planning Assumptions

1. An emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, roads, bridges, and other facilities may need to be closed, reinforced, or demolished to ensure safety.
2. Debris or snow accumulation and subsequent damage may make City roads impassable. Immediate lifesaving activities will determine priorities.
3. Damage assessments will be required to determine impact and potential workload associated with the emergency or disaster. In the event of an earthquake, aftershocks may require re-evaluation of previously assessed structures and damages.
4. Emergency environmental permits and legal clearances may be needed for disposal of materials and demolition activities for the protection of threatened public and private improvements.

IV. CONCEPT OF OPERATIONS

A. The Public Works Department will lead coordination of emergency operations for the City identified in this ESF. The following is a brief outline of those responsibilities:

1. Pre- and post-inspection of “on-system” transportation infrastructure, City facilities and other appropriate buildings for structural integrity and safety;
2. Issuance of emergency permits in coordination with the Community Development Department;
3. Temporary repair of essential facilities;

4. Conduct snow, ice, and debris clearance;
5. Coordination of closure and demolition of unsafe buildings;
6. Assessment, repair, and/or coordination of repair of traffic control devices and traffic management systems;
7. Assist in traffic control and safety by providing barricades, signs and emergency flaggers as necessary; and
8. Lead the City's flood response.

- B.** The Department will provide representative(s) to the Normandy Park EOC. When the City EOC is not operational, the Department will assign staff to manage and direct emergency operations, and coordinate with other agencies from the DOC.
- C.** The Department identifies clearing and maintaining its primary roads a priority.
- D.** Supplemental assistance to the Public Works Department may be requested through normal mutual aid channels. The City maintains an Interlocal Agreement (ILA) with the Des Moines, Seattle and King County Departments of Transportation in support of road maintenance activities and emergency operations.
- E.** Requests for state EOC resources are made by the City EOC through the King County ECC.
- F.** The Public Works Department will coordinate the repair or relocation of City facilities.

V. RESPONSIBILITIES

A. Primary Agency

City of Normandy Park

1. Public Works Department
 - a. Function as lead Department for the implementation of this ESF;
 - b. Provide a representative to the City EOC;
 - c. Provide the City EOC with windshield and preliminary damage assessments, and priority repair and recovery information.
 - d. Provide construction and emergency equipment, supplies and personnel for response and recovery activities;
 - e. Conduct inspections of bridges, traffic signals and other traffic control devices, culverts and detention facilities;
 - f. Provide traffic control devices for road closures, detours and potential safety concerns;

- g. Coordinate the repair of traffic control devices and traffic management systems;
- h. Coordinate supplies of sandbags and sand, and make deliveries as requested by City EOC;
- i. Provide debris, ice, and snow removal;
- j. Coordinate signage and reader-board needs with WSDOT;
- k. Inspect public facilities for safety and structural integrity;
- l. Placard unsafe buildings. Take additional action when indicated;
- m. Coordinate demolition and disposal of unsafe facilities; and
- n. Expedite the issuance of building permits necessary for the recovery process in coordination with the Community Development Department.

2. Development Services and Long-Range Planning Divisions

- a. Process necessary permits / clearances as appropriate to this ESF in coordination with the Community Development Department;
- b. Perform and / or contract for major recovery work to restore City facilities and infrastructure;
- c. Incorporate lessons learned into long-term mitigation planning;
- d. Collect and compile windshield damage assessment information and other related paperwork in compliance with WEMD / FEMA requirements for potential proclamation / declaration of emergency; and
- e. Generate City website updates related to emergency operations such as maps, graphs and recommended actions for the public.

B. Support Agencies

1. Normandy Park Emergency Management

- a. Identify and prioritize emergency response and recovery operations related to this ESF;
- b. Coordinate resource requests; and
- c. Assist the Planning Division in processing paperwork in anticipation of a proclamation / declaration of emergency.

2. Normandy Park Police Department

- a. Conduct windshield surveys and provide the information to the City EOC or the Maintenance Division department operations center (DOC) when the EOC is not operational;
- b. Assist in road clearance operations and traffic control;
- c. Arrange for transportation of key personnel when other transportation options are not safe or available; and
- d. Coordinate amateur radio support for City operations.

3. Burien / Normandy Park Fire Department

- a. Conduct windshield surveys when requested by the City EOC;
- b. Open the department operations center as needed; and
- c. Arrange for transportation of key building division personnel when other transportation options are not safe or available.
- d. Make sandbags and loose sand available for private resident / business owners' emergency use at designated locations.

4. Seattle and King County Departments of Public Works

Provide operations as specified in the City of Normandy Park Interlocal Agreement, such as road maintenance and bridge inspections.

VI. REFERENCES

- ATC (Applied Technology Council)-20-1 Field Manual: Post earthquake Safety Evaluation of Buildings
- ICBO (International Conference of Building Officials) Disaster Mitigation Handbook
- www.normandyparkwa.gov website for City road clearance priorities

VII. TERMS AND DEFINITIONS

See Appendices 1 and 2

VIII. ATTACHMENTS

State of Washington Utility Road Clearing Task Force Plan, Procedure and Process for All Parties

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTION (ESF) 4
FIREFIGHTING**

Primary Agencies: Burien/Normandy Park Fire Department
(King County Fire Protection District #2)

Support Agencies: American Red Cross Serving King & Kitsap Counties
City of Normandy Park Public Works Department
City of Normandy Park Police Department
Northwest Coordinating Group (NWCG)
Northwest Critical Incident Stress Management (NWCISM) Team
Public Safety Answering Points (PSAPs)
Washington State Department of Natural Resources (WADNR)
Washington State Department of Transportation (WSDOT)
Washington State Patrol (WSP)

I. INTRODUCTION

A. Purpose

1. To provide for city-wide coordination of the fire prevention, suppression, control and investigations within the City of Normandy Park and Burien/Normandy Park Fire Department.
2. To support detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with an emergency or disaster.

B. Scope

1. The heading of this ESF is Firefighting but it addresses the roles and responsibilities of the broader heading of “fire service”. For the purpose of this ESF, fire service is considered fire suppression and control, basic emergency medical care, and immediate life safety services as delivered by Burien/Normandy Park Fire Department for the City of Normandy Park. Other related functions such as rescue and hazardous materials response that may involve mutual aid fire service personnel and resources and therefore, will affect the ability to meet all the recommendations of this ESF.
2. This ESF does not address the mobilization of fire resources at regional or state levels. The South Puget Sound Fire Defense Board

Plan and the Washington Fire Services Resource Mobilization Plan (both published separately) provide detailed information on mobilization procedures.

3. Planning for every firefighting contingency is far beyond the scope of this ESF. This plan will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with resources available. It should be used as a guideline for those in command of fire service operations and should not be viewed as a prescribed action plan.

II. POLICIES

- A.** Priority is given to firefighter and public safety.
- B.** NIMS / ICS is used to manage emergency and disaster operations.
- C.** The King County Emergency Medical Services and the Emergency Medical Program Director Patient Care Protocols is the emergency medical services (EMS) standard of care in the City of Normandy Park.
- D.** The Northwest Critical Incident Management (NWCISM) Team will provide defusing and debriefings, and personal or interpersonal support for fire personnel and their families when requested by their respective agency.
- E.** Fire service mutual aid will be exhausted or nearly exhausted prior to requesting regional or state fire mobilization resources. Resources may be requested from one or more of three established fire resource plans. These plans consist of the King County Fire Resource Plan, the South Puget Sound Regional Fire Defense Plan and the Washington State Fire Services Resource Mobilization Plan (RCW 38.54.030).
- F.** Valley Communications is the designated public safety answering point (E 9-1-1 dispatch center) for the dispatch of fire mobilization resources. Other PSAPs will support Valley Communications upon request.
- G.** Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient delivery of fire services.

- H. National support for local and state firefighting operations is coordinated through the National Interagency Coordinating Center (NICC) located at the National Interagency Fire Center (NIFC) in Boise, ID. This is coordinated among the State Fire Marshal or WEMD and the Joint Field Office (JFO).
- I. Wildland interface fire operations will adhere to NWCG protocols and standards.

III. SITUATION

A. **Emergency / Disaster Conditions and Hazards**

A wide range of fire situations exists in City of Normandy Park. There is a potential for structure, high-rise, wildland interface, hazardous materials, and shipboard fires as referenced in the King County Hazard Identification and Vulnerability Analysis (published separately). A conflagration could develop from natural or human caused situation(s) that will impact the response of fire resources in the county. Large scale or multiple simultaneous events could also impact the availability of fire resources.

B. **Planning Assumptions**

1. Fires can be the primary incident or a consequence of an emergency or disaster such as an earthquake or a civil disturbance.
2. Burien/Normandy Park Fire Department personnel are trained as first responders or EMTs, and are primary first response for medical emergencies as well as fires. (See ESF 8.)
3. Larger scale or multiple simultaneous incidents will impact the availability of Burien/Normandy Park Fire Department resources.
4. Some interface fires or fires resulting from civil disturbances will be of such a magnitude that all threatened structures cannot be saved. After evaluating the situation, incident command may decide to cease firefighting efforts on one building in order to save another when the benefit of saving one building is greater than that of another, when continued efforts would likely not affect the outcome, or firefighter safety concerns.
5. Damage to transportation and telecommunications infrastructure and to fire facilities may impact the ability of fire services to respond to the emergency or disaster.

6. Availability of fire service personnel may be limited due to injury, personal concerns / needs or limited access to work locations and assigned to initial first response for all emergencies.

IV. CONCEPT OF OPERATIONS

General

- A.** During emergencies or disasters, Burien/Normandy Park Fire Department will mobilize available apparatus and personnel to manage the incident. Mutual aid agreements are activated when initial resources are inadequate. When mutual aid and local resources are exhausted or nearly exhausted, the provisions for regional and state fire mobilization apply.
- B.** Burien/Normandy Park Fire Department will send a representative to the City EOC when coordinating resources and other support for emergency operations cannot be accomplished from the Burien EOC.
- C.** Burien/Normandy Park Station 29 is maintained at a level of readiness to operate as the City's alternate EOC.
- D.** The King County Fire Chiefs Association (KCFCA) Emergency Management Committee is responsible for emergency resource and response planning within fire services and maintaining the King County Fire Resource Plan (KCFRP). The KCFRP will be utilized for assessing, requesting and directing fire resources.
- E.** When implemented, the KCFRP will designate a fire coordinator for overall coordination of fire service resources. The fire coordinator may operate from a field command post, Zone 3 Coordination Center or the KCECC, as necessary. County and municipal fire departments will report available resources and request resources through the King County fire coordinator as directed.
- F.** Burien/Normandy Park Fire Department is signatory to the countywide mutual aid agreement.
- G.** Upon occurrence of a disaster, such as an earthquake, Burien/Normandy Park Fire Department will make initial assessments of their personnel, apparatus, equipment and facilities and report the information to the fire coordinator in the City EOC.
- H.** Fire service personnel unable to reach normal work location will report to the nearest fire station for duty.

- I.** Fire service personnel may assist in "windshield surveys" when possible and report the information to the City EOC.
- J.** Fire services may participate in flood control operations to include but not be limited to human and animal rescue, sand and sandbag distribution, and water removal as resources and staffing allow.
- K.** State agencies such as Washington State Patrol and Department of Transportation support fire operations when the fire impacts state highways.
- L.** The emergency medical capabilities and responsibilities of fire services are further covered in ESF 8. The hazardous materials capabilities and responsibilities of fire services are covered in ESF 10.

V. RESPONSIBILITIES

A. Primary Agency

Burien / Normandy Park Fire Department

1. Provide fire suppression and immediate life safety services.
2. Conduct light and heavy rescue operations as appropriate to level of training and available equipment.
3. Maintain readiness of firefighting personnel and equipment resources.
4. Maintain an operational Fire Marshal Division.
 - Conduct fire code enforcement on existing and new construction;
 - Conduct fire investigation activities within respective jurisdiction or in conjunction with the King County Fire Marshal;
 - Mitigate fire hazards through fire prevention programs; and
 - Perform fire prevention planning.
5. Provide facilities for storage and support for distribution of sand and sandbags during the flood season as resources allows.
6. Assist in windshield surveys when possible, and provide information to appropriate PSAP or EOC.

7. Staff the City EOC, KCECC or Zone 3 Coordination Center when indicated or requested.

B. Support Agencies

1. American Red Cross Serving King and Kitsap Counties

Coordinate the provision of basic human needs and shelter for persons who are displaced due to residences being uninhabitable due to fire damage.

2. City of Normandy Park Police Department

- Maintain 24-hour duty officer coverage in support of fire operations;
- Assist with crowd control and criminal investigations when indicated;
- Provide representation to the fire coordinator emergency management committee and other fire service related activities as appropriate; and
- Open EOC in support of fire operations as indicated.

3. Northwest Coordinating Group (NWCG)

- Provide guidance in the implementation of the National Fire Plan; and
- Promote wildfire risk reduction and ecosystem health.

4. Northwest Critical Incident Stress Management (NWCISM) Team

- Respond to defusings and debriefings for firefighters and their families as resources allow and as requested by their agencies; and
- Provide stress management and spiritual-support to emergency responders when requested and as resources allows.

