BEFORE THE BOARD OF COMMISSIONERS OF COWLITZ COUNTY,
STATE OF WASHINGTON

Resolution No. 13 127

WHEREAS, Cowlitz County (hereinafter County), with the assistance from Cowlitz County Department of Emergency Management, has gathered information and prepared the entity Comprehensive Emergency Management Plan update; and

WHEREAS, the Comprehensive Emergency Management Plan update has been prepared in accordance with Chapter 38.52 RCW, intended to provide a comprehensive framework for county-wide disaster mitigation, preparedness, response, and recovery; and

WHEREAS, the Cowlitz County Sheriff's Office, Department of Emergency Management will be responsible for coordinating and supporting all such mitigation, preparedness, response and recovery activities and for publishing and distributing this plan and changes, as required; and

WHEREAS, based on its compatibility with planning guidance provided by the Federal Emergency Management Agency and the Washington State Emergency Management Division, the Plan has been approved by the Washington State Emergency Management Division; and

WHEREAS, the executive heads of all applicable county and city governments become familiar with this plan; prepare, as appropriate, emergency response plans for emergencies and disasters which might affect their jurisdictions; and cooperate with local, state and federal emergency response planning agencies to ensure a prompt response to, and a timely recovery from, emergencies and disasters; and

WHEREAS, all residents of Cowlitz County are urged to be prepared and lend their individual and collective efforts to provide for self-protection and the protection of the public and private property within Cowlitz County and to ensure the success of the Cowlitz County Comprehensive Emergency

NOW, THEREFORE, BE IT RESOLVED by the Board of Cowlitz County Commissioners to adopt the Cowlitz County Comprehensive Emergency Management Plan as this jurisdiction's Comprehensive Emergency Management Plan, and that Cowlitz County resolves to execute the actions of the Plan.

DATED this 19th day of November, 2013.

Michael A. Karnofski, Chairman

James R. Misner, Commissioner

Dennis P. Weber, Commissioner

Attest:

Vickie M. Musgrove, Clerk of the Board
Cowlitz County

Comprehensive Emergency Management Plan

Cowlitz County Sheriff’s Office
Department of Emergency Management

May 2013
DEFINITIONS

The following definitions establish and define essential terms used throughout this document. They are included here for the convenience of the reader. A more complete list of definitions is provided in Appendix A.

**Comprehensive Emergency Management Plan (CEMP):** The plan developed by the Cowlitz County Department of Emergency Management and participating entities, addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.

**Cowlitz County:** A term to denote the entire geographic area of Cowlitz County including the cities of Castle Rock, Kalama, Kelso, Longview and Woodland.

**Cowlitz County Government:** A generic term to denote any and all Cowlitz County Government under the direction and authority of the Board of County Commissioners (BOCC). Example: Public Works and other county departments. This definition also includes elected officials of Cowlitz County government (i.e. Auditor, Coroner, and Sheriff).

**City Governments:** A term to denote the five incorporated cities of Castle Rock, Kalama, Kelso, Longview and Woodland.

**Governmental Entity or Entities:** A generic term to denote any and all government or government affiliated offices, departments, divisions, agencies, districts, and municipalities located within Cowlitz County as identified in this Comprehensive Emergency Management Plan (CEMP).

**Private Organizations:** Private entities who are signatories to the various ESFs and have a designated responsibility for carrying out provisions within the CEMP. Examples include the Red Cross, Salvation Army, and the Humane Society.

**Emergency or Disaster:** As used herein, emergency or disaster shall mean an event or set of circumstances which demands immediate action to preserve public health, protect life, protect public property, or to provide relief to a stricken community overtaken by such occurrences, or reaches such a dimension or degree of destructiveness as to warrant the Board of County Commissioners declaring a local emergency pursuant to RCW 36.40.180 and 38.52.070.

Emergency or disaster does not mean an emergency as used in RCW 38.52.430 which is an incident that requires a normal police, coroner, fire, rescue, emergency medical, utility or public works response.

**Emergency Operations Center (EOC):** A site designated from which local government officials can coordinate emergency operations in support and coordination of on-scene responders. Direction, control, response and recovery support priorities are established in the EOC. Priorities are determined by the extent, size, duration, and complexity of the emergency or disaster and the availability of resources. The county EOC obtains and coordinates resources upon request of local agencies responding to the emergency or disaster.
**Emergency Management Zone (EMZ):** An EMZ is a facility established by a Government Entity to serve as a site to coordinate local disaster activities. The jurisdiction’s decision makers, including appointed/elected officials and key operations personnel may conduct localized emergency operations from the EMZ while coordinating with the jurisdiction’s liaison in the Cowlitz County EOC. The EMZ may be activated for a localized event when circumstances do not require activation of the Cowlitz County EOC.

**Emergency Coordination Center (ECC):** An ECC is a location established by a single Government Entity department or office to serve as coordination point for the disaster activities of that department or office. The ECC is subordinate to the EOC and typically will have a liaison in the EOC.

**ACRONYMS USED**

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<thead>
<tr>
<th>Abbreviation</th>
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<tr>
<td>BOCC</td>
<td>Cowlitz County Board of County Commissioners</td>
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<td>CCDEM</td>
<td>Cowlitz County Department of Emergency Management</td>
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<td>CCSO</td>
<td>Cowlitz County Sheriff’s Office</td>
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<td>CCHD</td>
<td>Cowlitz County Health Department</td>
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<td>CEMP</td>
<td>Comprehensive Emergency Management Plan</td>
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<td>ACC</td>
<td>Agency Coordination Center</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>ECC</td>
<td>Emergency Coordination Center</td>
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<td>Cowlitz County Emergency Management Advisory Committee</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
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<td>Emergency Management Zone</td>
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<td>EOC</td>
<td>Cowlitz County Emergency Operations Center</td>
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<td>Emergency Operations Plan</td>
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<td>ESF</td>
<td>Emergency Support Function</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>HIVA</td>
<td>Hazard Identification and Vulnerability Assessment</td>
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<td>IC</td>
<td>Incident Commander</td>
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<td>ICP</td>
<td>Incident Command Post</td>
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<td>ICS</td>
<td>Incident Command System (see also NIMS)</td>
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<td>IMT</td>
<td>Incident Management Team</td>
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<td>MCI</td>
<td>Mass Casualty Incident</td>
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<td>National Warning System</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<td>NRP</td>
<td>National Response Plan</td>
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<td>National Weather Service</td>
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<td>Search &amp; Rescue</td>
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<td>SOP</td>
<td>Standard Operating Procedures</td>
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<td>WSEMD</td>
<td>Washington State Emergency Management Division</td>
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<td>WSEOC</td>
<td>Washington State EOC</td>
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<td>9-1-1 Comm</td>
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COWLITZ COUNTY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
BASIC PLAN

I. INTRODUCTION

A. Mission

To provide an effective emergency organization, and resources, to minimize the impacts of emergencies and disasters on the people, property, environment and economy of Cowlitz County, Washington.

B. Purpose

The purpose of this plan is to provide effective guidance to mitigate, prepare for, respond to and recover from natural, human-caused or technological emergencies and/or disasters in Cowlitz County. To accomplish this, the plan describes a comprehensive program that defines who does what, when, where and how. A major goal of the plan is to facilitate restoration of basic government operations following disasters as defined in the Cowlitz County Hazard Identification and Vulnerability Assessment.

C. Scope

This plan addresses the emergencies and disasters likely to occur as described in the Cowlitz County Hazard Identification and Vulnerability Assessment (HIVA) and outlines:

1. Functions, authorities and responsibilities of the Cowlitz County Department of Emergency Management (CCDEM), county/city agencies, special districts, volunteer organizations, commissions, boards and councils.

2. How the emergency management plans and programs of the State of Washington, emergency management jurisdictions within the county and surrounding jurisdictions, and the federal government are coordinated.

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

4. Training and educating of the public, the business community, government agencies and volunteers.

5. The importance of citizen self-sufficiency.

D. Plan Approval

The basic plan and appendices will be approved by the Board of County Commissioners after a review by the Emergency Management Advisory Committee. The Emergency Support Functions (ESFs) will be approved by
the functional lead agency or agencies with the concurrence of applicable support agencies.

E. Organization

1. Cowlitz County Ordinance #04-008 establishes the Cowlitz County Department of Emergency Management (CCDEM) in accordance with directives in RCW 38.52.070. The department is a division of the Cowlitz County Sheriff’s Office and is operated by a full-time director appointed by the Cowlitz County Sheriff. CCDEM provides emergency management services to unincorporated Cowlitz County and the five (5) incorporated cities in the county.

2. The Cowlitz County Emergency Management Advisory Council (EMAC), made up of representatives of the contracting jurisdictions, reviews agency operations and may make recommendations to the Director. The Director of the CCDEM is an ex-officio member of the Council and shall administer the agency.

3. Normal day-to-day organizational structures and chains-of-command will be maintained to the greatest extent possible in government and supporting organizations.

II. POLICIES

A. Authorities

This plan is developed, promulgated and maintained pursuant to the following local, state and federal statutes and regulations:

1. Local

   a. Cowlitz County Ordinance #04-008 codified in Cowlitz County Code Chapter 7.10 “Emergency Management”.

   b. The Interlocal Emergency Management Agreement for emergency management services entered into by Cowlitz County and the cities of Longview, Kelso, Castle Rock, Kalama and Woodland (the Cities) on March 9, 1987.

2. State

   a. Revised Code of Washington (RCW): Chapter 38.52, Emergency Management,

   b. Revised Code of Washington (RCW): Chapter 38.54, Fire Mobilizations,

3. Federal
   d. Title III, Superfund Amendments and Re-authorization Act of 1986

B. Assignment of Responsibilities

1. Agency and Organizational Responsibilities
   This plan provides functional assignments to Cowlitz County & City Governments, special districts, and other organizations as agreed upon by such agencies.

   Emergency Support Functions (ESFs) have been established to designate mitigation, preparedness, response and recovery activities for specific emergency management functions, for example: “Transportation”, “Law Enforcement”, “Fire Services”, “Mass Care”, and “Communications and Warning”. Each ESF will have one or more primary agencies. A primary agency has the responsibility, at a minimum, to coordinate planning efforts within the functional areas. Each ESF also has “support agencies” which are responsible to assist the primary agency in completing tasks.


   ESFs 20-24 are unique to Washington State and they are used in the Washington State CEMP and this plan. ESFs 13-19 are not presently used and are reserved for future assignment.

2. Citizen Preparedness
   Due to the nature of disasters, the county and the cities that are signatories to this plan may be limited in their response and recovery capabilities. Citizens are encouraged to be self-sufficient for a minimum of a 72-hour period should an emergency or a disaster occur.

C. Limitations

No guarantee of a perfect response is expressed or implied by this plan or any of its Appendices, Emergency Support Functions, implementing instructions, or procedures. Since Cowlitz County and City Government assets and systems are vulnerable to natural and technological disaster events, they may be disrupted or overwhelmed. Cowlitz County and City
Governments can only attempt to make every reasonable effort to respond based on the situation, information and resources available at the time of the disaster.

D. Nondiscrimination

It is the policy of the Cowlitz County Government that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability. No special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of county services. Local activities pursuant to the Federal/State agreement for major disaster recovery will be carried out in accordance with Title 44 CFR, Section 205.16 Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

III. SITUATION

A. Emergency Conditions and Hazards

1. Emergencies or disasters may occur in Cowlitz County at any time causing human suffering, injury, emotional crisis, death, public and private property damage, environmental damage, loss of essential services, economic impacts to businesses, families and individuals, and disruption to local and state governments and other governmental entities.

2. Cowlitz County is vulnerable to natural hazards such as earthquakes, floods, windstorms, ice storms, wildland fires, volcanic eruptions, landslides, snowstorms, tornadoes and other natural hazards.

3. Cowlitz County is also vulnerable to a variety of human-caused hazards such as hazardous materials accidents, power outages, transportation accidents, dam failure, computer system failures, civil disorder, and acts of terrorism.

4. The growth of Cowlitz County increases the overall vulnerability of the community. Population growth strains government resources and increases the public’s exposure to natural and human-caused hazards.

5. Cowlitz County has a significant population of elderly and disabled. These individuals will require special assistance in disaster situations.