5. Public Safety Answering Points (PSAPs)

Maintain adequate staffing and operational status in support of fire resource dispatch responsibilities.

6. Washington State Department of Natural Resources (WADNR)

Provide overhead resources when the event is a wildland interface fire and requested.

7. Washington State Department of Transportation (WSDOT)

Support fire command and operations when a fire impacts state highways.

8. Washington State Patrol (WSP)

- Participate in fire command and operations when a fire impacts state highways.
- Coordinate state fire mobilizations

9. City Water Districts

Repair and / or maintain storm water systems.

VI. REFERENCES (published separately)

- King County Fire Emergency Resource Plan
- South Puget Sound Regional Fire Defense Plan
- Washington State Fire Services Resource Mobilization Plan
- King County Emergency Medical Services and the Emergency Medical Program Director Patient Care Protocols

VII. TERMS AND DEFINITIONS

None

VIII. ATTACHMENT

None

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTIONS (ESF) 5
EMERGENCY MANAGEMENT**

LEAD: City Manager

SUPPORT: City Departments
Mutual Aid Agencies
King County Fire District 2 (Burien / Normandy Park)
King County Zone 3
King County Office of Emergency Management
Washington Emergency Management Division

I. INTRODUCTION

The emergency management program for the City is a collaborative effort among the City departments, specifically the City Manager’s Office, Public Works Department, and Police Department; the Burien / Normandy Park Fire Department; the Emergency Preparedness Coordinator, and City elected officials. Due to the City’s small population and limited resources, the emergency management operational roles are the gathering, analyzing, and sharing of information; determining priorities, and coordinating resources. During non-emergency time, the City focuses on program administration and development.

A. Purpose

1. To collect, process, analyze, disseminate, and use information about a potential or actual emergency or disaster situation.
2. To provide guidance in reporting response and recovery information to local and state emergency management agencies.
3. To outline the organizational structure of the City of Normandy Park Emergency Management Program.

B. Scope

The content of ESF 5 is consistent with Chapter 38.52.070 Revised Code of Washington and Chapter 118- 30 Washington Administrative Code. This ESF is the mechanism by which to implement those authorities permitted by these two mandates and those of the City of Normandy Park Municipal Code 2.36.

This ESF does not imply that all planning and analysis contingencies are addressed but does outline basic principles consistent to most emergencies and disasters.

This ESF does not address day to day operations. Its context is emergency operations in support of a complex and/or prolonged emergency or disaster.

II. POLICIES

- A.** The City of Normandy Park will endeavor to disseminate current and accurate information and request the same from outside agencies and volunteer organizations during times of EOC activations. The analysis of this information and planning for anticipated resources will occur in support of emergency or disaster-response and recovery activities.
- B.** Emergency operations conducted within the City will be NIMS compliant (City Resolution Number 766).

III. PLANNING ASSUMPTIONS

- A.** To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will be an immediate and continuing need to collect, process, and disseminate situational information.
- B.** Information will be provided by field personnel, responders, volunteers, the public, the media, and others.
- C.** Information collection may be hampered due to many factors including: damage to the communication systems, communications system overload, damage to the transportation infrastructure, effects of weather, smoke, and other environmental factors.
- D.** Urgent response requirements during an emergency or disaster, or the threat of one, and the plan for continued response and recovery activities, necessitates the immediate and continuing collection, processing, and dissemination of situational information.
- E.** Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.

IV. CONCEPT OF OPERATIONS

Emergencies occur regularly within the City and are adequately managed by law enforcement, fire services and public works departments. This section will address City operations that go beyond the capabilities of these first responders.

A. Emergency Operations

The City maintains a primary EOC at the Police Department. The Normandy Park Police Department is located at 801 SW 174th Street; Normandy Park 98166. The secondary EOC is located at the Old City Hall; 19900 – 4th Ave SW; Normandy Park 98166.

The EOC may be activated by the City Manager, Police Chief, Assistant Police Chief, Fire Chief, Director of Public Works, or request by the field incident commander. Once the decision is made to activate the City EOC, the Emergency Management Director will fill, or delegate, the role of EOC Manager as appropriate.

B. Command

The EOC Manager will ensure adequate numbers of trained staff report immediately. Staffing configuration will align with ICS / NIMS. Initial action steps will be to obtain situational and operational awareness from the field incident commander (IC) and quickly develop an incident action plan (IAP) for the operational period. EOC operational objectives will be to protect life and health, protect public and private property, restore essential services and facilities and develop and disseminate public emergency information.

The City leaders realize that available first responder resources may not be adequate to command the incident and accomplish the necessary tasks associated with incident command. The field IC may request the assistance of the EOC planning section chief in developing the comprehensive IAP. Additional assistance may include logistics and finance section chiefs. For this to effectively occur, it is imperative to maintain an active flow of information. This will allow the field IC to focus on the entire incident. Never is the EOC support of field command and control to be misunderstood as directing the operation.

C. Operations

The Operations Section of the Normandy Park ICS configuration occurs in the field, in close but safe proximity to the incident. The Operations Section Chief is appointed by the IC and is responsible for the tactical component of the overall ICS response. The Operations Section Chief reports to the IC and is considered a member of the command staff. The EOC Manager may support the field operations by establishing functional branches in the EOC which will allow for discipline-specific communications and coordination. The functional branches will be determined by the characteristics of the incident which may include fire, law enforcement, public works, public health, ecology, etc.

If the incident is beyond the capacity of City EOC, the EOC manager may request a Type 3 Incident Management Team through King County ECC. Requesting this team will require the City government to relinquish any or all responsibility for the emergency management incident. The specifics will be outlined in delegation of authority, which will be determined prior to the change of hand.

D. Planning and Information Analysis Section

Planning will:

1. Collect, record, and disseminate information to the appropriate staff and facilitate the dissemination of information to appropriate field personnel and responders;
2. Display and analyze information for future response and recovery needs; and
3. Coordinate the development of the IAP and tasks associated with its development.

Information Analysis will:

1. Assess and display the hazard's impact, including the boundaries of the affected area and the distribution, type, and magnitude of damage;
2. Maintain a current status of emergency response activities, resource needs, and requests, and the status of critical facilities;
3. Establish priorities in the event of a scarcity of resources; and
4. Consolidate information into logs and reports to keep others informed and to document relevant activities.

Planning will include, as appropriate:

1. Using the analyzed information to identify trends and determine courses of action for responding to a hazard or its effects. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or weeks, depending on the scope and scale of the incident and situation.
2. Planning information will be shared with neighboring EOCs / ECCs, Zone 3 Coordination Center (CC), King County ECC, WEMD EOC, and other EOC functional positions and incorporated in appropriate displays.

3. The planning staff, in coordination with the operations staff, will recommend courses of action for immediate and future activity, including the need for specific resources identified as part of the planning process.
4. Before a planning cycle has ended, the planning staff will commence planning for the next cycle.
5. Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made on the best analysis possible under the circumstances using the combined talents of the staff then assembled.
6. Analysis and planning will continue until the EOC is demobilized. The analysis and planning functions may be transferred to individual City departments following demobilization.

E. Logistics

The Logistics Section Chief is responsible to coordinate resource requested by the IC that are not provided by local agencies and mutual aid. Associated tasks include:

- Control and accountability of supplies and equipment.
- Resource ordering
- Delivery of equipment, supplies and services
- Resource tracking
- Facility, such as shelters or base of operations, location and operations
- Transportation coordination
- Information technology and other systems.

F. Finance / Administration

The Finance / Administration Section Chief monitors funding requirements and incident costs and performs the financial management of incident command. The section is responsible for employee services such as security for personnel, facilities and assets.

V. RESPONSIBILITIES

A. Lead Agency – City of Normandy Park

1. City Manager – Emergency Management Director
 - a. Serve as the Emergency Management Director;
 - b. Serve as the City's Applicant Agent;

- c. Serve as liaison between the Incident Commander, Emergency Operations Center, and the City Council during emergency operations;
- d. Manage the City's Emergency Management Program;
- e. Ensure development of EOC procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use, and reporting;
- f. Ensure development of EOC procedures for information analysis and planning;
- g. Maintain the EOC in a configuration to support the analysis and planning function;
- h. Include analysis and planning as part of the citywide emergency management-training program;
- i. Ensure development of policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions;
- j. Maintain a level of readiness of the City's EOC;
- k. Assign personnel to EOC operations when requested by the Emergency Management Director or Coordinator, or the EOC Manager;
- l. Open and coordinate logistical support when needed for warming shelter, incident command post, public safety rehabilitation, etc.;
- m. Coordinate shelter operations with the Red Cross Kitsap-King Chapter as necessary;
- n. Coordinate the use of affiliated and non-affiliated volunteers when needed; and
- o. Document all expenses associated with emergency operations and provide to Finance Section Chief.
- p. Provide funding for the success of the City's Emergency Management Program and the operational readiness of the City's Emergency Operations Center;
- q. Appropriately delegate or fill the role of EOC manager during emergency operations, and;

- r. In situations that prevent the City Manager from performing emergency functions, Normandy Park Municipal Code 2.36 defines the line of succession.

2. Police Chief

- a. Ensure City personnel are trained to fill ICS positions necessary for Normandy Park EOC staffing;
- b. Serve as incident commander, unified command member, or EOC command or general staff as appropriate;

3. City Departments - General

- a. Allow staff to obtain training in order to meet NIMS compliance;
- b. Develop policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions;
- c. Ensure adequate numbers of personnel are adequately trained in NIMS / ICS to staff the City EOC with a redundancy of three in key ICS positions;
- d. Assign personnel to staff EOC as requested by the Emergency Management Director;
- e. Maintain delivery of the City's essential services as resources allow; and
- f. Report observed damage information to the EOC in accordance with ESF 14, Recovery and continue to provide disaster-related information to the EOC as it becomes known.

4. Police Department

- a. Assign personnel to EOC operations when requested by the Emergency Management Director or Coordinator, or the EOC Manager;
- b. Dedicate resources for the development and implementation of the City's Emergency Management Program and EOC;
- c. Assign a public information officer (PIO) to serve as PIO for the entire City (See ESF 15, Public Affairs);
- d. Document all expenses associated with emergency operations and provide to the Finance Section Chief; and

- e. See ESF 13 for emergency operations specific to the Normandy Park Police Department.
5. Finance
 - a. Perform the functions of the ICS Finance Section during EOC activations;
 - b. Assign personnel to EOC operations when requested by the Emergency Management Director or Coordinator, or the EOC Manager;
 - c. Develop procedures for the documentation of disaster response and recovery expenses in anticipation of a Presidential Declaration of Emergency;
 - d. Compile disaster response and recovery, and City dollar loss estimates caused by emergency; and
 - e. Document all expenses associated with emergency operations and provide to Finance Section Chief.
 6. Attorney and Prosecutor's Office
 - a. Provide legal counsel to the City Manager (Emergency Management Coordinator), the Police Chief (Emergency Management Director), and EOC Manager as needed; and
 - b. Document all expenses associated with emergency operations and provide to Finance Section Chief.
 7. Planning / Building / Economic Development
 - a. Perform the functions of the ICS Planning Section during EOC activations;
 - b. See Attachment A for functions required of a Planning Section;
 - c. Assign personnel to EOC operations when requested by the Emergency Management Director or the EOC Manager; and
 - d. Document all expenses associated with emergency operations and provide to Finance Section Chief.
 8. Public Works
 - a. Lead damage assessment operations in coordination with Parks and Recreation;

- b. Lead the City's flood fighting operations when indicated;
- c. Conduct debris removal operations when indicated;
- d. Assign personnel to EOC operations when requested by the Emergency Management Director or the EOC Manager; and
- e. Document all expenses associated with emergency operations and provide to Finance Section Chief.

9. Municipal Court (Contract with the City of Des Moines)

Continue to provide court operations as an essential function of the City.

10. City Council

- a. Perform ICS / NIMS policy group functions;
- b. Open funding sources when needed to support the City's emergency operations;
- c. Ratify Proclamations of Emergency when indicated (See Basic Plan);
- d. Maintain continuity of government; and
- e. Assist in the coordination of visiting officials from other jurisdictions and levels of government.

B. Support Agencies

1. Mutual Aid Agencies

- a. Maintain an operational level of readiness appropriate for a mutual aid agency; and
- b. Respond to requests for mutual aid as resources allow.

2. Burien / Normandy Park Fire Department (King County Fire District 2)

- a. Provide services as described in ESF 4;
- b. Partner with the City Police Department with the implementation of a City emergency public education program;
- c. Support the City's emergency preparedness program; and
- d. Maintain a level of readiness of the alternate EOC for the City.

3. Parks District
 - a. Coordinate damage assessment operations with Public Works;
 - b. Support sheltering operations; and
 - c. Document all expenses associated with emergency operations and provide to Finance Section Chief.
4. King County Zone 3
 - a. Provide a forum for emergency management / preparedness programs for the public safety organizations within south King County; and
 - b. Serve as conduit for information flow between King County OEM and the jurisdictional emergency management / preparedness programs.
5. King County Office of Emergency Management
 - a. Provide leadership for the development and enhancement of a Region 6 Emergency Management Program and operational readiness;
 - b. Open the King County ECC in support of jurisdictional EOC / ECC activations;
 - c. Provide information on available grants and guidance in the grant application when requested; and
 - d. Facilitate the collection of data required of a Presidential Declaration of Emergency.
6. Washington Emergency Management Division (WEMD)
 - a. Support regional emergency operations as requested;
 - b. Activate the state EOC in support of City EOC activation; and
 - c. Facilitate and coordinate activities associated with Governor Proclamation and Presidential Declarations of Emergency.

VI. REFERENCES

- A. City of Normandy Park Comprehensive Emergency Management Plan
- B. King County Comprehensive Emergency Management Plan
- C. King County Emergency Operations Center Manual
- D. Washington State Comprehensive Emergency Management Plan
- E. National Response Framework

VII. TERMS AND DEFINITIONS

See Appendices 1 and 2

VIII. ATTACHMENTS

- A. Essential Elements of Information

**ATTACHMENT A:
ESSENTIAL ELEMENTS OF INFORMATION**

The essential elements of information, which may or may not be immediately or readily available to City staff but are of common need to one or more response activities, may include the following.

OVERALL DISASTER INFORMATION

- _____ 1. Boundaries of the disaster area
- _____ 2. Social/economic/political impacts
- _____ 3. Jurisdictional boundaries
- _____ 4. Status of transportation systems
- _____ 5. Status of communications systems
- _____ 6. Access points to the disaster area
- _____ 7. Status of utilities
- _____ 8. Hazard specific information
- _____ 9. Weather data affecting operations
- _____ 10. Seismic or other geophysical information
- _____ 11. Status of critical facilities
- _____ 12. Status of key personnel
- _____ 13. Status of disaster or emergency declaration
- _____ 14. Major issues/activities
- _____ 15. Overall priorities for response
- _____ 16. Status of upcoming activities
- _____ 17. Status of community housing and shelter
- _____ 18. Status of critical public health issues (Water supply, food, sanitation, waste, infection, or hazardous waste)
- _____ 19. Extent of damage to private property

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTION (ESF) 6
Mass Care, Emergency Assistance, Housing and Human Services**

Primary Agencies: City of Normandy Park
American Red Cross Serving Kitsap and King Counties

Support Agencies: Burien / Normandy Park Fire Department (KCFPD #2)
King County Animal Control
King County Office of Emergency Management
Metro / Sound Transit
Seattle-King County Public Health Department
King County Department of Natural Resources
Parks & Recreation Division
Washington State Animal Response Team (WASART)

I. INTRODUCTION

A. Purpose

1. To provide guidance for the coordination of mass care, housing and human services for the Normandy Park staff and families, residents and business owners.
2. To support mass care, housing and human services operations for displaced residents from other jurisdictions impacted by an emergency or disaster under the Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County.

B. Scope

1. Executive and elected officials of Normandy Park acknowledge the limited City resources which support this ESF.
2. This ESF applies to emergency operations within the City limits.
3. The City will support other jurisdictional mass care, housing and human services operations as resources allow.

II. POLICIES

1. The City of Normandy Park will focus on the coordination and delivery of mass care, sheltering and human services for City employees for the purpose of continuing essential City services throughout an emergency or disaster.

2. The City will endeavor to coordinate shelter, mass care and human services operations with faith-based, community-based and non-governmental organizations.
3. “All shelters opened and managed by cities in King County will be in accordance with American Red Cross Standards” as stated in the King County Regional Disaster Plan, and in compliance with the Americans with Disabilities Act.

III. SITUATION

Refer to the King County Hazard Identification and Vulnerability Analysis (published separately).

High magnitude earthquakes, extended power outages and apartment fires are the hazards most likely to create the need of the services addressed in this ESF.

III. CONCEPT OF OPERATIONS

A. City Sheltering Operations for Incidents Impacting Normandy Park

1. Conduct welfare checks on families of City employees. If family members are not located within City limits, the City will make reasonable effort to coordinate welfare checks with other jurisdictions.
2. Based on the information gained from welfare checks, determine when and if to open and staff the employee and family shelter(s).
3. Open and staff warming/cooling shelter(s) when indicated.
4. Coordinate large-scale and/or long-term shelter operations for people and companion animals with the Red Cross, King County Housing, Seattle-King County Public Health Department and other appropriate organizations.
5. Coordinate with Metro for temporary shelters and/or transportation of displaced persons to regional shelters as indicated.
6. At the time of ESF development, King Count Zone 3 is completing a zone-wide survey to determine the zone’s ability to conduct and support shelter operations. Results of the survey will be included in the ESF if available.
7. When the need for shelter is a result of a fire of an apartment or other residential building, the Burien / Normandy Park Fire Department on-

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scene incident commander directly contacts the Red Cross to arrange for short-term shelter of displaced persons.

B. Shelter Operations for Large, Regional Incidents

There will be emergencies and disasters that will cause severe damages throughout the region and not impact the City. In such instances, the City anticipates that it will be requested to provide shelter, temporary housing and human services to displaced persons. The City will meet such requests at a level commensurate to its available resources.

C. Medical Needs Sheltering

The City of Normandy Park and Red Cross shelter operations and managers are not equipped to temporarily house individuals who need skilled medical care. The Seattle-King County Public Health Department will establish a medical needs shelter when conditions indicate.

D. Animal Rescue and Shelter

On October 6, 2006, the PETS (Pets Evacuation and Transportation Standards) Act was signed into law. It authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency. Red Cross has not adjusted policy to accommodate this law.

King County Animal Control, Seattle King County Public Health Department and Washington Animal Response Team will be called upon to render assistance in the rescue and shelter of companion and service animals, and livestock respectively.

IV. RESPONSIBILITIES

A. Primary Agencies

1. City of Normandy Park

- Invest in providing temporary emergency shelter for employees and families in order to maintain continuity of operations and City government.
- Assist in the identification of local facilities suitable for dormitory, and warming and cooling shelters.
- Advocate City staff and volunteers attend Red Cross Shelter Operations training.
- Provide staff for warming and cooling shelter operations as resources allow.

- Identify open areas appropriate for the parking of RVs, campers, etc.
 - Open EOC in support of shelter operations.
2. American Red Cross Serving King and Kitsap Counties
- The Chapter is the lead organization for shelter operations. It provides the standards of which all shelter operations will meet. The Chapter separates its mass care operations into the following:
- Disaster Action Team (DAT) Response
 - Immediate Emergency Needs
 - Food, Clothing, Shelter, Replacement of Lost Prescription Medicine
 - Follow-up Client Assistance
 - Long Term Recovery Planning
 - Rent/Deposit, Basic Household Items, Other Long Term Needs, Referrals

C. Support Agencies

1. King County

- Parks and Recreation
 - The King County Department of Natural Resources Parks & Recreation Division is the primary county agency for mass care activities.
- Office of Emergency Management
 - The King County ECC will make decisions regarding the activation of shelters that will be managed by the Parks and Recreation Division, the American Red Cross Serving King and Kitsap Counties, and selected cities and non-profits.
- Seattle-King County Public Health Department
 - Assist with environmental health assessments and conduct inspections to ensure that environmental controls are provided to assure safe and healthful conditions at emergency shelter and meal site facilities to include communicable disease prevention, basic sanitation / cleaning protocols, food safety, waste disposal, vector control, injury preventions, lighting, ventilation and potable water.

Coordinate the response of regional veterinarian services and animal care groups, which may include establishment of emergency pet shelters.

Establish, direct and manage medical needs shelters.

Support the City's human services department and the American Red Cross in meeting demands for mental health services.

Provide guidance and direction for the care and handling of deceased shelter occupants. If necessary, provide facilities and personnel for temporary morgue.

- Animal Control
Provide transportation of abandoned and/or loose animals to King County animal control and shelter facilities as needed and requested.
- 2. Burien / Normandy Park Fire Department (KCFPD #2)
 - Support shelter operations by providing medical aid as indicated.
 - Arrange for sheltering of persons displaced due to an apartment or residential fire directly with the American Red Cross Serving King and Kitsap Counties.
- 3. Metro / Sound Transit
Provide buses for temporary shelters and transportation of displaced persons to shelter locations.
- 4. Washington State Animal Response Team (WASART)
Provide rescue, transportation and shelter for livestock when indicated.

VI. ATTACHMENTS

King County Shelter Matrix

VII. TERMS AND DEFINITION

Appendices 1 and 2

VIII. REFERENCES

King County Comprehensive Emergency Management Plan
King County Regional Disaster Plan
American Red Cross Serving King and Kitsap Counties Disaster Plan
Seattle-King County Public Health Medical Needs Shelter Plan
Stafford Act Section 403, as amended

**CITY OF NORMANDY PARK
CEMP PLAN
EMERGENCY SUPPORT FUNCTION (ESF) 7
RESOURCE MANAGEMENT**

PRIMARY AGENCY: City of Normandy Park

SUPPORT AGENCIES: Burien / Normandy Park Fire Department
City of Des Moines
Fire Mutual Aid Agencies
King County Emergency Coordinating Center (ECC)
King County Zone 3 Emergency Coordination Center (ECC)
Washington Emergency Management Division (WEMD)

I. INTRODUCTION

A. Purpose

To provide guidance for resource and logistical support following an emergency or disaster.

B. Scope

1. The City of Normandy Park has few resources in both quantity and type.
2. This ESF should be used as a guideline for those involved in identifying resource needs and prioritization during an emergency or disaster. Do not consider it a prescribed action plan. It will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with information and resources available.
3. This ESF does not attempt to detail or explain the resource management required to maintain the integrity of the critical infrastructure and services outside of the City's authority.

II. POLICIES

The City will exhaust, or nearly exhaust, its own resources and those provided with mutual aid prior to requesting support from King County ECC.

If the Zone 3 Coordination Center is operational, the City will request resources through the Zone before contacting the King County ECC.

If needed resources exceed those provided through mutual aid, the City is responsible for the expenditures associated with the deployment and use of those resources.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

1. Any emergency or disaster with a potential to impact the City will demand resources for effective management of that emergency or disaster.
2. City departments include those associated with a small city: city manager's office, city clerk's office, community development, finance, police, public works; and recreation, arts and community services. The City maintains small fleets for its public works and police departments. The City is annexed into the Burien / Normandy Park Fire Department for fire prevention and suppression, and emergency medical services.
3. The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on local hazards and is the basis for this ESF.

B. Assumptions

1. The City does not have the quantity or type of resources to effectively manage a large emergency or disaster.
2. Depending on the emergency or disaster, the transportation infrastructure may be damaged and result in delays or limited availability of resources including City personnel for days, or longer.
3. Much of the City's grocers, restaurants, hardware and lumber stores, etc. rely on "just in time" deliveries, which result in rapid depletion of stocked goods and commodities.
4. The City has no capacity to manage donated goods.
5. The City realizes that there will be competing and conflicting priorities associated with resource management among responding agencies and jurisdictions.
6. The responsibility of resource inventories and services needed to maintain operational critical infrastructures lies with the respective owner or authority.

IV. CONCEPT OF OPERATIONS

A The City maintains inventory of its essential supplies, equipment, vehicles, and facilities.

B. The City will develop emergency purchasing procedures, which will be followed during emergency operations.

C. The City will proclaim an emergency to facilitate the purchasing process.

D. The City will conduct an initial damage assessment when conditions are safe to identify and prioritize needed resources.

- E.** The City will coordinate fire resources with the Burien / Normandy Park Fire Department and the mutual aid / fire mobilization resources available through the fire department
- F.** The City may call upon neighboring cities for assistance.
- G.** The City may provide assistance to neighboring cities if resources allow.
- H.** If a request for donations is indicated, the City will only accept cash donations.
- I.** The City will take actions to deter the donation of goods.
- J.** The City will establish relationships with services and goods providers such as power companies, grocers, gasoline filling stations, garbage haulers, sand and cement suppliers, and others located in or servicing the City.
- K.** The City will maintain relations with the Highline School District and the City of Des Moines for emergency fuel supplies from the Marina when no other supplies are available.

V. RESPONSIBILITIES

A. City of Normandy Park

1. Maintain inventories of City assets;
2. Identify the assets that serve an emergency response function (road clearing, EOC operations, etc.);
3. As soon as safe, conduct an initial damage assessment and prioritize resource requirements; and
4. Provide complete and accurate information to mutual aid agencies, King County ECC, or vendors when requesting resources.

B. Support Agencies

1. Burien / Normandy Park Fire Department
Request mutual aid resources as indicated.
Coordinate fire zone resources through the fire zone coordinator, or PSAP when appropriate.
2. City of Des Moines
Provide emergency fuel supplies when requested by the City EOC when no other supplies are available.
3. Fire Mutual Aid Agencies
Respond to mutual aid requests from the Burien / Normandy Park Fire Department

4. King County ECC

- a) Coordinate resources as requested by the City.
- b) Serve as liaison on behalf of the City with the Washington State Emergency Operations Center (SEOC) and FEMA.

5. Washington State Emergency Operations Center (SEOC)

Coordinate resources as requested by the City and King County after RCW 38.56.30, WA Intrastate Mutual Aid System (WAMAS), has been utilized to the maximum extent possible.