6. Cowlitz County has a significant population of non-English speaking people. These populations may have difficulty responding to emergency alerts and warnings.

7. The Cowlitz County Hazard Identification and Vulnerability Assessment (HIVA) provides detailed information on hazards in the county. It identifies the threat, assesses the county’s vulnerability to the hazards, and provides the basis for this plan and the agency-specific emergency
plans and procedures.

8. The potential exists for emergencies or disasters that occur outside of Cowlitz County and Washington State to negatively impact the county.

9. Any hazards listed in the HIVA may produce secondary hazards. For example, earthquakes may cause fires, hazardous materials releases, and landslides.

B. Planning Assumptions

Preparedness

1. Emergency plans and procedures have been prepared by those emergency response agencies having primary operational responsibilities. These plans are evaluated and updated as needed.

2. Cowlitz County Government departments will, within their capabilities, prepare for disasters to ensure continuity of government and to mobilize in support of response agencies.

3. Cowlitz County Government departments have a facility emergency plan. The purpose of the facility emergency plan is to provide for the safety of the occupants of the facility.

4. City Governments will, within their capabilities, prepare for emergencies and disasters to ensure continuity of government and to mobilize support of response agencies. The City Governments may develop their own internal plans that complement this plan.

Response

1. Some emergencies or disasters will occur with enough warning to allow some level of notification and preparation. Other situations will occur with no advanced warning.

2. Priority of response will be protection of life, critical facilities, public property and the environment.

3. Emergency medical facilities and services may be overloaded with a possible shortage of supplies and response personnel.

4. Local government entity officials recognize their responsibilities with regard to public safety and may choose to invoke emergency powers granted to them under RCW 38.52.070 in the implementation of this plan.

5. In responding to a disaster, the Board of County Commissioners (BOCC) is prepared to implement the provisions of RCW 38.52.110 regarding utilization of public and private resources.
6. There may be a delay in activating the Emergency Operations Center (EOC) due to unforeseen circumstances.

7. Communication systems may be damaged, or rapidly become overloaded, severely limiting the capability for emergency responders to communicate.

8. Assets and systems may be overwhelmed, especially during the first few days of a disaster. Accordingly, citizens, businesses and industry will need to utilize their own resources. It may be necessary for them to be self-sufficient for 72-hours or more.

9. A terrorist attack upon critical facilities of the United States is considered a possibility. An attack may occur in a large population area in Washington or Oregon or at one of the airports or ports. Cowlitz County may be indirectly impacted or required to provide support assistance. In acts of terrorism, it is unlikely there will be advance warning.

10. In situations not specifically addressed in this plan, it is anticipated the governmental entities and private organizations will improvise and carry out their responsibilities to the best of their abilities under the circumstances.

IV. CONCEPT OF OPERATIONS

A. General

1. The National Incident Management System (NIMS) will be used to manage all emergencies within Cowlitz County (BOCC Resolution #05-147). All personnel should be trained in NIMS according to the compliance requirements issued by FEMA via the Washington State Emergency Management Division.

2. Emergency Management in Cowlitz County is conducted under the universally accepted phases of emergency management: mitigation, preparedness, response and recovery.

3. Interagency resource and planning coordination takes place at the Cowlitz County Emergency Operations Center (EOC). The EOC serves the cities of Longview, Kelso, Castle Rock, Kalama, Woodland and unincorporated Cowlitz County which includes the communities of Ryderwood, Toutle, Silver Lake, Cougar, Yale, Carrolls, Rose Valley and Lexington. The EOC is maintained by CCDEM and is activated when interagency coordination is necessary. Overall coordination of emergencies or disasters affecting multiple jurisdictions will normally be conducted at the Cowlitz County EOC.
4. Disaster management priorities will be determined by command officials and will be based on information available at the scene. For planning purposes, the following priorities are established:

a. Protect human life and public health.
b. Protect public property and infrastructure.
c. Protect the environment.
d. Provide assistance to individuals to protect private property consistent with constitutional requirements, county functions and funding.

5. Cowlitz County and City Governments must deplete all local resources, public and private before requesting resources from the State. If a disaster response exceeds local capabilities, the EOC will request assistance from WSEMD. Assistance may be requested with or without a formal declaration of emergency.

6. When the severity of the situation so dictates, and Cowlitz County and City Government resources are, or are about to become depleted, the CCDEM will coordinate resource support with other cities, special districts, and allied organizations at the EOC. The EOC will coordinate state or federal resources as necessary.

7. Chapter 38.52.070 of the Revised Code of Washington directs the establishment of a local organization for emergency management in accordance with the state emergency management plan and program. Through the Interlocal Emergency Management Agreement, the responsibility for emergency management coordination for the Cowlitz County and City Governments is given to the CCDEM. The CCDEM is managed by a Director who is responsible to the Sheriff for the administration and overall coordination of the emergency management program for Cowlitz County.

8. CCDEM is the lead agency for evaluating a situation to determine if an emergency declaration is necessary. If an emergency declaration is deemed necessary, CCDEM, in consultation with the Prosecuting Attorney's Office, will generate the emergency declaration for the approval and signature of the Board of County Commissioners and/or the City Councils of the five incorporated cities.

9. An emergency declaration may be issued to:

a. Authorize extraordinary measures and the mobilization of Cowlitz County and City Government resources.
b. Authorize expedited purchasing and contracting, including bypassing hearings and competitive bid processes.
c. Authorize requests for state and federal disaster resources and/or funding.
d. Encourage or support a state declaration of emergency.
B. Emergency Management Concepts

1. Mutual aid agreements are encouraged between agencies of like discipline. Mutual aid will be requested and employed between Government Entities of Cowlitz County prior to requesting additional resources from other agencies.

2. The Cowlitz County and City Governments have two objectives in emergency management. The first is to ensure the continuity of government and the organization's legally mandated mission. The second is to fill a primary or supporting role in an Emergency Support Function (ESF) where assigned.

3. The CCDEM Director is responsible for coordinating actions to increase emergency readiness in the event that advance information of a potential threat is received, and for providing immediate warning of an impending natural disaster, if available.

4. The Cowlitz County and City Governments and other Government Entities of Cowlitz County with responsibilities assigned in this plan shall appoint a liaison and alternate to serve as a department liaison to CCDEM and other response agencies for the coordination of emergency and disaster-related resources and assets.

5. The disaster functions of Governmental Entities and private organizations with responsibilities presented elsewhere in this plan, will generally parallel their normal, day-to-day activities.

6. The response to a disaster will generally be in accordance with measures outlined in the Emergency Support Functions (ESF) written in support of, and consistent with, this plan. A complete list of ESFs is included in Appendix IV.

C. Direction and Control

RCW 38.52.070, the Cowlitz County Interlocal Emergency Management Agreement, and Cowlitz County Code 7.10, outline the direction and control of emergency management activities within Cowlitz County. These duties and responsibilities rest with the Board of County Commissioners (BOCC), the Sheriff, and the mayors/city managers & city councils of the City Governments. They exercise these powers through their designated Director of Emergency Management.

Direction and control functions and responsibilities are fully described in Appendix I.
D. Emergency Coordination Facilities

County and City Governments

1. The on-scene coordination facility will be referred to as the “incident command post.” In accordance with ICS, there will typically be only one incident command post for any incident in a defined area. The Incident Commander (IC) may establish support facilities such as staging areas, bases, camps and other facilities.

2. The Cowlitz County Emergency Operations Center (EOC) is located in the basement of the Hall of Justice at 312 S.W. 1st Avenue, Kelso, WA 98626. If circumstances require, an alternate site may be chosen. When activated during a disaster or emergency, the EOC is where response and recovery activities are coordinated.

3. EOC activation will be carried out at one of the three activation levels, depending on the scale of the emergency.

   a. Level 1: Routine Emergency – Incident warrants a routine response that may involve utilization of mutual aid resources. The situation is still manageable by a single jurisdiction. The EOC may be activated at the request of the Incident Commander to carry out select functions in support of field response. For example, the Incident Commander may need assistance with public information or planning.

   b. Level 2: Enhanced Operations – Situation is currently or has the potential to go beyond the capability of a single jurisdiction. The incident may involve a large number of organizations and may require significant resource mobilization. The EOC would be activated and would be staffed by CCDM personnel, key public safety organizations, and volunteer organizations based on the nature, scope and location of the incident.

   c. Level 3: Full Operations – Major disaster. Full mobilization of Cowlitz County resources is warranted. This level will most likely require assistance from the region and the State. EOC will be at full staffing and may gear up for long-term operations.

Overall coordination to emergencies or disasters affecting multiple jurisdictions will normally be conducted at the Cowlitz County EOC.

4. Emergency Management Zones (EMZ)

A City Government impacted by the disaster may activate their internal Emergency Management Zone (EMZ) to coordinate that jurisdiction's activities. If an emergency or disaster affects a single jurisdiction, the response and recovery activities should be coordinated from the affected jurisdiction’s EMZ or a Command Post. Once an EMZ is established, it
becomes the single point of contact for the resources and needs of that City Government.

At the request of the affected jurisdiction, the EOC may be activated to provide support. If requested, a liaison from the EMZ will be assigned to the EOC to provide coordination.

5. Individual Cowlitz County and City Government departments may establish Emergency Coordination Centers (ECC). An ECC is a facility where all the resources of an individual department may be organized. Once an ECC is established, it becomes the single point of contact for the resources of that department. If requested, a liaison from the ECC will be assigned to the EOC to provide coordination.

State

Washington State Emergency Management Division (WSEMD) maintains the state Emergency Operations Center (WSEOC) from which coordination of the state’s actions during an emergency or disaster occurs. The State EOC is located in Camp Murray and has a 24-hour warning and communications capability.

Federal

The federal government, through the Federal Emergency Management Agency (FEMA), under the authority of the Federal Response Plan (Public Law 93-288, as amended), will establish a disaster field office to coordinate federal resources. FEMA uses a toll free phone number to coordinate disaster relief. They may establish disaster recovery centers and other facilities closer to impacted areas.

E. Hazard Mitigation

The reduction or elimination of hazards is the preferred strategy for preparing for disasters and emergencies. When possible, this strategy should be employed during day-to-day operations in an effort to be prepared.

1. Hazard mitigation is defined as any action taken to reduce or eliminate a hazard occurring and includes actions to postpone, dissipate, or lessen the effect of a hazard. Hazard mitigation may also be referred to as "prevention", or "disaster resistance". Hazard mitigation projects are the most effective way to protect life and property, and the environment from natural and human-made disasters.

Hazard mitigation includes such activities as:

a. Removing or eliminating a hazard.

b. Minimizing the impact of the hazard on the community.
c. Segregating the hazard from that which is to be protected.

d. Reducing the likelihood of the hazard occurring.

e. Hardening or securing of structures and facilities at risk.

f. Identifying hazard-prone areas and developing standards for prohibited or restricted use.

g. Securing adequate insurance.

h. Hazard warning and population protection.

i. Conducting training and education, emergency planning, and exercising.

2. Cowlitz County Government departments will, as appropriate and as opportunities allow, implement disaster mitigation strategies in growth management, regional transportation planning, flood control, zoning ordinances, building codes, and in other available sectors.

3. Section 406 of Public Law 93-288 requires, as a condition to receiving federal disaster aid, that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that local government recipients of federal disaster aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

4. Mitigation is a major program focus of FEMA. FEMA has mitigation programs that may provide pre-disaster and post-disaster funding for eligible projects. Cowlitz County participates in this program and has an approved plan on file with FEMA and WSEMD.

F. Preparedness

It is the policy of the Cowlitz County Government that the head of each department is responsible for the following:

1. Establishing policies and procedures for

   a. Department chain of command and succession of authority.

   b. Re-establishing department operations.

   c. The management of human and material resources in support of emergency operations.

   d. Documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records.

   e. The identification and preservation of essential department records.

2. Where applicable, developing and maintaining mutual aid agreements with like organizations.

3. Identifying, obtaining, and maintaining necessary equipment and supplies needed to manage department emergency activities.
4. Keeping an updated inventory of key department personnel, facilities, and equipment resources.