VI. REFERENCES

None

VII. TERMS AND DEFINITIONS

Appendices 1 and 2

VIII. ATTACHMENTS

None

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTIONS (ESF) 8
PUBLIC HEALTH AND MEDICAL SERVICES**

- Primary Agencies:** City of Normandy Park
Burien / Normandy Park Fire Department
Public Health Seattle – King County
- Support Agencies:** American Red Cross Serving King and Kitsap Counties
Highline Medical Center
King County Emergency Medical Services
King County Medical Examiner
Normandy Park Police Department
Private Ambulance Companies
Valley Communications Public Safety Answering Point
(PSAP)

I. INTRODUCTION

A. Purpose

To coordinate public health and medical care needs resulting from an emergency or disaster.

B. Scope

To identify and meet the health and medical needs of individuals and communities impacted by an emergency or disaster through coordination with Public Health Seattle – King County and other health care providers.

II. POLICIES

- A.** The City of Normandy Park will use mutual aid agreements when the City’s resources are depleted or committed.
- B.** The City will operate in compliance with the King County Comprehensive Emergency Plan (CEMP) ESF 8 for disaster related health and medical services.
- C.** The King County Emergency Medical Services and the Emergency Medical Program Director Patient Care Protocols is the emergency medical services (EMS) standard of care in the City of Normandy Park.

- D. The Seattle – King County Mass Casualty Incident (MCI) Plan is the standard of care for MCI operations in the City of Normandy Park.
- E. The King County Comprehensive Emergency Management Plan ESF 8; Health and Medical Services is the standard of care for Public Health – Seattle and King County.

III. SITUATION

A. Emergency / Disaster Hazards and Conditions

1. A significant natural disaster or technological (human caused) incident that overwhelms the City of Normandy Park would demand county, state and federal public medical assistance.
2. Hospitals, nursing homes, pharmacies and other medical / healthcare facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of damage to utilities (power, water and sewer) or the inability of staff to report for duty.
3. Medical and healthcare facilities which remain in operation and have the necessary utilities and staff may be overwhelmed by the “worried well”, “walking wounded” and seriously injured or ill patients who are transported there in the immediate aftermath of an emergency or disaster.
4. Medical supplies and equipment will likely be in short supply. Most healthcare facilities maintain only inventory stock to meet their short-term (24 – 36 hours) normal patient load needs. Disruptions in local communications and transportation systems could prevent timely resupply.
5. Healthy persons on daily prescribed medication such as insulin, antihypertensive drugs and digitalis may have difficulty in obtaining these medications because of damage or destruction of normal supply locations and general shortages within the disaster area.
6. Damage to transportation infrastructure may delay medical transports and outside assistance.
7. Damages to drinking and wastewater systems may complicate healthcare and possibly add to the victim or patient totals.
8. Hazardous materials (HazMat) incidents will present unique problems to patient care as the patients themselves may become contaminated and considered hazardous.

9. In the case of an epidemic / pandemic infectious disease outbreak, healthcare services may be negatively impacted due to ill healthcare providers.

B. Planning Assumptions

1. Resources within the affected area will be inadequate to clear casualties from the scene or treat them in local hospitals. Additional medical capabilities will urgently be needed to supplement and assist in triage and treat casualties in the affected area and to transport to the closest appropriate hospital or other healthcare facility. Medical resupply will be needed throughout the impacted area.
2. Damage to chemical and industrial plants, sewer lines and water distribution systems, along with secondary hazards such as fires, will result in toxic environmental and public health hazards to the surviving population and response personnel.
3. The damage and destruction caused by a natural or technological (human caused) incident will produce urgent needs for mental health crisis counseling for victims and emergency responders.
4. Disruption to sanitation services and facilities, loss of power and massing of people to shelters may increase the potential for disease and injury.
5. Public health emergencies may require implementation of public health measures to contain and control communicable diseases or spread of environmental hazards.
6. It is likely that public demand for health information, and health and medical services will increase during disasters.
7. The use of gymnasiums and community centers as temporary medical shelters, alternate care facilities and family assistance centers may be necessary.
8. Members of our community who are seniors, children, disabled, homeless, non-English speakers, low-income or otherwise in need of ongoing support, will be more vulnerable during and after an emergency or disaster. A partnership approach will be needed among government, private industry, volunteer agencies and the media to ensure essential health related information and services reach vulnerable residents during an emergency or disaster.
9. Health and medical services will be restored during the recovery period as soon as practical and within the limitations and capabilities allowed of impacted agencies.

IV. CONCEPT OF OPERATIONS

A. General

1. King County ESF 8 Area Command Center, led by Public Health – Seattle and King County coordinates the following:
 - a) Establish health and medical response and recovery objectives;
 - b) Coordinate incident information with ESF 8 agencies;
 - c) Identify and coordinate medical resources;
 - d) Manage acquisition and use of medical resources;
 - e) Activate the health and medical joint information system (JIS) as needed to coordinate the content and timing for release of accurate and consistent health and medical information to the public, media and community response partners;
 - f) Coordinate and analyze health and medical information;
 - g) Investigate cause and manner of death resulting from an emergency or disaster;
 - h) Oversee regional health and medical surge capacity measures associated with added capacity or mobilization of volunteer personnel;
 - i) Collaborate with local EOCs/ECCs to provide logistical support for medical needs shelters, alternate care facilities, medical centers, mortuary operations, family assistance centers and other field response locations;
 - j) Implement local medication distribution strategies as directed by the local health officer;
 - k) Coordinate with the Puget Sound Blood Center to support the blood distribution system;
 - l) Identify potential sites and support staff for temporary emergency health clinics;
 - m) Manage emergency care at shelters and congregate care facilities;
 - n) Coordinate medical transportation resources; and
 - o) Support recovery activities aimed at restoring health and medical services to pre-incident status.

2. Basic and advanced life support services will be provided as per existing standard operating procedures, patient care guidelines and treatment / transfer protocols as promulgated or coordinated by the Emergency Medical Services Division of Public Health – Seattle and King County.
3. The American Red Cross Serving King and Kitsap Counties may support the EMS response with additional resources.

B. Organization

Health and medical emergency operations will be in compliance with NIMS / ICS principles.

V. RESPONSIBILITIES

A. Primary Agencies

1. City of Normandy Park
 - Advocate for City staff to obtain emergency first aid, CPR, and emergency preparedness training
 - Support City staff efforts to assemble emergency kits as individuals
 - Plan for continuity of operations / continuity of government
 - Participate in regional health and medical planning activities
 - Activate the City EOC in support of field operations as appropriate
 - Coordinate critical incident stress debriefings / defusing and crisis counseling as requested for response personnel
 - Secure medical and other operational sites as appropriate (Police Department)
 - Assist the Medical Examiner in the identification of the dead
 - Coordinate after action meetings as appropriate to the incident
2. Burien / Normandy Park Fire Department
 - Provide first aid and CPR training to City staff and public
 - Maintain adequate supplies of PPE (personal protection equipment) to protect fire personnel
 - Establish and serve as incident command for any health and medical response
 - Conduct field triage and provide basic life support (BLS) to ill or injured as appropriate
 - Funnel resource requests through the City EOC
3. Public Health – Seattle and King County

- Conduct communicable disease surveillance, investigation and community containment
- Perform environmental health protective actions such as vector control, environmental samples and food product embargoes
- Build medical stockpiles
- Serve as point of contact to receive and disseminate SNS stockpile
- Develop operational and practical plans for health and medical response
- Coordinate and manage health and medical training and exercise opportunities for healthcare providers
- Assess the region's vulnerability to the health impacts of emergencies and disasters
- Provide ongoing health protection activities such as vaccinations, provider education, and food and water safety assurance
- Provide leadership and direction in responding to health and medical emergencies across King County consistent with the authority of the local health officer
- Activate the ESF 8 Area Command Center, JIS (joint information system) and the MAC (multi-agency coordinating) group as appropriate
- Provide medical advice and treatment protocols regarding communicable diseases and other biological hazards to EMS, hospitals and healthcare providers
- Maintain 24 / 7 duty officer program and serve as the primary POC (point of contact) for health and medical emergencies in the region
- Coordinate assessment and response to disaster consequences affecting food safety, water quality and sanitation
- Coordinate and collaborate with community response agencies in identifying environmental impact, remediation and recovery activities
- Coordinate the response of regional veterinarian services and animal care groups
- Direct response activities to vector-borne public health emergencies
- Support mass care sheltering plans throughout the region in coordination with the American Red Cross Serving King and Kitsap Counties and ESF 6 agencies. Public health's role in mass care will focus on assisting health assessments at shelters
- Provide epidemiological surveillance, case investigation, and follow-up to control infectious disease, including acts of bioterrorism and outbreaks of food borne illness
- Assess the health and medical impacts and potential consequences posed by an emergency or disaster, and determine appropriate courses of action

- Direct and manage medical surge capabilities including medical needs shelters, alternate care facilities, medication centers and temporary morgues
- Coordinate and manage incident information and medical resources for healthcare agencies in the region
- Direct and manage regional isolation, quarantine and other control measures necessary in response to disease outbreaks
- Direct and manage mass vaccination and antibiotic dispensing operations
- Coordinate requests for medical resources with private vendors, the King County ECC and the WEMD (Washington Emergency Management Division) EOC, as needed
- Support the King County Department of Community and Human Services and the American Red Cross Serving King and Kitsap Counties in meeting demands for regional mental health services
- Direct the development and dissemination of health messages to the public, media, response partners and CBOs (Community Based Organizations)
- Activate the public health information call center when indicated
- Activate the community communications Network during emergencies to provide public health and related information to CBOs and healthcare providers serving vulnerable populations and to receive incident information from CBOs
- Participate in after action meetings and provided input for final report

B. Support Agencies

1. American Red Cross Serving King and Kitsap Counties
 - Establish a method whereby names of victims will be obtained for health and welfare communications by appropriate agencies and immediate family
 - Conduct first aid training for the public
 - Provide available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals and nursing homes
 - Support the EMS response by providing additional resources as requested
2. Highline Medical Center
 - Operate as a Level 3 Trauma Center for the region
3. King County Emergency Medical Services

- Ensure quality of care is maintained as appropriate to BLS and ALS levels of care
- Provide emergency medical transportation resources as available
- Provide a medical services officer (MSO), if requested
- Coordinate critical incident stress management for first responders, and facilitate the coordination of psycho-social support

4. King County Medical Examiner

- Provide notification of emergency morgue locations
- Authorize the release of the dead
- Coordinate transportation of the dead
- Track incident related deaths resulting from emergencies and disasters
- Identify and manage related human remains
- Oversee family assistance center(s) to provide a private, safe and secure place for survivors of disaster victims to gather, and to facilitate necessary communications with the King County Medical Examiner

5. Normandy Park Police Department

- Assist the medical examiner in the identification of the dead
- Provide security of the medical scene

6. Private Ambulance Companies

Provide treatment and transport of patients as determined by incident command

7. Valley Communications PSAP

Serve as dispatch center for out-of-hospital care providers

VI. REFERENCES

None

VII. TERMS AND DEFINITIONS

Appendices 1 and 2

VIII. ATTACHMENTS

None

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTION (ESF) 9
SEARCH AND RESCUE**

Primary Agencies: Normandy Park Police Department
Burien / Normandy Park Fire Department (KCFD#2)
King County Sheriff's Office
Washington State Task Force 1

Support Agencies: Normandy Park Planning / Building / and Public Works
Normandy Park Emergency Management
Mutual Aid Sheriffs and Police Offices / Departments and Fire
Districts and Departments
Volunteer Organizations
Port of Seattle Public Safety Answering Point (PSAP)

I. INTRODUCTION

A. Purpose

To provide guidance for search and rescue (SAR) operations.

B. Scope

1. This ESF addresses wilderness and special operations (hazardous materials, confined space, trench, high angle and swift water) urban search and rescue operations within the City of Normandy Park.
2. Planning for every SAR contingency is far beyond the scope of this ESF. This plan will outline broad objectives for use as guidelines for those in command of SAR operations and should not be viewed as a prescribed action plan.
3. For the purposes of this plan, SAR will be categorized as wilderness search and rescue (SAR), and urban search and rescue (US&R).

- a) Wilderness SAR is the act of conducting an organized search for a lost person(s) who failed to return from an outing of some kind such as a day hike, or a person(s) who wandered away from home or institution, such as a toddler, runaway teen or dementia patient.
- b) US&R requires a level of technical rescue skills to conduct an organized search and rescue operation. Those skills include confined space, trench, high angle, and swift and surface water rescues.

II. POLICIES

- A. Safety of emergency first responders will be the utmost priority throughout the search and rescue operation.
- B. The Normandy Park Police Department is the lead agency in conducting wilderness SAR. Burien / Normandy Park Fire Department is the lead agency in conducting US&R and marine rescue operations.
- C. Pierce County Department of Emergency Management sponsors the Washington State Task Force 1 (WA-TF1) FEMA Urban Search and Rescue Team. It may be requested, through King County OEM to Washington State Emergency Operations Center (SEOC) Alert and Warning Center to manage large, local incidents with the approval of the task force chief (director of Pierce County Department of Emergency Management) and task force leader of the WA-TF1.