5. Training employees on emergency plans and procedures.

6. Participating in emergency management training, drills, and exercises as needed to maintain readiness.

7. Appointing an emergency planning liaison and alternates to work with CCDEM in the development and maintenance of this plan, department procedures, and other emergency coordination functions.

8. In consultation with CCDEM, assigning agency representatives to work in the EOC as necessary.

9. Providing CCDEM with 24-hour contact information for department.

G. Response

1. Disaster response is the provision of services during a disaster. Response efforts help reduce injuries and casualties, minimize property damage, and assist in the recovery process. Response includes such activities as:
   a. Providing warning and emergency public information about impending or occurring emergencies.
   b. Mobilizing necessary first responders (law enforcement, fire, EMS, public works, registered volunteers, etc.).
   c. Activating the EOC, an EMZ, an ECC, and/or an Incident Command Post (ICP) as dictated by the nature and scope of the emergency or disaster.

2. It is the policy of the Cowlitz County Government that each elected official and department head is responsible for the following:
   a. Informing CCDEM of any hazards or potential hazards that may impact life, property, or the environment.
   b. Assessing the impact of emergency events on personnel, clients, facilities, equipment, and capabilities and take action to provide for employee health and safety.
   c. Reporting damage assessment information on a continuing basis, and as appropriate to CCDEM. Departments with disaster response functions should report on their ability to respond.
   d. Mobilizing all organizational resources to support the emergency management function of the county and fulfill the responsibilities outlined in the department's emergency support functions.
   e. Making staff available, when requested by CCDEM, for emergency assignments, such as EOC activities, damage assessment, and liaison with other agencies and organizations. All costs for these activities shall be the responsibility of the respective department.
f. Keeping complete records of costs, expenditures, overtime, repairs and other disaster-related expenditures.

g. Providing basic NIMS training for personnel – e.g., online courses IS-100 and IS-700 (http://training.fema.gov/IS/crslist.aspx)

H. Damage Assessment

1. As soon as practicable, after the onset of a disaster, all Cowlitz County Government Departments will provide a damage assessment report to CCDEM. This report will include:

   a. Report of any injuries or fatalities.
   
   b. Assessment of facility damage.
   
   c. Operational status.
   
   d. Priority needs.

2. Departments will regularly update damage assessment information as needed.

3. Additional information about damage assessment can be found in ESF 14 – Long Term Recovery.

I. Recovery

1. Recovery may involve short-term and long-term activities. Short-term activities involve the restoration of vital services and the provision of government services. Long-term recovery involves restoring the community to a normal pre-disaster condition. Mitigation strategies should be implemented during the recovery process.

2. The Cowlitz County EOC may be used as a recovery coordination center as long as there are no on-going response activities.

3. CCDEM is responsible for completing the Preliminary Damage Assessment.

4. The Board of County Commissioners may request, through an emergency declaration, that the Governor request a Presidential Disaster Declaration. A Presidential Declaration will normally list counties that are included in the declaration and that are eligible for relief through federal programs.

5. If Cowlitz County is included in a Presidential Disaster Declaration, Cowlitz County will be eligible for assistance through the Public Assistance and/or the Individual Assistance Program. The Individual Assistance Program provides assistance to eligible individuals and businesses. The Public Assistance Program provides assistance for eligible public and non-profit organizations.

6. If Cowlitz County is not included in a Presidential Declaration of Disaster, there may be other sources of recovery assistance available through FEMA, the Small Business Administration, and other state and federal programs.
7. Administrative Services / Office of Financial Management will coordinate the preparation of cost recovery documentation and will be the county’s agent for the reimbursement of costs.

8. Cowlitz County and City Governments and Government Entities may need to establish an unmet needs committee to provide recovery assistance to those in need of assistance in addition to that available from the federal government. Cowlitz County community-based organizations (i.e. CAP Community Action Program, Red Cross, Salvation Army, etc) should be incorporated into the ad-hoc unmet needs committee.

J. Resources

Each Cowlitz County Government department should assess resource needs and availability for disaster situations. It should consider personnel, equipment, facilities, critical business functions and operations, and materials for life and family protection.

1. A resource inventory should be maintained and kept current.

2. A method should be established for resource coordination and integration among responding agencies, departments, and individuals.

3. The need for mutual aid should be determined and agreements established, preferably written, and referenced in the agency emergency management plan.

4. Where resources are provided to other agencies in an emergency, payment for these resources shall be the responsibility of the borrowing agency, unless other arrangements are made.

5. Contracts for additional resources identified as being necessary to fulfill the agency's response role during an emergency or disaster should be in place prior to the emergency or disaster.

V. COWLITZ COUNTY GOVERNMENT

A. General

All Government Entities of Cowlitz County and certain private organizations have disaster responsibilities in addition to their routine duties. Specific anticipated responsibilities for the offices and departments within the Cowlitz County Government are outlined below. Organizations not part of Cowlitz County Government will provide support in accordance with their individual requirements, capabilities, emergency response plans and the ESFs they have functional or support duties to perform.

There may be times when events do not proceed as anticipated. When circumstances require, additional responsibilities may be assigned to the Cowlitz County Government offices and departments that are not listed.
B. Responsibilities – General (For all Cowlitz County Government Offices & Departments):

1. As directed by the Cowlitz County Board of County Commissioners in the Executive Order promulgating this plan, all Cowlitz County Government Offices/Departments and organizations are designated the responsibility for providing personnel and equipment in support of disaster mitigation, preparedness, response, and recovery upon the request of the Cowlitz County Sheriff’s Office/Department of Emergency Management (CCSO/DEM) in compliance with RCW 38.52.110 and in support of this plan.

2. In order to carry out the responsibilities designated above, each Cowlitz County Government department director/elected official is responsible to:

   a. Establish an emergency organization within the department/office, ready and capable of fulfilling disaster missions, as provided in this plan.
   b. Appoint division liaisons and alternates to coordinate with the CCDEM in the development and maintenance of this plan and department procedures.
   c. Establish a policy to allow for 24-hour contact to activate department responsibilities.
   d. Establish policy and procedures for the identification and preservation of essential department records.
   e. Establish policy and procedures for documentation of disaster costs and establish administrative methods to keep accurate disaster expenditure records.
   f. Maintain an updated inventory of key departmental personnel, facilities, and equipment resources.
   g. Establish policy and procedures for departmental chain of command and succession of authority.
   h. Review NIMS requirements and train personnel according to the schedules in the NACO NIMS Guide for County Officials.

3. In the event of a disaster or major emergency, each Cowlitz County Government department/office is responsible for the following:

   a. Assess the impact of the event on departmental personnel, clients, facilities, equipment, and capabilities.
   b. Coordinate department resources through the activated EOC.
   c. Work to restore department non-emergency service and capabilities as soon as possible.
   d. Report assessment information to the CCDEM on a continuing basis, as appropriate.
e. Department representatives with an assigned function in this plan will complete an annual review of their agency’s responsibilities and/or ESF and make written recommendations to the DEM Director for additions, changes or updates they consider important.

f. Keep accurate records of costs, expenditures, overtime, repairs, and other disaster related expenditures.

g. Use NIMS to manage all emergency and disaster activities.

h. Perform the duties in any Emergency Support Functions (ESFs) in which they have a lead or support function.

C. Responsibilities - Specific (For all Cowlitz County Government Offices & Departments):

Cowlitz County Government offices/departments, officials and organizations are assigned specific disaster responsibilities in this plan based upon mandated functions and/or capabilities:

1. Offices/Departments

   a. Assessor

   1) Provide for the re-evaluation of property, land, and buildings, which have been damaged or destroyed by a disaster and deduct taxes from prorated amount.

   2) Provide trained personnel to complete damage assessment as part of the Local-State-Federal Damage Assessment Team following a disaster.

   3) Process applications for “Taxpayers Claim for Reduction of Assessment on Destroyed Real or Personal Property”, pursuant to RCW 36.21.080, Chapter 84.70, information form Rev. 64 0003-2 (12-92).

   4) Compile private property information as required in Disaster Analysis Report for forwarding reports to State Division of Emergency Management through the local Division of Emergency Management.

   5) Provides staff and vehicles, as available and required, to support Emergency Management functions during emergencies/disasters.

   6) Provide mapping and charting services in support of emergency operations.

b. Auditor

   1) Provide for the identification and preservation of essential records.

   2) Ensure that disaster related expenditures are made in accordance with applicable laws and regulations.

   3) Provide staff, as available and required, to support Emergency Management functions during emergencies/disasters.

   4) Provide a method of meeting essential employee’s payroll during
times of disaster.

c. Board of County Commissioners

The BOCC is responsible for all policy making relating to emergency management activities. This responsibility is carried out as follows:

1) Provide overall direction and control of county emergency/disaster activities by maintaining liaison with the Emergency Operations Center and evaluating the emergency situation.
2) Complete local Declaration of Emergency when necessary.
3) Declare the County a disaster area and formally requests state and/or federal assistance through the governor when necessary.
4) Complete ordinances to establish policies or regulations necessary for public safety under emergency conditions.
5) Appropriate funds to fill emergency needs in accordance with RCW 36.40.180 & RCW 38.52.070(b).
6) Following the crisis period, establish priorities for immediate and long-term restoration of services and damage repair.

d. Clerk of the Court

1) Coordinate security and safe keeping of Superior Court records.
2) Provide staff, as available and required, to support emergency court operations during emergencies/disasters.
3) Coordinate restoration of the services of the Clerk’s office in support of court operations.

e. Courts (Superior, District and Juvenile Court Services)

1) Develop internal contingency plans as considered necessary for the continuation of court services and functions.
2) Provide for the identification and preservation of essential court records.

f. Coroner

In the State of Washington, the examination, identification, determination of cause of death, and release of bodies of disaster victims falls within the jurisdiction of the Coroner.

1) Acting in concert with law enforcement, coordinate the orderly recovery, identification and proper processing of remains, and arrange for ultimate release for internment.
2) Death notification of next of kin is under the authority and responsibility of the coroner. The coroner will provide guidance on delegation process.
3) Ensure security of personal effects of victims.
4) The county coroner may request supplemental assistance for the identification, movement, storage, and disposition of the dead if
local resources are exceeded. Such requests are made through the CCDEM to the state, federal government, or military, through the WSEMD or the State Department of Health.

Note: See ESF#8 for additional responsibilities.

g. Prosecutor

1) Review the CEMP and provide legal advice to the CCDEM in the plan development.
2) Provide emergency legal advice and assistance to county departments.
3) Review emergency agreements, contracts, ordinances, and disaster related documents to assure compliance with legal requirements.
4) Provide for identification and preservation of essential records of the prosecutor's office.
5) Coordinate with the Office of Public Defense and/or court-appointed criminal defense attorneys, Corrections, and the Courts for the provision of continuity of the courts and Assigned Counsel representation for indigent clients.

h. Sheriff

General law enforcement problems are compounded by disaster related community disruption. Under disaster conditions, law enforcement activities are the responsibility of the law enforcement agency with jurisdiction.

Law enforcement units supplied by other levels of government will remain under the command of their parent agency; however, they will coordinate with, and serve at the pleasure of the requesting jurisdiction. Washington Mutual Aid Peace Officers Powers Act, RCW Chapter 10.93, empowers local law enforcement agencies to enter into letters of consent with law enforcement agencies in other jurisdictions commissioning officers to carry out law enforcement functions in another jurisdiction.

The Cowlitz County Sheriff has Letters of Consent and/or Mutual Aid Agreements on file with all contiguous counties and many of the cities in the region. Under disaster conditions, the Sheriff is empowered to:

1) Provide for the identification and preservation of essential law enforcement records.
2) Assist in the warning process by relaying warning information. (Also, depending on the circumstances, may include public warning by house-to-house alert or use of sirens or public address systems.) Assist in updating the warning plan by providing current law enforcement chain-of-command and telephone numbers.
3) Utilize law enforcement communication systems to augment emergency management communications during disasters and support EOC activities.
4) Evacuate persons from threatened or affected areas.
5) Provide direction and control for wilderness and urban search and rescue operations and coordination of organized volunteer units during disaster operations.
6) Control access to the disaster site including roadblocks, as required.
7) Enforce emergency regulations or ordinances enacted by the Board of County Commissioners to improve public safety.
8) Provide for crowd control/looting control.
9) Provide transportation for the movement of emergency supplies and victims.
10) Designate and provide an individual representing the agency to serve as liaison in the EOC to coordinate law enforcement or organized volunteer operations, as necessary or as requested.
11) May provide security support to the county EOC, if necessary, during operations.
12) The Sheriff is responsible for the development of law enforcement operational procedures that adequately address assigned emergency functions and establish operational priorities.
13) Monitor all expenditures and use of resources by all sections of the office to facilitate documentation of the overall disaster costs for possible reimbursement.
14) Provide support services staff to the EOC as requested.
15) Actively supervise the CCDEM through the appointed director.