III. SITUATION

A. **Emergency / Disaster Conditions and Hazards**

The potential for a missing person is a daily occurrence. The scenario may be a child who left home through an unlocked door in the middle of the night, an older child who became separated from a group during a camping trip, a senior citizen who walked away from the primary place of residence, or the hiker who became injured during a day hike.

Other scenarios include a powerful windstorm, trapping several people in a damaged building or the bombing of a large school trapping several hundred students in the rubble.

Refer to the King County Hazard Identification and Vulnerability Analysis (published separately) for additional information.

B. **Planning Assumptions**

- 1. People will be lost, injured or killed while outdoors, requiring SAR assistance.

2. Natural and technological disasters and / or acts of terrorism may create the need for structural US&R.
3. An emergency or disaster may overwhelm local SAR agencies and may require the technical skills of a confined space rescue team or an USAR (urban search and rescue) task force.
4. Large numbers of local residents and volunteers will initiate activities to assist SAR operations and will require coordination. Convergent (spontaneous) volunteers will require coordination and direction within the local incident command structure.
5. Access to damaged sites and / or wilderness locations may be limited. Some sites may be initially accessible by only air or water.

IV. CONCEPT OF OPERATIONS

A. Wilderness SAR

1. The Normandy Park Police Department is informed of lost people, intentional or accidental, through E 9-1-1. Family members or associates report the person(s) missing. Port of Seattle PSAP (9-1-1 dispatch center) takes appropriate information and dispatches the Normandy Park Police Department.
2. Normandy Park Police Department is incident command for such incidents unless authority is delegated to another appropriate law enforcement agency.
3. Incident command determines level of operations and works with appropriate agencies to organize trained search and rescue personnel. Mutual aid from other law enforcement agencies is requested when needed.
4. In support of the Normandy Park Police Department, King County Sheriff's Office maintains a cadre of volunteers in support of police and preparedness operations. The City provides liability protection, training and other services to ensure a viable program.
5. Wilderness SAR operations may become so large as to overwhelm the Normandy Park Police Department resources. In such circumstances, the Normandy Park Police Department incident commander may request assistance from the King County Sheriff's Office (KCSO). In these instances, KCSO assumes SAR operations incident command. KCSO will likely deploy SEOC Emergency Worker volunteers trained in SAR operations to conduct a ground search.

- A mission number issued by SEOC duty officer (1-800-258-5990) will be obtained by incident command whenever Emergency Workers are part of the SAR operation.
6. SEOC Alert and Warning Center administers the state Emergency Worker Program (WAC 118-04) which provides basic liability protection and reimbursements for volunteers active in SAR operations.
 - a) Spontaneous or convergent volunteers may register on site for the same protection as pre-registered Emergency Workers.
 - b) All Emergency Workers, pre-registered or convergent, must work at the direction of incident command. Search and rescue incidents must have a WEMD assigned mission number for State mission number to qualify for the protections offered by the WEMD Emergency Worker Program.
 7. The City's public works department may provide heavy equipment to support SAR operations.

B. Urban Search and Rescue (US&R)

1. Burien / Normandy Park Fire Department provide fire and emergency medical services to the City. In addition to fire suppression and prevention, and emergency medical services, it has heavy rescue capability along with special operations teams. The teams include hazardous materials, technical (high angle, confined space, and trench) rescue, and marine (surface and swift water) rescue.
2. When the US&R operation is of a large scope and scale, that overwhelm SKF&R resources, SKF&R may request resources through mutual aid.
3. When the emergency or disaster is beyond the local, regional and state, a Presidential Proclamation of Emergency may be requested by the governor. If the proclamation is authorized, the state may ask for federal assets. One asset is the FEMA US&R Team.
 - a) The team is equipped to conduct round-the-clock search and rescue operation following an earthquake, flood, aircraft accident, hazardous materials spills and catastrophic structure collapses. The task forces are complete with necessary tools and equipment, and required skills and technique. It is sponsored by Pierce County Department of Emergency Management with membership representing primarily King and Pierce Counties, and Seattle.
 - b) The Puget Sound area has an US&R team that is one of the 28 federal teams, Washington Task Force One (WA-TF1). It is comprised 210 local firefighters, paramedics, law enforcement officers, engineers, veterinarians, physicians and communication specialists.

- c) While WA-TF1 is a federal asset, it may not be available for incidents affecting the Puget Sound region. Team members will be conducting emergency operations within their respective jurisdictions or deployed as a local resource. The need for an outside US&R task force will be determined by unified command and coordinated through Pierce County and SEOC.
- d) When requested, WA-TF1 will assume command and control of the search and rescue operation delegation of authority procedures.

V. RESPONSIBILITIES

A. Primary Agencies

1. Normandy Park Police Department

- a) Lead agency for command and control of search and rescue operation of a missing person(s).
- b) Assess the need for, and coordinate with search teams.
- c) Register and assign Emergency Workers as listed in WAC 118-04.
- d) Assess the need and implement unified command of SAR operations.
- e) Support Burien / Normandy Park Fire Department operations when requested that occur within the City.

2. Burien / Normandy Park Fire Department

- a) Lead agency for incident requiring special operations and rescue skills.
- b) Support Normandy Park Police Department operations when requested.
- c) Request mutual aid resources, when indicated.
- d) Maintain Marine 26 (fire / rescue boat) in a state of readiness. Deploy when appropriate to the incident.
- e) Advise City of Normandy Park Director of Emergency Management or designee of situation and resources and indication for request of FEMA US&R.

3. King County Sheriff's Office
 - a) Assume SAR incident command once it is delegated by the Normandy Park Police Department.
 - b) Maintain an Emergency Worker program
4. Washington State Task Force 1 (WA-TF1)
 - a) Maintain a state of readiness for rapid deployment and initiation of US&R operations.
 - b) Ensure appropriate disciplines are represented on the task force.

B. Support Agencies

1. Normandy Park Planning / Building / and Public Works Department
 - a) Support field operations with heavy equipment and services when requested by incident command.
 - b) Provide technical structural advice and coordinate structural assets as requested by incident command.
2. Normandy Park Emergency Management
 - a) Open City EOC when requested by field incident command.
 - b) Advise and make recommendation to the City Manager as appropriate to the incident.
3. Mutual Aid Sheriffs and Police Offices / Fire Departments and Districts
Respond to mutual aid requests as resources allow.
4. Volunteer Organizations
Provide resources to support search and rescue operations when requested by law enforcement.
5. Port of Seattle PSAP (9-1-1 dispatch center)
Provide E-9-1-1 telephone and dispatch services to the City and coordination with Valley Comm PSAP for Burien / Normandy Park Fire Department.

VI. REFERENCES

Washington Task Force One website:

www.piercecountywa.org/pc/abtus/ourorg/dem/watf1.htm

Chapter 118-04 Washington Administrative Code – Emergency Worker Program

VII. TERMS AND DEFINITIONS

Search and rescue - the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used. (Chapter 38.52 RCW)

VIII. ATTACHMENTS

None

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTION (ESF) 10
HAZARDOUS MATERIALS RESPONSE**

Primary Agencies: City of Normandy Park
Burien / Normandy Park Fire Department (King County Fire District #2)
King County Office of Emergency Management (KCOEM)
Washington State Department of Ecology

Support Agencies: Normandy Park Police Department
Normandy Park Building, Planning and Public Works
King County Bomb Squad
King County Zone 3
Post of Seattle Bomb Squad
Private Spill Response Companies
U.S. Coast Guard (USCG)
Valley Communications Public Safety Answering Point (PSAP)
Fife Public Safety Answering Point (PSAP)
Washington State Department of Transportation (WSDOT)
Washington State Patrol (WSP)
Oil Heating Distributors and Transporters

I. INTRODUCTION

A. Purpose

To identify local responsibilities for hazardous material incident response and management.

To include preparation for and response to any incident involving hazardous substances or materials, including radioactive materials, that, when uncontrolled, can be harmful to persons or the environment of the City of Normandy Park.

B. Scope

This ESF provides for a coordinated response to actual or potential discharges and / or releases of hazardous material within the City of Normandy Park. It includes the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment.

II. POLICIES

- A. Attempt to use the safest practices based on national standards.
- B. The Burien / Normandy Park Fire Department, that serves the City, has specialized hazardous materials skills.
- C. The City falls within the Burien / Normandy Park Fire Department jurisdiction for hazardous materials response.
- D. Normandy Park will use mutual aid agreements when the City's resources are depleted or committed.
- E. The City will operate in compliance with the King County Comprehensive Emergency Plan (CEMP) ESF 10 for oil and hazardous materials.
- F. Facilities within the City, with on-site hazardous materials in sufficient quantities requiring SARA Title III compliance, will plan and report in accordance to the law.

III. SITUATION

On October 17, 1986, the Superfund Amendments and Reauthorization Act of 1986 (SARA) was signed into law (P.L. 99-499). One part of the SARA provisions is Title III: "The Emergency Planning and Community Right-to-Know Act of 1986" hereafter referred to as "EPCRA." EPCRA establishes requirements for federal, state, and local governments, and industry regarding emergency response planning and community right-to-know on hazardous chemicals

A. Emergency / Disaster Hazards and Conditions

1. Fixed facilities (e.g., chemical plants, tank farms, laboratories, and industries operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) may be damaged by any number of hazards (earthquakes, explosions, etc), which may result in any existing spill control apparatus and containment measures, are no longer operational or effective.
2. The King County LEPC (Local Emergency Planning Committee) shows no Tier II facilities located within the City.
3. Vehicles transporting hazardous materials using the local highway system may be involved in highway collisions, which may result in a hazardous materials release.

B. Planning Assumptions

1. Actual or threatened releases of hazardous materials often require immediate response.

2. A hazardous material release may develop slowly, be explosive and / or occur without warning.
3. Damage to, or rupture of, natural gas pipelines, may result in serious problems.
4. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.
5. Emergency exemptions may be needed for disposal of contaminated material.
6. Illegal drug labs and dumping occur within the City.
7. Facilities within the City with threshold quantities of on-site hazardous materials are in compliance with SARA Title III planning and reporting requirements.
8. The coordination of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health and other agencies.
9. SARA Title III facilities are required to maintain plans for warning, notification, evacuation and site security under numerous regulations. Copies are filed with the Burien / Normandy Park Fire Department.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Normandy Park has the primary responsibility for protecting life and property threatened by hazardous materials incidents, except where this has been specifically preempted by state or federal laws or regulations.
2. Hazardous materials emergency response and recovery operations will align with the national incident management system (NIMS). The Burien / Normandy Park Fire Department is the incident command response agency for the City under Chapter 70.136 RCW.
3. The Burien / Normandy Park Fire Department is the initial responding and incident command agency for the isolation, containment, and identification of hazardous materials releases. After the scene is determined to be safe, incident command may be assigned to the Normandy Park Police Department to conduct criminal investigations.
4. When the release occurs during transportation of the hazardous material, clean up is the responsibility of the transporter and will accomplish other reasonable procedures after consultation with the designated incident command agency.

5. Based on the Burien / Normandy Park Fire Department Response Procedures, the response will vary depending upon the location and magnitude of the hazardous materials release and the population and environment impacted. Response and recovery efforts include containing and controlling the release, warning the public, request for assistance, notification to state and federal agencies, restoration of businesses and request for cleanup resources. Additionally, requests for recovery of response and cleanup costs and monitoring the site may be necessary.

B. Cleanup

Compensation, associated with the cleanup of a hazardous material, is the responsibility of the causing agency. Cleanup is frequently performed by a private contractor hired by the causing agency. When it is required that the first responders and the incident command agency conduct cleanup, the incident command agency will be compensated appropriately. If this occurs the cleanup is handed over to the EPA as soon as possible.

For incidents that the causing agency and / or private contractor are unavailable, the Department of Ecology will conduct investigations to locate the agency/contractor for compensation associated with cleanup costs.

Hazardous materials contamination on private property is the responsibility of the distributor / transporter, or the property owner if contamination was caused by owners' negligence.

C. Mitigation Activities

The International Fire and Building Codes, United States EPA regulations, Washington State Department of Ecology Codes and Puget Sound Air Pollution Control have regulations and codes relating to the safe storage, use, handling and disposal methods for hazardous materials. Inspections by fire and building personnel also contribute to the overall safety of workers, the public and the environment. The Department of Ecology and King County Solid Waste provide assistance to residents with hazardous materials disposal problems.

The Seattle King County Public Health Department enacts and enforces regulations for the purpose of maintaining safe and clean living environments.

V. RESPONSIBILITIES

A. Primary Agencies

1. City of Normandy Park
 - Plan for continuity of operations / continuity of government

- Provide on-scene security and crowd control during hazardous materials operations
 - Activate the City EOC in support of field operations as appropriate
Assist in response and population protection measures such as sheltering in place
 - Deploy trained volunteer team to maintain booms placed on Miller Creek by the Burien / Normandy Park Fire Department when hazardous materials spills threaten the creek
2. Burien / Normandy Park Fire Department
- Operate as the Sara Title III incident command agency for the City
 - Set up booms to prevent hazardous materials spills occurring in Puget Sound from entering Miller Creek
 - Serve as the designated Tier II report repository
 - Maintain adequate supplies of PPE (personal protection equipment) to protect fire personnel
 - Funnel resource requests through the City EOC or Fife PSAP
Contact causing agency or private hazardous materials cleanup companies for cleanup.
3. King County Office of Emergency Management
- As the local emergency planning district, maintain a functioning and effective Local Emergency Planning Commission (LEPC) for the purpose of EPCRA emergency response planning.
4. Department of Ecology
- Serve as the SARA Title III regulatory agency for Washington State
 - Function as incident command for oil spills not occurring in Puget Sound

B. Support Agencies

1. Normandy Park Police Department
- Provide security of the hazardous materials scene, traffic control, evacuation and communications support
 - Assist in response and population protection measures such as sheltering in place
2. City of Normandy Park Public Works

- Provide information on the City of Normandy Park infrastructure
 - Provide necessary resources as requested by the Incident Commander
 - Assist in traffic control
 - Assist in response and population protection measures such as sheltering in place
3. Private Spill Response Companies

Ensure inventories and skills are in compliance with local, state and federal regulatory agencies
 4. Valley Communications PSAP (Public Safety Answering Point)

Serve as dispatch center for hazardous materials response
 5. Port of Seattle PSAP (Public Safety Answering Point)
Inform Valley Comm PSAP if notified about hazardous materials incident in Normandy Park
 6. King County Zone 3 Agencies

Provide mutual aid resources when requested
 7. Seattle/King County Department of Public Health

Conduct sampling and monitoring to ensure safety from the consequences of a hazardous materials release
 8. Port of Seattle Bomb Squad

Provide incident command and special resources needed when managing and defusing suspicious devices, exploded or unexploded
 9. King County Bomb Squad

Provide incident command and special resources needed when managing and defusing suspicious devices, exploded or unexploded
 10. Washington State Patrol

Support response and cleanup operations on SR 509 when requested by the City of Normandy Park and / or the Burien / Normandy Park Fire Department
 11. Washington State Department of Transportation

- Maintain the traffic signal network within the City
- Regulate hazardous materials placarding
- Conduct fuel transfers and mitigate leakage

12. Washington State Department of Ecology

- Coordinate hazardous materials cleanup
- Investigate SARA Title III EPCRA violations
- Regulate mitigation and reporting requirements

13. Washington State Department of Labor and Industries

Regulate safety practices and investigation violations

14. U.S. Coast Guard

Serve as incident response agency for all hazardous materials incidents occurring within the Puget Sound

15. Environmental Protection Agency

Serve as the federal regulatory agency for SARA Title III EPCRA

16. Oil Heating Distributors and Transporters

- Provide supplies of home heating oil, following EPA, state and other regulatory safety standards
- Conduct clean-up operations for any hazardous materials release caused by either the distributor and / or transporter

VI. RECOVERY

Recovery activities are undertaken primarily by the party responsible for the release. Where the responsible party is not identified or cannot pay for cleanup, limited state and federal assistance may be provided for costs of both response and recovery. RCW 4.24.314 identifies the owner or transporter as responsible for the cost of cleanup from a hazardous materials release.

Washington State Department of Ecology is the lead agency in King County for recovery from hazardous materials incidents. Washington State Department of Health is the state lead

for radiological incidents. The King County Office of Emergency Management is the coordinating agency for these efforts.

VII. REFERENCES

- King County LEPC
- SARA Title III, 40 CFR 355, PL 99-499
- International Fire Code
- International Building Code
- King County Hazard Identification and Vulnerability Analysis
- Department of Ecology Geographical Response Plan for a Puget Sound Oil Spill
- Chapter 70.136 Hazardous Materials Incidents, Regulatory Code of Washington
- Chapter 118-40 Hazardous chemical emergency response planning and community right-to-know reporting (EPCRA), Washington Administrative Code
- USCG Sector Seattle Emergency Plan

<http://www.epa.gov/superfund/policy/index.htm>

<http://www.epa.gov/compliance/civil/epcra/epcraenfstatreq.html>

<http://www.kingcounty.gov/safety/prepare/EmergencyManagementProfessionals/PlansandPrograms/LocalEmergencyPlanningCommittee.aspx>

<http://www.ecy.wa.gov/epcra/index.html>

VIII. TERMS AN DEFINITIONS

Hazardous Materials:

- (a) Materials which, if not contained may cause unacceptable risks to human life within a specified area adjacent to the spill, seepage, fire, explosion, or other release, and will, consequently, require evacuation;
- (b) Materials that, if spilled, could cause unusual risks to the general public and to emergency response personnel responding at the scene;
- (c) Materials that, if involved in a fire will pose unusual risks to emergency response personnel;
- (d) Materials requiring unusual storage or transportation conditions to assure safe containment; or
- (e) Materials requiring unusual treatment, packaging, or vehicles during transportation to assure safe containment.

Public Safety Answering Point (PSAP):

A call center responsible for answering calls to an emergency telephone number for police, firefighting, and ambulance services. Trained telephone operators are also usually responsible for dispatching these emergency services.

The Emergency Planning and Community Right to Know Act (EPCRA) was enacted by Congress on October 17, 1986, as an outgrowth of concern over the protection of the public from chemical emergencies and dangers. Previously this had been covered by state and local regulatory authorities. After the catastrophic accidental release of methyl isocyanate at Union Carbide's Bhopal, India facility in December 1984, and a later toxic release from a West Virginia chemical plant it was evident that national public disclosure of emergency information was needed. EPCRA was enacted as a stand-alone provision, Title III, in the Superfund Amendments and Reauthorization Act of 1986 (SARA).

IX. ATTACHMENTS

None

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTION (ESF) 11
AGRICULTURE AND NATURAL RESOURCES**

PRIMARY AGENCY: City of Normandy Park

SUPPORT AGENCIES: American Red Cross

Burien / Normandy Park Fire Department
City Sewer Districts
City Water Districts
Food Storages and Distributors
King County Natural Resources and Parks Department
King County Office of Emergency Management
Local Grocers
Salvation Army
Seattle – King County Public Health
Volunteer Organizations
Washington Emergency Management Division
Washington State Department of Agriculture
Washington State Department of Fisheries and Wildlife

I. INTRODUCTION

A. Purpose

This ESF provides guidelines for accomplishing the four (4) functions associated with the response to emergencies and disasters. Those functions are:

- Provision of nutrition assistance
- Animal and plant disease and pest response
- Assurance of the safety and security of the commercial food supply
- Protection of natural, cultural, and historic (NCH) resources

B. Scope

1. The City has no large animals or crops that meet the intent of this ESF.
2. The City has no capacity or authority for determining the safety and security of commercial food supply.
3. The City has little capability to coordinate or support the coordination of these four (4) functions during or immediately after an emergency or disaster. The City will be most reliant on King County Emergency Coordination Center (ECC) support for the delivery of these four (4) functions.
4. The City will likely not be the only jurisdiction needing these services.

II. POLICIES

- A.** The City of Normandy Park will focus on the coordination of mutual aid or other support in the delivery of services identified in this ESF.
- B.** The City expects those that own or provide the original products, which may need the services of the four (4) functions listed above, to follow regulations and meet mandates pertaining to those products.
- C.** The City expects all residents and business owners be prepared for three (3) days of self-sufficiency after an emergency or disaster.

III. SITUATION

- A.** Refer to the King County Hazard Identification and Vulnerability Analysis (published separately).

The hazard or combination of hazards that result in the need for the listed four (4) functions will have widespread regional impact. The consequences of the original incidents requiring the implementation of this ESF will impact multiple infrastructure sectors and will have a prolonged recovery. In a worst case scenario, the long-term quality of life, as currently known, will likely decline.

- B.** Assumptions
 - 1. City residents and business owners have prepared for three (3) days of self-sufficiency.
 - 2. The need to implement this ESF may result from intentional or unintentional acts.
 - 3. The City has limited or no resources to manage this ESF.
 - 4. Food and water will be in high demand after an emergency or disaster.
 - 5. Jurisdictions will be competing for the same limited resources.

IV. CONCEPT OF OPERATIONS

- A.** The City will conduct rapid assessments and determine priorities, especially for food, water, shelter, and medical care, as soon as possible after an emergency or disaster and provide that information to the King County ECC.
- B.** The City will take necessary action to inform residents and business owners on current situation, outlook, and emergency actions.
- C.** Provision of nutrition assistance.
 - 1. The City will take quick action to determine the immediate need for food and water and relay that information to the King County ECC.
 - 2. The City will work with local grocers to take inventory and actions against hoarding.
 - 3. The City will coordinate with King County RCECC and private sector to procure food and water as needed.
 - 4. The City will rely on, and coordinate with, volunteer organizations for the distribution of food and water.

5. The City will monitor evolving conditions to determine short and long-term food and water shortages.

D. Animal and plant disease and pest response

1. The City has no capacity to respond to this function.
2. a) Washington State Department of Agriculture (WSDA) and Fisheries and Wildlife (WDFW) are to conduct animal health surveillance and respond to trends and disease outbreaks with early controls to ward off disaster.
b) Assist in the disposal of animal carcasses.

E. Assurance of the safety and security of the commercial food supply

1. The City has no capacity to respond to this function
2. The Seattle – King County Public Health Department, and private sector commercial food warehouses, suppliers, and distributors will take all precautions to preserve commercial food safety and security.
3. Report potential or actual violations to authorities as soon as detected.

F. Protection of natural, cultural, and historic (NCH) resources

1. The City relies on Water Districts (49 / 54 / Highline) to maintain wells, wellheads, and pipelines in a way to ensure pure and reliable water distribution.
2. King County maintains clean water basin habitats through a stewardship program of the Miller and Walker Creeks.
3. The City's volunteer oil response team and the Burien / Normandy Park Fire Department will set booms and absorbent materials to prevent any oil spills on Puget Sound from entering the two creeks.
4. The City has one property on the register of Historic Places in Washington State. It is the Tracy House, located at 18971 Edgecliff Drive SW. The location is on a steep shoreline overlooking Puget Sound. It is at risk for landslides and seiches as with any structure on the embankments.

V. RESPONSIBILITIES

A. Primary Agency

City of Normandy Park

1. Conduct rapid and frequent assessments of conditions related to this ESF and determine and reassess priorities.
2. Conduct outreach to special needs populations residing in the City and assist in the determination of priorities.
3. Communicate regularly with residents and business owners on ever-changing conditions, emergency action steps, resource distribution locations, feeding centers, and other items as indicated by the specifics of the emergency or disaster.
4. Dispatch the oil response volunteers to protect Miller and Walker creeks when needed.
5. Coordinate with local grocers and other food suppliers to determine inventories and hoarding prevention strategies.

C. Support Agencies

1. American Red Cross
 - Coordinate delivery and distribution of food and water supplies
2. Burien / Normandy Park Fire Department
 - Dispatch fire resources to prevent Puget Sound oil spills from entering into Miller and Walker Creeks
3. Southwest Suburban / Midway Sewer Districts
 - Take precautions to prevent sewage contamination from entering waterways
4. 49 / 54 / Highline City Water Districts
 - Maintain wells, well heads, pipelines, and water purity and distribution
5. Food Storages and Distributors
 - Adhere to regulations specific to commercial food storage and distribution
 - Coordinate with commercial food suppliers for additional commodities when needed
 - Coordinate with King County ECC for commercial food delivery and distribution
6. King County Natural Resources and Parks Department
 - Identify commercial food distribution locations and coordinate with King County ECC
7. King County Office of Emergency Management / ECC
 - Coordinate resources as requested by the City
 - Assess conditions and determine priorities based on county (incorporated and unincorporated) needs
 - Liaise with WEMD and FEMA on behalf of the City
 - Provide prompt and accurate information frequently to the City
8. Local Grocers
 - Maintain adequate inventories in safe conditions
 - Coordinate with commercial food storage facilities and distributors for additional inventories when needed
 - Coordinate with the City resources to help prevent food hoarding
9. Salvation Army
 - Coordinate delivery and distribution of food and water supplies
10. Seattle – King County Public Health
 - Conduct surveillance and regular inspections and testing to ensure food safety and water purity
 - Communicate violations immediately to officials in support of maintaining health and safety
11. Volunteer Organizations
 - Respond as the oil response team when requested by the City
 - Assist in conducting outreach to special needs populations residing in the City
 - Assist in the delivery and distribution of food and water to locations identified by the City
12. Washington Emergency Management Division
 - Coordinate resources as requested by King County ECC

- Liaise with appropriate state departments to coordinate the functions identified in this ESF
- Liaise with FEMA on behalf of King County and the City

13. Washington State Department of Agriculture / Department of Fisheries and Wildlife

- Conduct animal health surveillance and respond to trends and disease outbreaks with early controls to ward off disaster
- Assist in the disposal of animal carcasses to prevent spread of diseases
- Communicate conditions and expectations frequently to officials

VI. REFERENCES

- Normandy Park Municipal Code; Chapter 18.72 LANDMARK PROTECTION AND PRESERVATION
- Department of Archaeology and Historic Preservation; Historic Places in Washington

VII. TERMS AND DEFINITIONS

Seiche – a French word for an occasional and sudden oscillation of the water of a lake, bay, estuary, etc., producing fluctuations in the water level and caused by wind, earthquakes, changes in barometric pressure, etc.