Note: See ESF#22 for additional responsibilities

j. Corrections

1) Develop internal disaster plans and procedures for the Cowlitz County Corrections Facility.
2) Coordinate with the Prosecutor, Courts, and the Office of Public Defense and/or court appointed criminal defense attorneys on the continuity of court operations during disasters.
3) Provide food services from the jail kitchen for Emergency Operations Center staff during 24-hour operations when no other food source is available.
4) Coordinate with the Sheriff’s Office to develop evacuation plans for Corrections Department inmates.

j. Treasurer

1) Arrange for emergency funding.
2) Support agency for Administration and Finance (see Appendix III).
k. Administrative Services/Office of Financial Management

1) Establish a means of recording emergency purchases authorized by the County Commissioners.
2) Provide for essential county services including payroll operations, purchasing, emergency contracts, payments and mail delivery.
3) Provide fixed assets inventory as needed for damage assessment and equipment replacement in conjunction with General Administration.
4) Monitor all expenditures and use of resources during a disaster to facilitate documentation of overall disaster costs eligible for reimbursement.

l. Animal Control Services (Humane Society)

The responsibility for animal control in unincorporated Cowlitz County is primarily the responsibility of the Sheriff. Within the five incorporated cities this responsibility primarily belongs to the police departments. The Humane Society of Cowlitz County has contracts with Cowlitz County and City Governments to provide varying levels of service depending on the jurisdiction. During the course of an emergency or disaster the Humane Society may provide the following services:

1) Provide public information about emergency and disaster considerations for the safety of pets.
2) Provide emergency limited/temporary shelter and feeding for animals/pets displaced by the disaster.
3) Provide support, to the degree available, to mass care facilities to transport/care for pets taken to the facilities under disaster conditions. These duties will be coordinated with the Red Cross.
4) Provide information and/or services for the disposal of dead animals.
5) May establish animal/pet satellite locations, based on need.
6) The Humane Society will not handle game or wild animal problems. These concerns should be forwarded to the State Fish and Wildlife Department through the Washington State Patrol. The Humane Society has limited responsibility for domesticated farm animals but may assist on a case by case basis.

m. Building and Planning

1) Building Section

   a) Provide technical information on damaged structures.
   b) Serve as the lead agency for the inspection and declaration of unsafe buildings.
   c) Coordinate the construction of, or the provision of, expedient temporary shelters when conditions are such that they warrant this action to ensure shelters meet specified safety standards.
Dependent on local circumstances, this may involve a mass movement of mobile homes and/or recreational vehicles in specific areas to provide temporary shelter.

d) Issue building permits for reconstruction of damaged structures.
e) Provide for emergency repairs to the EOC to the extent such repair will keep the center operational.

2) Planning Section

a) Act as the lead agency for coordinating hazard mitigation activities as they relate to land use planning, natural resource management, the enforcement of codes, the inspection process, and the issuing of permits.
b) Coordinate information with the CCDEM that may have a direct effect on land use planning due to environmental or natural hazards.

3) Environmental Health Section

a) Provide support and coordination for emergency debris disposal, per the Disaster Debris Management Plan, Revised 2000.
b) Provide increased service during disasters to support removal of garbage that may impact the public health.
c) Provide technical advice and limited resources for emergency sewage disposal.

n. Central Services

1) Provide guidance and direction for protection of computer hardware and software.
2) Provide hardware and standard software support for the Emergency Operations Center (EOC).
3) Provide for the protection and restoration of essential county data.
4) Restore and maintain telephone and computer connections for county government.
5) Provide liaison from Facilities and/or Information Services to the EOC to maintain or adjust telephone and computer configurations to support the County's information needs, including Internet access.
6) Provide computers and network connections to support Administrative and Finance responsibilities.
7) Provide damage assessment of critical county computer services/equipment.
8) Provide or coordinate emergency repairs to computers.
9) Provide emergency repair or replacement of computers and business equipment.
o. **9-1-1 Communications Center**

1) Accept, process and dispatch emergency calls for fire, law enforcement or medical emergencies throughout Cowlitz County.
2) Enter information into the database, as required, to document emergency events.
3) Transfer disaster related calls from the 9-1-1 Center to the EOC at the point the center is activated.
4) Serve as the primary warning point for the National Warning System (NAWAS) and notify emergency management personnel in accordance with local procedures.
5) Support search and rescue (SAR) missions by obtaining mission numbers from the State EMD and contacting SAR manpower and resources as requested.
6) Notify the EOC of any information received in the 911 Center that will have an impact on the current emergency or potential emergency.
7) Develop and maintain a back-up Public Safety Answering Point (PSAP) and coordinate re-establishment of the 9-1-1 system if disrupted by a disaster.
8) Participate in testing of county warning systems as scheduled.

p. **County Radio Service Contractor (Day Wireless)**

1) Develop and maintain the County’s radio communications system that includes a repeater system, base stations, remote, mobile and portable units.

q. **Emergency Management**

1) The CCDEM is under the supervision of the Sheriff and the Director shall be appointed by the Sheriff. The Director’s general duties shall be:

   a) Develop, update and maintain a Comprehensive Emergency Management Plan (CEMP) with the participation of Cowlitz County and City Government departments and elected officials that conforms to the state CEMP. Distribute the plan to all Cowlitz County and City Government agencies/departments and officials. Involve these agencies/departments and officials in assisting with the review, revisions and updates.

   b) Review local warning needs and develop and maintain a warning plan to provide disaster notification to local response agencies and the public.

   c) Develop and maintain an operational radio communication system for the coordination, direction, and control of emergency management operations during emergencies and/or disasters.

   d) Develop and coordinate, on an annual basis, up to one tabletop or field exercise of the CEMP that will be available to
local department personnel and all participating city officials.
e) Maintain the Cowlitz County Hazardous Vulnerability Identification Analysis (HIVA) Plan as mandated by WAC 118-30-060(1). Involve the cities under contract in assisting with the review, revision, and updates.
f) Coordinate with all appropriate local agencies in the development of an effective Hazard Mitigation Plan to improve local emergency preparedness.
g) Provide coordination among local, state, federal, private, and volunteer organizations pertaining to emergency management activities, and resolve questions of authority or responsibility that may arise between them.
h) Serve as the lead agency for Superfund Amendments and Reauthorization Act (SARA) Title III Federal Hazardous Materials legislation in Cowlitz County that includes the coordination of the Local Emergency Planning Committee (LEPC). Maintain SARA facility Material Safety Data Sheet (MSDS) records.
i) Coordinate with diking districts established in Cowlitz County and the Army Corps of Engineers to help diminish the impact and threat of floods, thereby reducing potential increases in the National Flood Insurance Program (NFIP) Community Rating System (CRS).
j) Represent the CCDEM in all dealings with public or private agencies pertaining to emergency management and disaster preparedness and response.
k) Provide instructions to the general public before, during and after emergencies and minimize rumors. This may require activation of the Emergency Alert System (EAS) or the Emergency Community Notification System or through other appropriate means.
l) Work with Public Works to maintain an adequate stockpile of sandbags.
m) Register emergency workers in accordance with RCW 38.52 and coordinate with WSEMD for assignment of a mission number to provide liability coverage and indemnification to registered emergency workers of Cowlitz County while working in a good faith attempt to protect lives, property and the environment in accordance with RCW 38.52.180.
n) Coordinate the need for the enactment of emergency ordinances with the Health Department, Sheriff, the Board of County Commissioners, and city councils/managers/mayors.
o) Coordinate with the Sheriff, fire services, and/or Public Health Officer to identify safe areas for evacuation and assist in the implementation process.
p) Develop and maintain a functional Emergency Operations Center (EOC).
q) Prepare an annual budget to support the administrative and operational needs of the CCDEM for approval by the Emergency Management Advisory Committee and the Board of
County Commissioners.

2) In the event of an emergency or disaster the Director’s duties shall include the following responsibilities and authority:

a) Request the Board of County Commissioners issue a local Declaration of Emergency and/or complete a Declaration of Cowlitz County as a Disaster Area. If the Board cannot be called into session, issue such declaration with approval of the Sheriff subject to the confirmation of the Board at the earliest practical time.

b) Upon proper notification activate the EOC to coordinate disaster response activities during a disaster or emergency. The county EOC is a joint county/cities operation. However, local governments are responsible for actions in their own areas of jurisdiction and may choose to activate their local EMZ to coordinate local disaster operations.

c) Provide warning to the community of imminent threats.

d) Make and issue rules and regulations reasonably necessary for the protection of life and property affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board of County Commissioners.

e) Obtain vital supplies, equipment, and other such properties found lacking and needed for the protection of the life and property of the people, according to protocols and procedures developed in advance by the Board of County Commissioners.

f) Coordinate with State and Federal Agencies through the State Division of Emergency Management to provide resources for support assistance when the situation is beyond the County's capability to respond to disaster conditions.

g) Require services of any county/city officer or employee, and in the event of a declaration by the governor of the existence of a disaster, to command the aid of as many citizens of this community as he/she considers necessary in the execution of his/her duties and commandeer supplies and equipment for public use; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency workers.

r. Fairgrounds & Expo Center

1) Make fair facilities available for staging areas for disaster operations and Disaster Recovery Assistance Center (DRAC) as available or necessary.

2) Provide equipment and manpower in support of disaster operations, as available.
s. Facilities Maintenance Department

1) Coordinate damage assessment for county buildings and facilities.
2) Coordinate post-disaster safety evaluations of county buildings and facilities.
3) Provide emergency repair of the EOC to the extent such repair will keep the center operational.
4) Coordinate emergency repair or relocation of county facilities as determined necessary.
5) Make county park facilities available as staging areas for disaster operations, mass care and temporary housing.
6) Make available all Parks and Recreation vehicles to assist with an emergency. Vehicles include pickups, tractors, trucks, etc.
7) Provide damage assessment of Park Facilities and Senior Citizen Centers.
8) Identify county properties that can serve as temporary mass care tent sites.
9) In coordination with CCDEM arrange for facilities, furnishings, and equipment to support a Disaster Recovery Assistance Center.
10) Assist Central Services in maintaining appropriate plans and procedures to ensure, to the extent practicable, the integrity of the telephone system.
11) Locate or lease office space for critical functions if normal space is unusable.
12) Develop and maintain means to expeditiously post warning information on all affected county buildings.
13) In coordination with Central Services, provide liaison to the EOC to maintain or adjust telephone and computer configurations to support the County's information needs, including internet access.

r. Motor Pool

1) Complete maintenance on vehicles, as necessary, to support emergency response, rescue, and evacuation.
2) Provide transportation resources and make vehicles available as requested by the EOC.
3) Provide fuel and fuel storage.
4) Develop and maintain procedures for an urgent damage assessment of motor pool facilities.
5) Develop and maintain a procedure for prioritizing and accounting of vehicles supporting emergency assignments.

u. Health and Human Services Department

Public Health Section

1) Provide and coordinate comprehensive assessments of disaster impact on the continuity of essential public health services, including an evaluation of special assistance required to meet unique public health needs.
2) Coordinate emergency health support specific to control of communicable diseases, emergency food service, and sanitation needs.
3) Regulate and inspect consumable foods and food production at the point of consumption in areas affected by the disaster.
4) Monitor the potable water supply to ensure potability and quality is maintained.
5) Direct preventive medical/health services programs that may escalate under disaster conditions to mitigate public health hazards.
6) Detect and identify possible sources of contamination dangerous to the general physical and mental health of the community. Serve in an advisory capacity to the CCDEM, Cowlitz County Sheriff, and/or fire services in determining the need for evacuation based on the presence of substances creating an immediate health threat.
7) Assist in the identification, disease testing, and control of small animal, insect, and rodent populations that increase under certain disaster conditions and, thereby, prevent potential and actual hazards to public health.
8) Coordinate with the Agricultural Extension Service on the implementation of protective measures for local food crops following possible contamination as a result of disaster conditions.
9) Develop and release, in coordination with the CCDEM, public health statements advising of safety precautions to be observed under certain emergency or disaster conditions that pose health threats.
10) Provide systematized inspection of health hazards in damaged buildings.

Note: See ESF #8 for additional responsibilities.

Environmental Services Section

1) Provide coordination for support to water purveyors in the restoration of potable water services.
2) Assess the public health threat or potential of incidents requiring evacuation.
3) Recommend evacuation areas to provide public safety from incidents causing contamination.
4) Distribute health fact sheets to media, the public, and on-site workers.
5) Assess environmental damage.

Human Services Section

1) Respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations, or individuals.
v. Public Works

The Cowlitz County Public Works has overall authority for Public Works activities and Engineering services within its areas of responsibility in the county.

Public Works will maintain internal systems for the repair and restoration of essential services and vital facilities under emergency/disaster conditions. Emergency functions include:

1) Provide inspection of public roads and bridges to determine damage and safety.
2) Remove debris from public roadways to permit vehicle access or movement and temporary repair of lightly damaged public roads and bridges.
3) Provide equipment and manpower for flood control operations on public property within the county.
4) Provide equipment/manpower, as available, to assist with heavy rescue operations during a life endangering situation.
5) Provide additional manpower, as available, to assist with traffic control during emergency evacuations.
6) Provide the existing capability of the Road Department communication system to augment the Emergency Management communication network throughout the county as needed.
7) Provide quantities of sand/dirt, as needed, for diking purposes, sandbagging operations, or for absorption or containment of chemicals/hazardous material spills for the protection of public property and/or the environment.
8) Store the county’s inventory of sandbags and assist in the distribution of sandbags.
9) Provide initial damage estimates to CCDEM director on public works facilities.
10) Coordinate fuel needs for transportation.
11) Coordinate the compilation of disaster response and recovery related labor, equipment, material, and service costs for post-disaster reporting purposes.
12) Coordinate post-disaster activity with the County Treasurer, Administrative Services, Assessor, Auditor, and county departments as needed.
13) May serve as project applicant agent for processing requests for federal financial assistance under PL 93-288, (Public Assistance Program), if a Presidential Declaration is made. The position of applicant agent is designated by the Board of County Commissioners and may vary due to circumstances and the disaster.
14) Maintain a supply of sandbags for the protection of public property during floods.
w. Risk Management

1) Responsible for implementing county building and facility evacuation/emergency plans with assistance from CCDEM.
2) Coordinate mitigation and safety activities for county employees and citizens occupying county facilities.
3) Review emergency contracts or county liability exposure considerations.

VI. CITY GOVERNMENTS

A. General

City Governments within Cowlitz County have emergency and disaster responsibilities in addition to their routine duties (see RCW 38.52). Specific responsibilities for the departments and personnel within each city are designated by the mayors/city managers and the city councils.

There are five incorporated cities within Cowlitz County:

City of Castle Rock
City of Kalama
City of Kelso
City of Longview
City of Woodland

The City Governments have signed an interlocal agreement with the Cowlitz County Government to provide emergency management services. Each City Government may develop an emergency SOP, guideline or plan that complements this document.
B. Responsibilities – General:

1. As directed by the mayor/city manager and/or city council through ordinance, policy or guideline, all City Government departments and organizations are designated the responsibility for providing personnel and equipment in support of disaster mitigation, preparedness, response, and recovery in compliance with RCW 38.52.110 and in support of this plan.

2. In order to carry out the responsibilities designated above, each City Government is responsible to:
   a. Establish an emergency organization within the city, ready and capable of fulfilling disaster missions, as provided in this plan.
   b. Appoint division liaisons and alternates to coordinate with the CCDEM in the development and maintenance of this plan and city procedures.
   c. Establish a policy to allow for 24-hour contact to activate city responsibilities.
   d. Establish policy and procedures for the identification and preservation of essential city records.
   e. Establish policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records.
   f. Maintain an updated inventory of key city personnel, facilities, and equipment resources.
   g. Establish policy and procedures for city chain-of-command and succession of authority.

3. In the event of a disaster or major emergency, each City Government is responsible for the following:
   a. Assessing the impact of the event on city personnel, clients, facilities, equipment, and capabilities.
   b. Coordinating city resources through the activated EOC.
   c. Working to restore non-emergency services and capabilities as soon as possible.
   d. Reporting assessment information to the CCDEM on a continuing basis, as appropriate.
   e. City representatives with an assigned function in this plan will complete an annual review of their agency’s responsibilities and/or ESF and make written recommendations to the CCDEM for additions, changes or updates they consider important.
   f. Keeping accurate records of costs, expenditures, overtime, repairs, and other disaster related expenditures.
   g. Using NIMS to manage all emergency and disaster activities.
C. Responsibilities - Specific:

Specific responsibilities for the City Government departments and organizations may be contained in the Emergency Support Functions (ESFs) and each City Government's plan.

VII. OTHER GOVERNMENT ENTITIES & ORGANIZATIONS

A. General

All Government Entities of Cowlitz County and certain private organizations have disaster responsibilities in addition to their routine duties. Organizations not part of Cowlitz County or City Governments will provide support in accordance with their individual requirements, capabilities and emergency response plans.

B. Responsibilities

1. Support Services (Government)

   a. Fire Services

Local fire districts have primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions, and for support to other fire district and departments if signatories to a mutual aid agreement. Additional functions of fire services under this plan include:

1) Provide the fire service radio communication system to augment emergency management communications during disaster events.
2) Conduct light duty rescue operations and limited rescue operations on off-road situations.
3) Provide first aid transportation, Emergency Medical Technician (EMT), and paramedic services in response to injured persons to include medical triage at mass injury sites.
4) Provide personnel and equipment as available to assist law enforcement including in evacuation and light rescue operations.
5) Assist the CCDEM and law enforcement in warning and notification of the public.
6) Provide initial response to and size-up of hazardous materials incidents, and coordinate with proper authorities for response and/or assistance.
7) Participate in, or support, the State Fire Mobilization Plan and/or Central Region Fire Mobilization Plan to the level determined by the Chief of the District or Department.
8) Floods: Provide emergency response such as pumping, sandbagging, rescue support, evacuation, and limited property protection to private and public agencies within departmental
9) Provide services outlined in ESF #4 Fire Fighting.

b. WSU Cooperative Extension Services

1) Assist the State Department of Agriculture in checking all foods, including milk products, feeds, and other commodities for injurious contamination in processing and distribution areas during the recovery period.
2) Assist the State Department of Agriculture in providing inspection services following a major disaster to ensure wholesomeness of farm products in accordance with statutory requirements during the recovery period.
3) Assist other governmental agencies and private organizations to combat all animal and plant diseases as a means for maintaining essential farm production in the post-disaster period.
4) Advise the WSEMD of pertinent information/facts that would have an immediate adverse effect on domestic animals, milk products or garden/farm produce.
5) Provide the EOC with a liaison representative, when requested.
6) Assist local health officials on the implementation of protective measures, as necessary.
7) Provide information to the public, other departments, and animal control services on transporting and/or caring for domesticated farm animals.

2. Private Organizations

a. American Red Cross - SW Washington Chapter

The American Red Cross will provide and finance services to meet human needs in natural and technological disasters. Services provided are:

1) Emergency housing for disaster victims in public or private buildings.

2) Mass feeding for all persons (individuals/families, workers) affected by the disaster.

3) Disaster health services in Red Cross shelters in collaboration with other partners.

4) Welfare inquiry services - the Red Cross encourages persons affected by disaster to inform family and friends that they are safe through the use of the “Safe and Well” website. The American Red Cross will attempt to locate those persons being sought who have health, mental health, or mobility concerns.
5) Mental health counseling and emotional support to victims and workers by Disaster Mental Health Services.

6) Inform Emergency Management regarding status of shelters to include location, number of evacuees per shelter, total number of evacuees registered and other pertinent emergency information.

7) Emergency Individual/Family Assistance: This is given on the basis of uniform guidelines and procedures to individuals and families having urgent and verified disaster-caused needs. Those items/services may include:
   • Food
   • Clothing
   • Cleaning supplies
   • Emergency housing
   • Emergency health needs

8) Presidential Declared Disasters:
   The Red Cross programs listed above may be modified according to the availability of certain government benefits as additional needs of disaster victims may be met by state and federal disaster assistance programs provided by the Disaster Relief Act of 1974 (Public Law 93-288).

Note: See ESF #6 for additional responsibilities.

b. Salvation Army

1) Provide, within the limitations of its resources, the following services as needed or requested:
   • Mobile canteen services.
   • Emergency feeding services and shelter in Salvation Army or other facilities.
   • Collection and distribution of food, clothing, and other supplies.
   • Assistance in registration, identification, and support services.
   • Counseling and morale building services.

2) Provide liaison personnel to the CCDEM upon request.

c. Communications Support - LCARA (RACES/ARES)
   Radio Amateur Civil Emergency Service/Amateur Radio Emergency Services

1) Provide radio communication to augment existing local government systems during the crisis period (see ESF #2).
2) Maintain sufficiently trained volunteers to support the EOC RACES
station on a shift basis.
3) Maintain amateur radio equipment in operable condition.

d. Private Emergency Medical Service (EMS) Providers

1) Provide Emergency Medical Services.
2) Develop mass casualty response plans, including pre hospital medical triage, and train for the implementation.
3) Coordinate private ambulance and EMS resources.

Note: See ESF #8 for additional responsibilities.

e. Other organizations

There are numerous other organizations that may assist during emergencies and disasters. These organizations are, but are not limited to, those listed below.
1) Retired Senior Volunteer Program (RSVP)
2) Community Emergency Response Team (CERT)
3) CAP Community Action Program
VIII. STATE / FEDERAL RESPONSIBILITIES

A. State

The Governor of the State of Washington through the Director of the Emergency Management Division (WSEMD) shall have general supervision and control of the emergency management functions in the state and shall be responsible for carrying out state emergency management provisions.

The Washington State Military Department through the WSEMD is responsible for coordinating all emergency management activities of state agencies to protect lives and public property, preserve the environment and resume or provide continuity of government. Those activities, as well as responsible state agencies, are identified in the Washington State Comprehensive Emergency Management Plan (CEMP). Further responsibilities are detailed in ESF-16, State and Federal Support and individual ESFs.

B. Federal

Responsibilities of federal government agencies in support of emergency management activities are coordinated by the Federal Emergency Management Agency (FEMA) through the Washington State EMD to Cowlitz County. The federal response is organized by the Federal Response Plan to facilitate all types of federal assistance. Specific responsibilities are detailed in ESF-16, State and Federal Support and addressed in individual ESFs.

IX. PLAN MAINTENANCE

A. Review

1. Annual

This plan is to be reviewed annually commencing one year from its effective date. The review may be adjusted to comply with future guidance from the Washington State EMD. CCDEM will coordinate the initial review of the basic plan. A lead agency or agencies will coordinate review of specific applicable ESFs. CCDEM will brief the Emergency Management Advisory Council on the reviews and on any proposed changes. The Emergency Management Advisory Council will forward appropriate recommendation to the CCDEM Director for adoption.

2. Post-Activation

The Basic Plan and applicable ESFs will be reviewed following EOC activation. Lessons learned will be recommended to the Director via the Emergency Management Advisory Committee. Review following an
activation will satisfy annual review if annual review is scheduled to occur within the twelve-month period following the activation.

B. Revision

Generally, the CCDEM Director will submit revisions to the basic plan to the BOCC for approval. However, revisions which clarify existing portions of the plan, that reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure may be made if both of the following conditions are met:

1. The revisions have been reviewed by the Emergency Management Advisory Council; and

2. The revisions cannot be construed as establishing or changing county policy.

The BOCC will be advised of any changes in the basic plan prior to their implementation.