VIII. ATTACHMENTS

None

**CITY OF NORMANDY PARK
CEMP PLAN
EMERGENCY SUPPORT FUNCTION (ESF) 12
ENERGY**

Primary Agencies: Puget Sound Energy
Seattle City Light

Support Agencies: Burien / Normandy Park Fire Department
City of Normandy Park
King County Office of Emergency Management
King County Zone 3 Agencies
Washington Emergency Management Division

I. INTRODUCTION

A. Purpose

1. Provide for the effective utilization of available electric power and petroleum products, as required to meet essential emergency needs of the City during emergencies or disasters.
2. Facilitate the coordination with utilities required to meet essential needs during emergencies or disasters.

B. Scope

The City of Normandy Park relies on the private and public sector for the generation and distribution of power and energy to the City. The City has no authority over said agencies.

I. POLICIES

- A.** Follow strict safety practices while performing duties.
- B.** Compliance with Chapter 43.21G Revised Code of Washington; Energy Supply Emergencies, Alerts.

II. SITUATION

A. Emergency / Disaster Hazards and Conditions

1. The City is subject to extended power outages. The City was without power for five (5) days after the Hanukkah Eve storm in 2006.

2. Refer to the King County Hazard Identification and Vulnerability Analysis (published separately).

B. Planning Assumptions

1. Widespread power outages and pipeline failures may occur in a widespread emergency or disaster. These may take days and weeks to restore and repair.
2. Extended power outages will cause hardship on the high risk populations living within the City.
3. Extended power outages may interfere with the City's ability to provide essential services.
4. Delays in the production, refining, and delivery of petroleum-based products occur as a result of transportation infrastructure failures and loss of commercial electrical power.
5. Restoration of normal operations at energy facilities is the responsibility of the facility owners.

III. CONCEPT OF OPERATIONS

A. Energy resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs, such as hospitals.

B. The decision to open the City's EOC will be dependent on the situational awareness and impact of the energy disruption on the residents and business owners.

C. The City will seek updated information from all available sources (KCECC, Zone 3, media, power companies' websites and emergency numbers, etc.) to determine priorities.

D. The City will prioritize and coordinate road and debris clearing operations with the appropriate power company and the Burien / Normandy Park Fire Department.

E. To the extent possible, energy systems will continue to provide services through their normal means.

F. The City will seek gasoline and diesel fuels from the Highline School District.

IV. RESPONSIBILITIES

A. Primary Agencies – Puget Sound Energy / Seattle City Light

1. Identify and coordinate restoration priorities with the City
2. Participate in field unified command
3. Provide a public information officer to assist in prompt and accurate information dissemination
4. Comply with energy allocations and curtailment programs as determined by the governor
5. Coordinate out-of-area private and public energy assistance

B. Support Agencies

1. Burien / Normandy Park Fire Department
 - a) Conduct initial scene control and life safety operations
 - b) Establish incident / unified command if conditions warrant
 - c) Dispatch fire-based hazardous materials teams when indicated (see ESF 10)
2. City of Normandy Park
 - a) Open City EOC when conditions warrant
 - b) Coordinate with energy companies priority restorations
 - c) Survey high risk populations for resource requests
3. King County Office of Emergency Management
 - a) Configure Puget Sound Energy and / or Seattle City Light into EOC staffing during activations
 - b) Ensure prompt dissemination of accurate information regarding disruptions and / or damages to the energy infrastructure to the City
4. King County Zone 3 Agencies
With activation of the Zone 3 ECC, assist in filling resource requests
5. Washington Department of Commerce, Energy Division
Provide assistance to local jurisdictions in assessing damage to energy systems
6. Washington Emergency Management Division
 - a) Alert appropriate agencies of the possible requirement to supplement local energy needs
 - b) Coordinate with the appropriate agencies and organizations to provide supplemental assistance to local jurisdictions

VI. REFERENCES

Washington State Comprehensive Emergency Management Plan
Chapter 43.12G Revised Code of Washington, Energy Supply Emergencies, Alerts

VII. TERMS AND DEFINITIONS

Energy includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components.

Natural gas is odorless in its pure state. A strong odorant is added in low concentration to serve as a warning of the presence of gas. It is non-poisonous, however if natural gas displaces air in enclosed spaces, suffocation can occur because of lack of oxygen.

VIII. ATTACHMENT - None

**CITY OF NORMANDY PARK
CEMP PLAN
EMERGENCY SUPPORT FUNCTION (ESF) 13
PUBLIC SAFETY, LAW ENFORCEMENT, SECURITY**

Primary Agency: City of Normandy Park Police Department

Support Agencies: City of Normandy Park
Coalition of Small Police Agencies
Federal Bureau of Investigation
Port of Seattle Police Department
Des Moines Police Department
Immigration and Customs Enforcement
King County Sheriff's Office
SCORE Jail
Washington State Patrol

I. INTRODUCTION

A. Purpose

To address City capabilities and resources to support a full range of law enforcement operations associated with incidents having the potential or actual threat to public safety and security.

B. Scope

1. This ESF focuses on law enforcement operations within the City of Normandy Park and mutual aid resources under emergency or disaster conditions and not day-to-day operations.
2. This ESF is a guideline for those in primary and supporting law enforcement operations and should not be considered a prescribed action plan. It will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with information and resources available.
3. ESF 13 does not supersede plans, policies, procedures, and protocols implemented by the City of Normandy Park Police Department.

II. POLICIES

- A. The Normandy Park Police Department will follow established day-to-day policies and procedures published in the Normandy Park Police Department Standard Operational Procedures as long as conditions allow.

- B. The Normandy Park Police Department will coordinate with other federal, state, and local law enforcement agencies to support essential law enforcement operations.
- C. The Coalition of Small Police Agencies will follow Major Crimes Task Force (MCTF) Operational Policies and Procedures and as identified in MCTF standard operating procedure and the interlocal agreement when conducting operations.

III. SITUATION

A. Emergency / Disaster Conditions and Hazards

1. The Normandy Park Police Department routinely works in emergency and stressful conditions.
2. Acts of terrorism or civil unrest are uncommon in the City and will likely be the hazards in which law enforcement is the lead agency.
3. Information on other hazards can be found in the King County Hazard Identification and Vulnerability Analysis (published separately).

B. Planning Assumptions

1. The Normandy Park Police Department maintains a 24-hour operational readiness in order to serve and protect people and property.
2. Most law enforcement operations deal with isolated incidents and are effectively managed as day-to-day operations.
3. The operational structure of the Normandy Park Police Department may be modified during emergency operations by using the incident command system.
4. The Normandy Park Police Department will exhaust or nearly exhaust resources, including mutual aid, before requesting resources from the King County ECC.

IV. CONCEPT OF OPERATIONS

Actions have been taken by law enforcement agencies to be signatories to a state-wide mutual aid agreement, minus a couple of counties. The county not signatory to this agreement, affecting the Normandy Park Police Department is Pierce County. Normandy Park Police Department will exhaust, or nearly exhaust, local resources, including mutual aid, before requesting resources through the King County ECC. Some law enforcement incidents, such as immigration violations and acts of terrorism, reach beyond the authority of the Normandy Park Police Department. For such incidents, the police department will coordinate operations with Immigration and Customs Enforcement, the Federal Bureau of Investigations, or appropriate agency.

V. RESPONSIBILITIES

A. City of Normandy Park Police Department

1. Assume incident command responsibility. In some incidents this responsibility may be delegated to another agency, such as the fire department if the incident is fire-related.
2. Conduct traffic control and enforcement as appropriate to the incident.
3. Conduct crime protection and crime scene investigations.
4. Request and provide support and mutual aid to other law enforcement agencies.
5. Maintain and provide canine scent-tracking capabilities, when available.
6. Coordinate AMBER Alert broadcasts with the Washington State Patrol.
7. Conduct background checks for new hires and organized volunteers.

B. Support Agencies

1. City of Normandy Park

Open City EOC in support of law enforcement operations when requested.

2. Coalition of Small Police Agencies

a) Provide mutual aid resources when requested

b) Provide Major Crimes Task Force Special Operations Team when requested

3. Federal Bureau of Investigation

Provide resources and /or assume incident command when indicated by the type of crime.

4. Port of Seattle Police Department

Provide contractual dispatch, PSAP. Provide special services, such as bomb dogs, when requested

5. Immigration and Customs Enforcement

Provide resources and /or assume incident command when indicated by the type of crime.

6. King County Sheriff's Office

a) Provide mutual aid and special operations support when requested

- b) Provide contractual jail services
 - c) Provide Major Accident Reconstruction Unit with requested
7. SCORE Jail
Provide contractual jail services
8. Washington State Patrol
- a) Maintain jurisdiction for traffic enforcement and control on State Route 509
 - b) Assist in scripting and broadcasting AMBER Alert messages, on behalf of the Normandy Park Police Department, when requested

VI. REFERENCES

Normandy Park Police Department Standard Operational Procedures
Coalition of Small Police Agencies Interlocal Agreement
Washington State Law Enforcement Mobilization Plan

VII. TERMS AND DEFINITIONS

AMBER – America’s Missing: Broadcast Emergency Response

VIII. ATTACHMENTS

None

**CITY OF NORMANDY PARK
CEMP PLAN**

**EMERGENCY SUPPORT FUNCTION (ESF) 14
RECOVERY**

Primary Agencies: City of Normandy Park

Secondary Agencies: Burien / Normandy Park Fire Department

Cable TV and Internet (Comcast / Mytel / Qwest)
Energy Providers (Seattle City Light / Puget Sound Energy)
Federal Emergency Management Agency (FEMA)
Garbage Haulers (Republic Services)
Highline School District
King County Regional Communication and Emergency Coordination
Center (KCRCECC)
Sewer Districts (Southwest Suburban / Midway)
Washington Emergency Management Division (WEMD)
Water Districts (49 / 54 / Highline)

I. INTRODUCTION

A. Purpose

1. To provide a standardized system to collect, report, and evaluate information related to an emergency or disaster, and the response necessary to facilitate the City's transition from emergency response to the resumption of normal activities.
2. To provide for the effective implementation and coordination of damage assessment activities with the City.

B. Scope

1. This ESF addresses damage assessment activities in the City resulting from all-hazards emergencies and disasters, and the roles and responsibilities of City departments regarding recovery and restoration efforts. Its focus is management of damage assessment operations and process for Presidential Emergency Declaration eligibility. It also addresses disaster related assistance and services provided by government and volunteer agencies following the response phase.
2. City of Normandy Park Hazards Mitigation Plan is an Addendum to the King County Regional Hazard Mitigation Plan.

II. POLICIES

- A. Recovery operations for large incidents impacting the City will be coordinated by the City EOC, under the direction of the Emergency Management Director, or designee.
- B. City department directors are responsible for establishing policies and procedures for assessing and reporting visible structural damages and / or ability to conduct essential services.
- C. City department directors will determine employee accountability, conduct damage assessments and the ability to provide essential services, and compile and relay this information to the Planning and Community Development Director, or EOC manager, as soon as safe.
- D. For smaller incidents, or for incidents no longer requiring EOC support, the Planning and Community Development Director is responsible for coordinating damage assessments within the City.
- E. The Planning and Community Development and Finance Department directors will work together in compiling dollar-loss estimates resulting from damages and emergency operations. The directors will compile data in such a way that it meets FEMA standards.
- F. If combined dollar-loss estimates do not qualify for federal assistance, the City will provide assistance through existing policy and programs, or by volunteer organizations.
- G. Public damage and response costs will be borne by such organization, or the organization requesting assistance.

III. SITUATION

A. **Emergency / Disaster Hazards and Conditions**

Any of the hazards identified in the King County Hazard Identification and Vulnerability Analysis have the magnitude potential to qualify for recovery operations.

B. **Planning Assumptions**

1. The capability to recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.
2. There may be an immediate and urgent need for medical attention, sanitation facilities, food, water, clothing, and transportation following an emergency or disaster.
3. To the extent practical, immediate basic needs will be the responsibility of the individual.

4. Needs not met by individual preparedness will be referred to established public or private programs, consistent with individual qualifications, organizational priorities, and resource availability.
5. Initial reports may be fragmented and conflicting, and provide inaccurate situation and resource assessment. Reports will become more accurate and thorough as more information is gained.
6. There may be a shortage of individuals qualified to assess damages.
7. Organizations or agencies providing utility services will have plans in place and capabilities needed to ensure continued services during recovery operations.
8. Agencies with critical infrastructure such as water, sewer, and power are responsible for prompt damage assessment and repair of their respective structures located within the City.
9. The City may conduct structural assessment on privately-owned structures and businesses to determine safety to enter or occupy. Additional actions are the responsibility of the property owner or occupant.