Emergency Support Functions (ESFs) delineate how the responsibilities listed in the plan are to be carried out. ESFs can be subject to frequent and significant change in response to new procedures, policies, or technologies, to lessons learned, and to accommodate new organizations or organizational structures. Accordingly, they may be revised by the functional lead agency or agencies, with the concurrence of applicable support agencies and CCDEM.

C. Training and Exercises

1. Training

Within one year from the effective date of this plan, the CCDEM Director will develop and implement a training program for county staff that creates and maintains both a heightened awareness of the contents of this plan and enhances their preparedness to conduct disaster management activities.

2. Exercises

This plan will be exercised annually to provide controlled practical experience to those individuals who have disaster response and recovery responsibilities, and to assess any weaknesses in the plan. At a minimum, the exercise schedule and type will comply with state and federal Homeland Security Exercise and Evaluation Program (HSEEP) requirements. When appropriate, exercise credit will be requested for the county's activities during an actual disaster. When granted, this exercise credit will satisfy the annual requirement.
X. REFERENCES

A. Washington State Comprehensive Emergency Management Plan

B. Washington State Constitution

C. Revised Code of Washington (RCW)

D. Cowlitz County Interlocal Emergency Management Agreement, dated March 9, 1987

E. Cowlitz County Code, Chapter 7.10 on Emergency Management Organization

F. Cowlitz County Resolution #05-147 on NIMS Implementation

G. Cowlitz County Hazard Identification & Vulnerability Analysis


XI. APPENDICES

I. Direction & Control
II. Emergency Public Information
III. Administration & Finance
XII. APPROVALS AND CONCURRENCES

Dated this _____ day of ______, 2013

Mark S. Nelson, Sheriff

Board of County Commissioners of Cowlitz County, Washington

Approved as to Form:

Michael A. Karnofski, Chairman

Susan L. Baur
Prosecuting Attorney

James R. Misner, Commissioner

Date: ________________

Dennis P. Weber, Commissioner

Attest:

Vickie M. Musgrove
Clerk of the Board
Emergency Support Function #1

TRANSPORTATION

| PRIMARY:          | EOC – Logistics – Transportation Unit |
|                  | Law Enforcement (Evacuation only)     |
|                  | Public Works (Transportation)         |
| SUPPORT:         | EOC Public Information                |
|                  | Fire Services (Evacuation only)       |
|                  | Public School Districts               |
|                  | Law Enforcement (Transportation)      |
|                  | Washington State Department of Transport |
|                  | Washington State Emergency Management Division (EMD) |
|                  | Washington State Military Department – National Guard |
|                  | Washington State Patrol               |

I. INTRODUCTION

A. Purpose

Transportation – To ensure effective utilization of available transportation resources during an emergency/disaster.

Evacuation – To provide guidance for the relocation of people in areas impacted by life or health threatening hazards and provide for their safe return when the hazard or threat has been eliminated.

B. Scope

This ESF addresses transportation and emergency evacuation activities including buses, vans, aircraft as necessary for relief services, and supplies; and the authorization, direction, routing, and relocation of people from their homes, schools, and places of business.

II. POLICY

A. Primary emergency transportation responsibilities shall be divided between the Logistics Section in the EOC and Public Works.

B. Law enforcement shall coordinate movement of people and the logistics section in the EOC and public works shall coordinate all other resource movement.
C. In accordance with RCW 38.52.110 (1), in responding to a disaster, the Board of County Commissioners are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations organized under the laws of the State of Washington to the maximum extent practicable. The officer and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

III. PLANNING ASSUMPTIONS

A. A major disaster or emergency may cause significant damage to public roads, bridges and transportation infrastructure. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services, movement of people and supplies. It may be necessary to give debris clearance and emergency road repairs top priority to support immediate lifesaving emergency response.

B. Damage assessment of the transportation system may be necessary to prioritize immediate repairs and restore critical transportation routes.

C. All publicly-owned vehicles from the government entities of Cowlitz County (not otherwise involved in the emergency response) will be available for use through the Logistics Section in the EOC.

D. During the immediate lifesaving response phase, the transportation capacity requirement may exceed the availability of Cowlitz County resources or other readily obtained assets.

E. It should be anticipated that people will be hesitant to evacuate and will seek confirmation of the need to evacuate from neighbors, friends and relatives and will attempt direct contact with authorities for confirmation.

IV. CONCEPT OF OPERATIONS – TRANSPORTATION

A. When transportation sources (e.g., buses or vans) are obtained, every attempt will be made to obtain drivers who are familiar with those vehicles (e.g., owner or assigned drivers).

B. During an emergency/disaster, Government entities of Cowlitz County will provide emergency transportation within available capabilities. If transportation requirements exceed these capabilities, other public and private sources shall be utilized as a secondary transportation means.

C. The Cowlitz County Public Works Department is a signatory agency to the Public Works Emergency Response Mutual Aid Agreement for Public Works
agencies in the state of Washington. The provision or receipt of public works personnel, resources or equipment from a county or city public works department signatory to this mutual aid agreement will be in accordance with the provisions of that agreement.

E. When local capabilities, including mutual aid resources, are exceeded in meeting transportation needs, Cowlitz County Emergency Management may request assistance through the State Division of Emergency Management.

F. Potential transportation collection points are identified in proximity to potential emergency shelters, low income housing and facilities that provide services for people who are homeless.

G. Vulnerable Populations Liaison position/branch may be activated in the EOC to assess the level of need for emergency support by vulnerable populations, to locate unique resources as needed, to coordinate with community vulnerable populations groups and providers, and to coordinate internally with other EOC positions to provide technical assistance as needed.
   1. Dispatch of lift vehicles is prioritized to transport those with the most limited mobility.
   2. Buses and individual vehicles may be used to transport ambulatory persons as a means of effectively using valuable resources.
   3. Ambulances are dispatched to transport those with highest level of acute care requirements.

H. A Vulnerable Populations Transportation Coordinator may be assigned as needed by the Incident Commander and/or the EOC Manager to facilitate deployment of accessible vehicles that are not part of the county fleet, particularly when these assets are provided through mutual aid.

D. Provisions for limited access through emergency perimeters may be authorized for home care workers, behavioral health personnel, and accessible vehicles to support vulnerable residents within the perimeter or to facilitate evacuation.

V. RESPONSIBILITIES – TRANSPORTATION

A. Local

1. Primary
   a. EOC – Logistics
      1) Operational field units will notify EOC logistics of the potential need for emergency transportation and request vehicles as necessary.
      2) Coordination and assignment of transportation resources.
3) Arrange for emergency fuel sources.

4) Arrange for vehicle maintenance and support.

5) Together with the Finance Section in the EOC, provide record keeping of transportation expenses incurred under emergency conditions.

6) Request additional transportation resources from the State EOC if local emergency transportation capabilities are exceeded.

2. Support

a. Local Public Works Agencies

1) Determine the usable and unusable portions of the Cowlitz County road system and city street networks.

2) As requested, send a Public Works Representative to the Cowlitz County EOC when activated.

3) Advise the Public Works Representative in the EOC of roads that are impassable and/or unsafe.

4) Provide barricades to prevent public access to road/street areas that have been determined unsafe or are otherwise closed.

5) Advise the EOC Public Works Representative of possible evacuation routes and assist the jurisdiction law enforcement agency in establishing and controlling evacuation routes.

6) Coordinate the emergency transport of material and equipment.

7) Provide for removal of wreckage and debris to permit vehicle access or movement and temporary repair of lightly damaged roads and bridges.

8) Recommend priorities for restoration of the County road system.

9) Requests for additional Public Works resources available through mutual aid agreements entered into with agencies from outside Cowlitz County will be initiated by the Public Works Representative assigned to the EOC.

b. Cowlitz County Law Enforcement Agencies

1) Recommend and enforce emergency road or street traffic regulations and closures.
2) Coordinate information regarding damaged or impassable roads with Emergency Management and Public Works departments.

3) Coordinate with Public Works to identify and control emergency evacuation routes. Coordinate evacuation with Emergency Management as necessary.

c. Fire Services

   Assist law enforcement with traffic control and roadblocks on local transportation routes.

d. School Districts will supply vehicles, particularly accessible vehicles, upon request and based on availability.

e. Human Services Council Transportation Brokerage

f. CUTS and CAP Transit Systems

B. State

Washington State Emergency Management

Coordinate state and federal response for transportation assistance when requested by Cowlitz County Emergency Management.

C. Federal

1. Federal Emergency Management Agency (FEMA)

   As needed, supplement local transportation requirements after disasters as requested by Cowlitz County Emergency Management through Washington State Emergency Management.

2. United Stated Department of Defense

   Provides urgent air transport/rescue services for known subjects in time-critical situations under existing military assistance to safety and traffic procedures as requested by Cowlitz County Emergency Management through Washington State Emergency Management.

VI. CONCEPT OF OPERATIONS AND ASSUMPTIONS – EVACUATION
A. The recommendation for evacuation will be issued by the appropriate governing body. The local Law Enforcement agency with jurisdiction will implement and direct and control the evacuation.

B. Evacuation warning and instructions may be given by local Law Enforcement or Fire Agencies with door-to-door contacts, mobile sirens, and public address systems.

C. Local law enforcement agencies may require the assistance of the county or city agencies with the emergency movement of people.

D. Evacuation instructions and information for the public through conventional and social media will be coordinated through the EOC Public Information Section (e.g., Emergency Community Notification System, Twitter, Facebook, Blog, other web-based information systems).

VII. RESPONSIBILITIES – EVACUATION

A. Primary

1. Local Law Enforcement Agencies
   a. Collect intelligence on the evacuation and movement of people and advise the Law Enforcement Representative in the EOC of the situation.
   b. Direct and coordinate crowd and traffic control operations.
   c. Coordinate with Public Works to identify and establish evacuation routes and advise the EOC Law Enforcement Representative.
   d. Assist in the removal of stalled vehicles and equipment from evacuation routes.

2. Law Enforcement Representative in the EOC
   a. Coordinate with the Public Information Officer in the EOC and/or the Joint Information Center (JIC) Representative to keep the citizens advised of evacuation routes, conditions, changes, and plans through the use of radio, newspapers, television, and social media.
   b. Work with the EOC Logistics Section to coordinate the resources and information for shelter, evacuation routes, and transportation of people who lack private means.

B. Support

1. EOC – Public Information
Coordinate all public information and instructions and media relations.

2. Cowlitz County Fire Service Agencies

Assist with broadcasting the warning message and evacuation routes.

3. Public Works Agencies

a. Assist in traffic control operations by providing signs and barricades.

b. Provide personnel and equipment to keep evacuation routes clear of stalled vehicles and equipment.

c. Provide for the maintenance or repair of evacuation routes.

C. State

1. Washington State Department of Transportation

On Interstate-5 and State (routes) highways:

a. Provide traffic control operations by the placement of signs and barricades including variable message signs, and highway advisory radios.

b. Provide personnel and equipment to keep evacuation routes clear of stalled vehicles and equipment.

c. Provide for the maintenance or repair of State evacuation routes.

d. Through mutual aid and as resources are available, assist the county and cities in traffic control as requested by providing and placing signs and barricades.

e. Conducts aerial reconnaissance and photographic missions, as requested by Cowlitz County Emergency Management, provided resources are available.

f. Notify the Public Works Representative in the EOC of detours or closures on I-5 or State routes.

g. Provide a Representative to the Cowlitz EOC when requested.

2. Washington State Military Department – National Guard

Provides air and surface transportation support, as requested by Cowlitz County Emergency Management, contingent on availability.
3. Washington State Patrol
   a. Conduct traffic control on state routes to support evacuation.
   b. Assist local law enforcement agencies with evacuation procedures.
   c. Provide an Agency Representative to the Cowlitz EOC when requested.

VIII. REFERENCES
   A. Washington State Comprehensive Emergency Management Plan
   B. Washington State Department of Transportation Disaster Plan

IX. ATTACHMENTS
   A. Warning/Evacuation Notification Instructions for First Responders
   B. Cowlitz County Evacuation Plan (to be updated).
   C. Emergency Transportation Resources (to be updated).
   D. Public School Transportation Resources
   E. Transportation Resources for Special Populations
   F. Aviation Resources (Helicopters, Fixed-Wing Aircraft)
   G. List of Potential Transportation Collection Points (to be updated).
   H. List of MOUs with Local Transportation Providers (to be updated).

X. APPROVALS AND CONCURRENCES

[Signature]
Emergency Management Director

04 NOV 2013
Date
Attachment A

WARNING/EVACUATION NOTIFICATION INSTRUCTIONS FOR FIRE FIGHTING, LAW ENFORCEMENT, AND VOLUNTEER PERSONNEL

1. Drive slowly the length of all streets in the warning area. Use your siren to get people’s attention.

2. Stop at appropriate intervals and use your public address system to announce the message provided by the EOC.

   **Message variable to the situation**

3. If you are notifying people of an evacuation recommendation and encounter a resident who refuses to evacuate, log the address and, as time permits, attempt to get the names of the people who are not evacuating and an out-of-area next of kin. Depending on the urgency of the evacuation, do not delay subsequent notification to get this information.

4. Upon completion of notifications in your assigned area, inform the EOC via the appropriate chain-of-command.
Attachment B

COWLITZ COUNTY EVACUATION PLAN

(To Be Updated)
Attachment C

EMERGENCY TRANSPORTATION RESOURCES

The attached list of Emergency Transportation Resources is periodically updated because due to changes in resource numbers and associated capacities.
### Cowlitz County Transportation Options

<table>
<thead>
<tr>
<th>Provider</th>
<th>Service Available</th>
<th>Purpose</th>
<th>Area Served</th>
<th>Cost</th>
<th>Wheelchair Accessible</th>
<th>Hours</th>
<th>Schedule</th>
<th>More Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Cancer Society</strong></td>
<td>Individuals with Cancer</td>
<td>To and From Treatment (Volunteer Drivers or</td>
<td>Treatment Location</td>
<td>Free</td>
<td>No</td>
<td>Mon - Fri 9am-4pm Some Sat.</td>
<td>3 days prior</td>
<td>(360)414-2175 (800)227-2345 or <a href="http://www.cancer.org">www.cancer.org</a></td>
</tr>
<tr>
<td><strong>CUBS (River Cities Transit)</strong></td>
<td>Public</td>
<td>Any</td>
<td>Longview/Kelso City Limits &amp; West Longview</td>
<td>Adult/Student/Senior/Disabled Rates</td>
<td>Yes</td>
<td>M-F 7am-7pm; Sat 8am-6pm</td>
<td>Mon-Sat</td>
<td>(360)442-5663 or <a href="http://www.cubsbus.com">www.cubsbus.com</a></td>
</tr>
<tr>
<td><strong>CUBS Paratransit</strong></td>
<td>Disabled, unable to use regular routes</td>
<td>Eligibility Certification</td>
<td>Longview/Kelso City Limits &amp; West Longview</td>
<td>$60/Ride, $1.20/day, $5/month</td>
<td>Yes</td>
<td>M-F 7am-7pm; Sat 8am-6pm</td>
<td>1 day prior</td>
<td>(360)442-5667</td>
</tr>
<tr>
<td><strong>Human Services Council</strong></td>
<td>Medicaid/Elderly/Low Income/Disabled</td>
<td>Medical/Other Appointments</td>
<td>Varies</td>
<td>Free</td>
<td>Yes</td>
<td>24/7</td>
<td>48 hr Notice</td>
<td>(800)752-9422</td>
</tr>
<tr>
<td><strong>Mercy Transportation</strong></td>
<td>Medicaid</td>
<td>Any</td>
<td>Cowlitz and Clark Counties and Portland</td>
<td>Free</td>
<td>Yes</td>
<td>24/7</td>
<td>Daily</td>
<td>(888) 596-5156/(360)896-5156</td>
</tr>
<tr>
<td><strong>CAP</strong></td>
<td>Senior Transportation (60 and over)</td>
<td>Medical Appointments/Shopping</td>
<td>Cowlitz and Wahkiakum Counties Primarily</td>
<td>$1 each way</td>
<td>Yes</td>
<td>Varies</td>
<td>Daily</td>
<td>(360)425-3430x236 or <a href="http://www.lccac.org">www.lccac.org</a></td>
</tr>
<tr>
<td><strong>CAP</strong></td>
<td>Medicaid and Eligible</td>
<td>Various</td>
<td>Cowlitz and Wahkiakum Counties Primarily</td>
<td>Free</td>
<td>Yes</td>
<td>24/7</td>
<td>Daily</td>
<td>(800)752-9422</td>
</tr>
<tr>
<td><strong>CAP</strong></td>
<td>Rural Public Transportation</td>
<td>Any</td>
<td>Longview to Chehalis &amp; Longview to Vancouver</td>
<td>$1 each way</td>
<td>Yes</td>
<td>Varies</td>
<td>Mon - Sat</td>
<td>(360)425-3430x236 or <a href="http://www.lccac.org">www.lccac.org</a></td>
</tr>
<tr>
<td><strong>CAP</strong></td>
<td>Private Pay</td>
<td>Any</td>
<td>Fee Varies</td>
<td>Fee Varies</td>
<td>Yes</td>
<td>Varies</td>
<td>Daily</td>
<td>(360)425-3430x236 or (800) 383-2101</td>
</tr>
<tr>
<td><strong>Catholic Services</strong></td>
<td>Low Income / Persons with Disabilities / Elderly</td>
<td>Medical, Groceries, Essential Errands</td>
<td>Cowlitz, Wahkiakum and Neighboring Counties</td>
<td>Donations</td>
<td>No</td>
<td>Mon-Fri 8am-4:30pm</td>
<td>48 hr Notice</td>
<td>(360)577-2200 or <a href="http://www.ccsww.org">www.ccsww.org</a></td>
</tr>
<tr>
<td><strong>Cowlitz Indian Tribe</strong></td>
<td>Tribe and General Public</td>
<td>Any</td>
<td>South Lewis and Cowlitz County</td>
<td>Donations</td>
<td>Yes</td>
<td>Mon-Fri 8am-4:30pm</td>
<td>Make appt</td>
<td>(360)232-8585</td>
</tr>
</tbody>
</table>

**ESF #1 - Transportation**

May 2013
<table>
<thead>
<tr>
<th>Provider</th>
<th>Service Available</th>
<th>Purpose</th>
<th>Area Served</th>
<th>Cost</th>
<th>Wheelchair Accessible</th>
<th>Hours</th>
<th>Schedule</th>
<th>More Info</th>
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<tbody>
<tr>
<td>Clark County C-TRAN Program</td>
<td>Public</td>
<td>Any</td>
<td>Commute to Vancouver or C-TRAN Service area</td>
<td>Fee</td>
<td>No</td>
<td>Mon-Fri</td>
<td>Daily</td>
<td>(360)695-0123</td>
</tr>
<tr>
<td>DAV Van</td>
<td>Veterans</td>
<td>Medical Appointments</td>
<td>Portland/Vancouver</td>
<td>Free</td>
<td>No</td>
<td>1 trip / day Mon-Fri</td>
<td>Make appt</td>
<td>(800)827-1000</td>
</tr>
<tr>
<td>Taxis-UpTown, Owl, Kalama</td>
<td>Public</td>
<td>Any</td>
<td>Varies</td>
<td>Varies</td>
<td>No</td>
<td>Varies</td>
<td>Daily</td>
<td>(360)577-8294/577-6777294/673-3343</td>
</tr>
<tr>
<td>Wahkiakum on the Move</td>
<td>Public</td>
<td>Any</td>
<td>Wahkiakum and Cowlitz Counties</td>
<td>$1; Seniors &amp; kids free</td>
<td>Yes</td>
<td>Mon-Fri 8am-5pm</td>
<td>Daily</td>
<td>(360)795-3101/(888)-793-3101 or <a href="http://www.co.wahkiakum.wa.us">www.co.wahkiakum.wa.us</a></td>
</tr>
<tr>
<td>Columbia County Rider</td>
<td>Public</td>
<td>Any</td>
<td>Columbia and Cowlitz Counties</td>
<td>Varies</td>
<td>Yes</td>
<td>Mon-Fri 6am-6pm</td>
<td>Mon-Fri 6am-6pm</td>
<td>(503)728-2026 or <a href="http://www.columbiacountyrider.com/">www.columbiacountyrider.com/</a></td>
</tr>
<tr>
<td>YMCA</td>
<td>Any</td>
<td>Cowlitz</td>
<td>Free</td>
<td>No</td>
<td>Varies</td>
<td>Daily</td>
<td>(360)423-4770</td>
<td></td>
</tr>
<tr>
<td>United Way</td>
<td>Bicycles</td>
<td>Any</td>
<td>Cowlitz County</td>
<td>Free</td>
<td>No</td>
<td>24/7</td>
<td>Daily</td>
<td>(360)423-5320</td>
</tr>
</tbody>
</table>
Attachment D

PUBLIC SCHOOL TRANSPORTATION RESOURCES

Longview School District

48 Full-Size Buses
17 Mid-Size Buses
10 Short Buses

Kelso School District

37 Full-Size Buses
14 Short Buses
3 Vans

Castle Rock School District

14 Full-Size Buses
4 Short Buses

Toutle School District

11 Full-Size Buses
2 Short Buses
4 Vans
1 Truck

Kalama and Woodland are sharing transportation with LaCenter and Ridgefield in Clark County.
Attachment E

AVIATION RESOURCES

(Fixed Wing Aircraft and Helicopters)

Government agencies in Cowlitz County do not own/operate any aviation assets. Lifeflight helicopter(s) would be requested upon request by Incident Command through 911-Dispatch.

Other aviation assets would be requested through the Washington State Emergency Management Division (Military Department) Duty Officer.

Available aircraft include a number of helicopters and fixed-wing aircraft through local law enforcement agencies in Washington State, the Washington National Guard, Washington State Patrol, U.S. Coast Guard, U.S. Air Force Auxiliary, and miscellaneous other State and Federal agencies, including NGOs.
Attachment F

LIST OF POTENTIAL TRANSPORTATION COLLECTION POINTS

FOR VULNERABLE POPULATIONS

(To Be Updated)
Attachment G

LIST OF MOUs WITH LOCAL TRANSPORTATION PROVIDERS

(To Be Updated)
Emergency Support Function #2

TELECOMMUNICATIONS, INFORMATION SYSTEMS, & WARNING

<table>
<thead>
<tr>
<th>PRIMARY:</th>
<th>Cowlitz County 9-1-1 Communications Center</th>
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<td></td>
<td>Cowlitz County Emergency Management</td>
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<td>SUPPORT:</td>
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<td>Fire Services</td>
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<td>Public Health</td>
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I. INTRODUCTION

A. Purpose

Communications - To identify and organize a communications system for the efficient flow of information to meet operational requirements of Cowlitz County in responding to and recovering from an emergency or disaster.

Warning - To provide guidance for alerting and warning key local officials and the public of an impending or occurring emergency or disaster.

B. Scope

This ESF applies to all of the communication, information, and warning assets of the governmental entities and organizations of Cowlitz County which includes but is not limited to AM/FM radio, two-way radio systems, CEMNET state radio system, 9-1-1 Communications Center (9-1-1 COMM), Internet-based communications systems, computer networks, voice and data links, telephone and wireless (cellular) systems, National and State warning systems, Emergency Alert System (EAS), Internet-based WebEOC, public address systems, Emergency Community Notification System (ECNS), and amateur radio (ARES/RACES).

II. POLICY

A. In accordance with RCW 38.52.110 (1), in responding to a disaster, or the threat of a disaster, the Board of County Commissioners is authorized to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof, including, but not limited to, districts and quasi-municipal corporations organized under the laws of the state of Washington to the maximum extent possible. The officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any
other provision of law.

B. Local officials will endeavor to alert the public of an imminent hazard. There is no guarantee implied in this plan that every affected citizen will receive warning. Adequate time and resources may not be available for public officials to issue such a warning.

C. Local officials will communicate emergency information and updates to the public as it becomes available through PIOs and other dissemination outlets.

D. Emergency broadcasts regarding availability of emergency call centers and hotlines should include TTY/TTD phone numbers or include the instruction “TTY callers use relay” within the message.

E. Government, Non-Profit, and private entities that disseminate emergency preparedness information or emergency alerts via websites should adhere to the guidelines of Section 508 of the Rehabilitation Act to assure accessibility or websites and content by persons with sensory disabilities.