IV. CONCEPT OF OPERATIONS

- A.** Recovery operations will begin as life safety operations are winding down.
- B.** Initial recovery operations will focus on the restoration of basic necessities. As soon as safe, the emergency first responders, such as public works, fire services and law enforcement, will conduct visual assessments of areas visible while conducting emergency operations. The emergency first responders will report those findings to the City EOC as soon as possible.
- C.** In order to qualify for federal monies to recover and rebuild from any emergency or disaster, rapid collection and compilation of dollar-loss estimates are critical. A dollar-loss threshold must be met prior to the issuance of a Presidential Declaration of Emergency. Authorities from the King County RCECC will be requesting the estimates early in the recovery phase or maybe even in the response phase. It is important for the City to dedicate resources to accomplish the task. The City must evaluate and re-evaluate estimates to ensure accuracy.
- D.** Upon qualification for a Presidential Declaration of Emergency, FEMA will dispatch a damage assessment team that will document the impact and magnitude of the disaster upon individuals, families, businesses, and public property and to gather information for emergency management purposes. This process is called the Preliminary Damage Assessment (PDA). The PDA also assesses the City's need for immediate needs funding (INF) to support debris removal and conducting emergency protective measures.

It is the City's responsibility to either escort these teams to identified sites or provide comprehensive information packets to include maps and how the dollar-loss estimate was determined.

- E.** As recovery progresses, the Emergency Management Director may close the EOC and coordinate operations from one or a combination of City departments.
- F.** The City is reliant on public and private sector owners of critical infrastructure and services to ensure the integrity and operational status of their respective products and / or services.
- G.** City residents and business owners rely on the City government to keep the community informed of the recovery process, restoration of services, assistance availability and locations, volunteer opportunities, and multiple aspects associated with an emergency or disaster of severe impact.
- H.** The City may waive the building review process and fees in order to facilitate rebuilding.

V. RESPONSIBILITIES

A. City of Normandy Park

1. Individual departments will conduct damage assessments and complete appropriate forms, and forward those forms to the EOC, if activated, or Planning and Community Development Director.
2. All departments will maintain detailed expense records at the onset and throughout the emergency response and recovery.
3. The City will maintain frequent contact with infrastructure owners for the status of services and remediation of any deficiencies.
4. The City will serve as the central hub for residents to obtain recovery related information and repair status.
5. The City may coordinate emergency debris collection operations with appropriate haulers when conditions warrant.
6. The City will collect and compile dollar loss estimates of any damages and / or emergency operations expenses and provide them to King County RCECC upon request.
7. The City will divide the City into segments for the purpose of organizing damage assessment and to prevent duplication and omission of areas checked. Compile information as reported by those conducting the assessments.
8. Work with the FEMA Preliminary Damage Assessment teams when dollar losses indicate this level of operations.

B. Secondary Agencies

1. Burien / Normandy Park Fire Department
 - Coordinate damage assessment operations with the City EOC
2. Cable TV and Internet (Comcast / Mytel / Qwest)
 - Assess and restore telecommunication infrastructure as soon as safe after an emergency or disaster
 - Make status of assessment and restoration operations available to the City as soon as possible
3. Energy (Electrical and Natural Gas) Providers (Seattle City Light / Puget Sound Energy)
 - Assess and restore generation and distribution infrastructure as soon as safe after an emergency or disaster
 - Take necessary precautions to preserve the safety of emergency first responders
 - Take necessary precautions to preserve community safety
 - Make status of assessment and restoration operations available to the City as soon as possible
4. Federal Emergency Management Agency
 - Facilitate the Presidential Declaration of Emergency process
 - Liaise with WEMD
 - Arrange for PDA teams
5. Garbage Haulers (Republic Services)
 - Coordinate special collections and / or drop boxes with Emergency Management Director
6. King County Regional Communication and Emergency Coordination Center (KCRCECC)
 - Liaise with WEMD on behalf of the City for the purposes of meeting resource needs and qualifying for Presidential Declaration of Emergency
7. Highline School District
 - Ensure the safety of students, faculty, and staff
 - Conduct damage assessments for all school facilities
 - Provide the Planning and Community Development Department with dollar loss estimates associated with the Marvista School
 - For incidents that create the need to close schools, either short or long-term, take all action to get schools back in session as soon as safe
8. Sewer Districts (Southwest Suburban / Midway)
 - Assess and restore pipelines and treatment plant infrastructure as soon as safe after an emergency or disaster
 - Take necessary precautions to preserve community safety
 - Make status of assessment and restoration operations available to the City as soon as possible
9. Washington Emergency Management Division (WEMD)
 - Liaise with King County RCECC for the purpose of qualifying for Presidential Declaration of Emergency

- Liaise with FEMA for the purpose of meeting Presidential Declaration eligibility requirements and subsequent requirements / expectations
10. Water Districts (49 / 54 / Highline)
- Assess and restore well heads, pumps and pipelines as soon as safe after an emergency or disaster
 - Take necessary precautions to preserve water safety
 - Make water purity conditions available to City as soon as possible and disseminate information on water purification throughout the City when indicated
 - Make status of assessment and restoration operations available to the City as soon as possible

VI. REFERENCES

King County Hazard Mitigation Plan; current revision

Public Assistance Guide FEMA 322/June 2007

VII. TERMS AND DEFINITIONS

VIII. ATTACHMENTS

**CITY OF NORMANDY PARK
CEMP PLAN
EMERGENCY SUPPORT FUNCTION (ESF) 15
PUBLIC AFFAIRS**

Primary Agencies: City of Normandy Park
Burien / Normandy Park Fire Department

Support Agencies: City of Burien
King County Joint Information Center
Zone 3 Public Information Officer (PIO) Network

INTRODUCTION

A. Purpose

This ESF provides guidance for the collection, verification and dissemination of information to the media, public, and special populations during emergencies or disasters.

B. Scope

1. This ESF addresses the responsibility of the City's public information officer (PIO) for supplying accurate, consistent and clear information to the media, the public and county government.
2. This ESF should be used as a guideline for those in supporting and coordinating public affairs, and should not be considered a prescribed action plan. It will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with information and resources available.

POLICIES

The primary PIO for the City is an employee of the police department. When the primary PIO is unavailable, the city manager or designee will function as the PIO. For fires and other emergencies or disasters that are solely the responsibility of the fire department, the fire department PIO will function as the PIO of the incident. The City and fire PIOs will work cooperatively, regardless of incident.

The City will seek the assistance of the Zone 3 PIO Network and the King County Joint Information Center when the incident involves more than Normandy Park and / or when resources are exhausted.

The City will use all available means to keep the public informed as much as possible.

SITUATION

A. Emergency / Disaster Hazards and Conditions

1. All hazards have the potential to create the need for the dissemination information from the City to the City employees, residents, business owners, and media.
2. The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on the local hazards and is the basis for this ESF.

B. Planning Assumptions

1. City residents and business owners will expect the City to provide timely and accurate information on the status of the emergency or disaster response and recovery operations, life-safety action steps, available resources and other appropriate information.
2. Information may be fragmented, incorrect, and conflicting during the initial response efforts to an emergency or disaster. Information will become more reliable as the response progresses.
3. The City will require frequent and regular communications with available public safety providers, neighboring jurisdictions, and county and state emergency operations centers to ensure the latest information is available to disseminate.
4. Emergencies and disasters will likely disrupt telecommunications infrastructure that the City relies on.

CONCEPT OF OPERATIONS

A. General

1. The City's need for information regarding the emergency or disaster begins with the initial response operations. The City's PIO will collect and verify initial information, and compile it for dissemination. Initial dissemination may be limited to the police chief, city manager and others on a "need-to-know" basis.
2. As the emergency or disaster escalates, the City will become more and more dependent on emergency information. The City will reach out to other organizations such as neighboring jurisdictions, King County ECC, and local media.
3. When the informational demands exceed the capabilities of field command, the city manager or police chief will determine the need to open the City EOC. Upon opening, the EOC manager will approve all emergency information disseminated from the City.

4. The King County ECC may decide to open the joint information center (JIC). The JIC is comprised of local PIOs for the purpose of meeting all aspects of emergency informational flow. At full operational capacity, the JIC is responsible for crisis communications, information coordination, media relations, community relations, VIP relations, productions, and support and staffing. The City PIO will support the JIC as resources allow.
5. The City may consider sending the City PIO to the JIC to ensure the City is well represented.

B. Methods for Dissemination

1. The City will use all available methods to disseminate information as appropriate.
2. The PIO and redundancy will maintain a current RPIN (Regional Public Information Network) password. RPIN is one method the City will use to disseminate emergency information.
3. The City will post information to the City website and email distribution as permitted by Internet access and as circumstances permit.
4. The City will work with / through King County JIC for emergency information dissemination over local media.
5. The City will consider posting information or providing live briefings at natural gathering places such as grocery stores.
6. The City may reach to Burien to disseminate City-related information over Radio Free Burien 540 AM.
7. See ESF 2 for other methods of information dissemination.

V. RESPONSIBILITIES

A. Primary Agencies

1. City of Normandy Park
 - a. Identify a City PIO with redundancy
 - b. Activate City EOC to support PIO operations
 - c. Use all available and appropriate methods of information dissemination
 - d. Establish relationships with local media and other agencies associated with information dissemination
 - e. Participate in Zone 3 and King County PIO meetings and trainings
 - f. Advocate for the City PIO to become familiar with various methods of information dissemination

2. Burien / Normandy Park Fire Department
 1. Identify a departmental PIO with redundancy
 2. Function as lead PIO for fire-related incidents occurring in the City

B. Support Agencies

1. City of Burien
Respond to City request to broadcast emergency information over Radio Free Burien 540 AM when available.
2. King County Joint Information Center
Support the City's informational needs by establishing the JIC and disseminating emergency information as related to the City
3. Zone 3 PIO Network
Support Zone 3 emergency informational operations with a cadre of trained PIOs

REFERENCES

King County Joint Information Center Plan

TERMS AND DEFINITIONS

Joint Information Center - A Joint Information Center (JIC) is a central location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions. (FEMA)

ATTACHMENTS

None

**CITY OF NORMANDY PARK
CEMP PLAN
EMERGENCY SUPPORT FUNCTION (ESF) 16
DEFENSE SUPPORT TO CIVIL AFFAIRS**

Primary Agencies: Washington Military Department
Department of Defense

Support Agencies: City of Normandy Park
King County Emergency Coordination Center (ECC)

I. INTRODUCTION

A. Purpose

1. To identify the circumstances and outline procedures to request the governor, through the King County Emergency Coordination Center (ECC) to order the Washington National Guard (WNG) and request other regional military branches into service to support emergency and recovery operations in Normandy Park, as indicated.
2. To provide for effective coordination and use of Department of Defense assets during an emergency or disaster.

B. Scope

The City has no authority to directly request the resources identified in this ESF. This ESF is informational as to what support the state and federal government can provide under extreme conditions.

II. POLICIES

Military forces, either state or federal, remain under, and will follow, the military chain of command. Personnel and equipment will remain under the control of the designated commander.

The Adjutant General will deploy resources of the WNG in a federally-funded status in response to an emergency involving imminent loss of life, to prevent great suffering and / or to mitigate great destruction of property, in accordance with federal regulations and statutes. As soon as the incident is stabilized, the WNG will initiate the withdrawal (demobilization) of resources unless the Governor orders the WNG into state active duty.

III. SITUATION

A. Emergency / Disaster Hazards and Conditions

Any hazard may escalate to the point of requiring defense support to manage the incident, but most do not reach that scale and scope.

The King County Hazard Identification and Vulnerability Analysis (published separately) has additional information on the local hazards and is the basis for this ESF.

B. Planning Assumptions

1. Local resources will be depleted or nearing depletion before a request is made for defense support to respond to an emergency or disaster.
2. Defense support may take a minimum of 72-hours to arrive.
3. Defense operations have priority over defense support to civil affairs, unless otherwise directed by the Secretary of Defense.

IV. CONCEPT OF OPERATIONS

Defense support falls under the purview of the state and federal governments. State defense support is the Washington National Guard. Federal defense support is the Department of Defense, which represents the various military branches: Army, Air Force, Marines, Navy, Coast Guard and Corps of Engineers.

A. State of Washington

1. The Washington State Military Department is headquartered at Camp Murray, located in Pierce County. It is made up of two military components – the Air National Guard and the Army National Guard; and two civilian components, the emergency management division (WEMD) and support services staff.
2. The governor has the sole authority to deploy either Guard components. When the City's resources are depleted or nearing depletion, the City will follow the same process to request emergency resources as with any other emergency or disaster. The City will initiate the request through the King County ECC.
3. WNG capabilities include but are not limited to engineering, communications, transportation and aviation.
4. A fee for service is associated with the deployment of the WNG. Unless the deployment is associated with a presidentially declared disaster, the requestor of the WNG resources is responsible for payment.

B. Department of Defense

1. Emergencies or disasters requiring defense support often qualify for a presidentially declared disaster.
2. Under extreme conditions, requests for Department of Defense resources can be made directly to the commander of the respective military branch by the King County director of emergency management, or from the governor, through Region X (10) to FEMA. Such conditions include lives are at risk, suffering, and mitigating destruction of property when there is no time to make the request through normal channels.
3. The United States Army Corps of Engineers (USACE) provides direct assistance to civil affairs in flood fighting, flood rescue, and the repair or restoration of flood control infrastructure.

V. RESPONSIBILITIES

A. Washington Military Department

1. Maintain a level of readiness in the emergency management division and WNG operations and resource support.
2. Respond to resource requests when appropriate thresholds are met.

B. Department of Defense

Respond to resource requests when appropriate thresholds are met.

VI. ATTACHMENTS

None

VII. TERMS AND DEFINITIONS

None

VIII. REFERENCES

None