D. The 9-1-1 COMM and the Cowlitz County Department of Emergency Management (CCDEM) shall periodically conduct tests of local communications and warning systems and procedures and familiarize governmental entities and the public with their use.

III. PLANNING ASSUMPTIONS

A. Cowlitz County relies on the hazard warning capabilities of federal and state government, industry, and the media. When there is a demonstrated need, particularly if timeliness is crucial to protect life and property, the affected governing body may supplement existing warning systems. Supplemental measures will depend on the nature of the hazard, the quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing or amplifying the information being provided through existing sources and, to the extent practicable, upon participatory systems activated at the neighborhood or community level.

B. Citizens have been advised to establish self-sufficient personal emergency preparedness plans for up to 72 hours at a minimum.

C. There may be complete power outages, or power disruptions in certain areas, in the initial stages of a disaster event, which will make it difficult to convey rapid warning and/or emergency public information.

D. Some emergencies or disasters will occur with enough warning to provide appropriate notification to be issued to allow some level of preparation. Others will occur without warning (i.e. earthquakes or landslides).

E. Local government may request State assistance for supplemental warning resources through the Washington State Emergency Management Division
(WSEMD).

F. Emergency or disaster warning may originate from any level of government.

G. Cowlitz County’s primary 24 hour receiving point for warning systems is the 9-1-1 COMM and CCDEM serves as the alternate point. During those hours when the CCDEM Office is not open, the 9-1-1 COMM staff is responsible for relaying warning information to local emergency management in accordance with local procedures.

H. Notification of a threatening situation may be sent from the National Weather Service (NWS), via NOAA Weather Radio, electronic and other media, the amateur communications community, or the public.

I. Governmental entities of Cowlitz County will initially focus on coordinating lifesaving activities and re-establishing disrupted communications in the disaster area.

J. In some cases, initial reports of damage may be fragmented and could provide either an incomplete, or distorted, picture of the extent of damage.

K. In the event that public instructions need to be translated, the provision of interpreters may be coordinated through the EOC or the 9-1-1 Communications Center.

L. Citizens with communications challenges, including those who use computers to obtain or relay information, use a variety of communication devices and social processes to participate in emergency preparedness, response, and recovery activities.

IV. CONCEPT OF OPERATIONS

A. Communications

1. Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of impending disasters, disaster response and recovery operations, search and rescue operations, and coordination between the state, local governments, and response agencies. Routine day-to-day modes of communications will continue to be utilized to the degree that they survive the disaster and afford adequate communications between county agencies and levels of government.

2. The 9-1-1 Communications Center (9-1-1 COMM) is located in the basement of the Cowlitz County Hall of Justice, Kelso, Washington. The 9-1-1 COMM functions as the county-wide 24-hour 9-1-1 Public Safety Answering Point (PSAP) and provides dispatch services for various law enforcement, fire and emergency medical agencies. The 9-1-1 COMM is equipped with Uninterrupted Power Supply auxiliary power. The 9-1-1
COMM also serves as the initial communications, alert, and warning point for CCDEM.

3. When necessary, emergency communications are also provided through the EOC which is equipped with auxiliary power.

4. The 9-1-1 COMM has a backup communications site on Lone Oak Road on Columbia Heights. This site has the ability (with some limitations) to function as the dispatch center should the main communications center be closed due to hazards.

5. The CCDEM maintains a communications van that is equipped with radio and communications gear. The communications van can be moved to any location to coordinate radio traffic and information during an emergency. It does not have the capability to act as an alternate 9-1-1 center.

6. The Emergency Alert System (EAS), when activated, will operate through the Internet, local radio, cable TV stations, and NOAA weather radio. It is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warnings in the event of an emergency or disaster.

7. The Emergency Community Notification System (ECNS), when activated, provides for rapid emergency notification of the public by direct landline (wired) telephone and to cellular telephones provided that that cellular phone number has been registered with CCDEM.

B. Warning

1. At the point CCDEM is alerted to a threat or occurrence of a hazardous event that could lead to, or has resulted in, an emergency or a disaster, the situation will be closely monitored and, if appropriate, the EOC will be activated. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.

2. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public information advisories, and alerting response agencies and organizations of the situation in accordance with local procedures.

3. As soon as it is apparent that the public must take some action to prepare or protect itself, the local warning system will be activated, as appropriate, and as time and resources allow. Public warning could take the form of one or more of the following:

   a. FAX/pager/radio/e-mail.
   b. Activation of the Emergency Alert System (EAS) or the Emergency Community Alert System (ECNS) to disseminate urgent information.
c. Activation of community telephone trees.
d. Activating a call notification center in the EOC.
e. Posting of signs.
f. Fire services and law enforcement apparatus providing warnings along specific routes using public address systems and sirens.
g. Activation of volunteer resources that can be used to go door to door warning citizens of the hazard.
h. Local warning information to regional television and local radio stations.
i. Social Media (e.g., twitter, facebook, blog, etc.)

4. Public information, advisories, and warnings will be updated as necessary until the hazard has subsided

V. RESPONSIBILITIES

A. Primary

1. 9-1-1 Communications Center (9-1-1 COMM)

   a. Develop and maintain appropriate plans and procedures to help ensure adequate emergency communication systems.

   b. Serve as the primary receiving point for National and State warning information and familiarize staff with the operational requirements based on information provided by CCDEM.

   c. Coordinate with CCDEM to develop and maintain procedures to forward disaster related information and public requests directly to the EOC in a timely manner.

   d. Assist with the dissemination of information and warnings as provided in local procedures and/or as requested by the Incident Commander.

   e. Conduct tests and exercises of the communication and warning system in cooperation with CCDEM.

2. Cowlitz County Department of Emergency Management (CCDEM)

   a. Maintain and test the county warning plan and the EOC Standard Operating Procedures (SOP's) for alert and warning in coordination with participating local agencies and cities.

   b. Monitor and operate the county secondary warning point in coordination with State Emergency Management.

   c. Provide operational training information to staff of the county primary warning point to familiarize them with the systems as well as local protocols.
d. Determine, plan and coordinate the use of alternate methods of disseminating warning information.

e. Develop EOC procedures for gathering, evaluating and displaying relevant warning information.

f. Develop appropriate notification lists and procedures for activating the information and warning distribution system. Address consideration of special populations such as the handicapped, the elderly and infirm, schools, day care centers, and miscellaneous care facilities.

g. Coordinate public information and warnings with local jurisdictions and surrounding counties, as appropriate.

h. Be prepared to develop and issue Emergency Alert System (EAS) or ECNS messages countywide as necessary.

i. Conduct an exercise of the county-wide warning systems periodically and/or as necessary for training purposes.

j. Establish a working relationship with local broadcast radio stations and familiarize them with the warning processes to support rapid dissemination when needed.

K. Activate the county RACES plan through the RACES officer.

B. Support

1. EOC – Public Information
   
a. Coordinate public information and instructions and media relations per public information protocols and/or in coordination with the IC.

b. Issue emergency warning and status information to vulnerable residence via communication mechanisms and cultural/social systems used by vulnerable residents.

2. Fire Services
   
a. Develop and maintain procedures to provide communications, warning support, and services.

b. Train personnel in proper warning methods.

c. Provide emergency preparedness outreach information to the public in cooperation with CCDEM.

3. Law Enforcement
   
a. Develop and maintain procedures to provide communications,
warning, support and services.

b. Train personnel in proper warning methods.

c. Upon request, make Search and Rescue (SAR) units and volunteers available to the EOC to assist in warning efforts, as feasible and without jeopardizing their primary mission.

d. Provide emergency preparedness outreach information to the public

4. Health Department

a. Be prepared to provide technical information to be included in warning statements regarding hazards to public health in response to a chemical, radiological emergency, volcanic eruption, or other public health hazard.

b. Provide precautionary public safety announcement action statements following a chemical, radiological emergency, volcanic eruption, or other public safety hazards.

C. State

1. Washington State Emergency Management Division (WSEMD)

a. Establish radio and/or telephone communications with Cowlitz County to provide communications for state assistance/programs during disasters.

b. Procure communication equipment to support Cowlitz County emergency communication needs with specific emphasis on lifesaving and medical support.

c. Coordinate and prioritize requests for federal telecommunications support.

d. Disseminate warning information through any and all available communication systems.

e. Provide assistance in the activation of the EAS system.

D. Federal

1. Federal Emergency Management Agency (FEMA) Stafford Act – Appendix B

2. Warnings

a. The President shall ensure that all appropriate Federal agencies are
prepared to issue appropriate warnings to State or local officials.

b. The President shall direct appropriate Federal agencies to provide technical assistance to local governments to ensure that timely and effective warning information is provided.

c. The President is authorized to utilize or to make available to State and local agencies the facilities of the civil defense communications system established and maintained pursuant to section 5196© of this title, or any other Federal communications system for the purpose of providing warning to governmental authorities and the civilian populations in areas endangered by disasters or other hazards.

VI. REFERENCES

A. Lower Columbia Local EAS Area Plan
B. Emergency Community Notification System (ECNS) - Activation Plan and Procedures
C. Emergency Services Voice Messaging SOP (800 number)
D. Cowlitz County 9-1-1 Communications Center SOPs
E. Cowlitz County Warning Plan
F. WebEOC Procedures & Protocols
G. Cowlitz County Radio Communications Frequencies
H. Region 4 Tactical Interoperable Communications Plan (TICP)
I. Cowlitz County RACES Plan

VII. ATTACHMENTS

A. (none at this time)
B. (none at this time)
C. (none at this time)
VIII. APPROVALS AND CONCURRENCES

Emergency Management Director

04 Nov 2013
Date

9-1-1 Communications Center Director

12 Nov 2013
Date
Emergency Support Function #3

PUBLIC WORKS AND ENGINEERING

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<tr>
<th>PRIMARY:</th>
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<td>SUPPORT:</td>
<td>Cowlitz County Emergency Management</td>
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<td>Law Enforcement</td>
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I. INTRODUCTION

A. Purpose

To provide guidance for the effective coordination of Public Works and Engineering services to support disaster mitigation, preparedness, response and recovery in Cowlitz County.

B. Scope

This ESF addresses necessary Public Works and engineering activities including, but not limited to: assisting in debris and wreckage clearance, temporary inspection of roads, bridges & facilities to determine safety and structural damage, temporary repair of essential facilities and assisting in traffic control by providing barricades and signs, as necessary, to cope with an emergency/disaster.

II. POLICY

A. At the request of the EOC, an agency representative from Public Works with the authority to commit resources shall be designated by the Public Works Director and assigned to the activated EOC. All Public Works activities, resources and equipment shall be coordinated from the EOC by the Public Works agency representative or his/her designated alternate.

B. Requests for acquisition of Public Works resources from outside of Cowlitz County shall be initiated by the Public Works agency representative.

C. At the best of their ability, Cowlitz County will provide public works services to properties and facilities under the appropriate governing body jurisdiction. Other services to private property, such as debris removal or assistance with sandbagging efforts, may be approved on a case by case basis by the Board of County Commissioners.

D. Funding: As provided in RCW 38.52.110(1), during disasters/emergencies when personnel or equipment is responding to an approved emergency services function from one county agency in direct support of another county.
agency, the county agency supplying the personnel or equipment shall fund the response, i.e., salary and equipment operation costs, expenses, etc.

E. In the event the personnel or equipment responds from one political subdivision to another (city to county, county to city, city to city, county to county), the political subdivision requesting and using the personnel or equipment shall pay expenses incurred in the operation and maintenance thereof including salaries of operators, if requested, as per RCW 38.52.080(2).

F. Cowlitz County Public Works is a signatory agency to the Public Works Emergency Response Mutual Aid Agreement for public works agencies in the State of Washington (dated August 11, 1997). The provision, or receipt, of public works personnel, resources or equipment from a county, or city, public works department signatory to this mutual aid agreement will be in accordance with the provisions of that agreement.

III. PLANNING ASSUMPTIONS

A. A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.

B. Access to disaster areas may be dependent upon the repair and re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

C. Damage assessment of the disaster area will be required to determine potential workload.

D. Cowlitz County Public Works will do bridge inspections while Building and Planning building inspectors will utilize the inspection guidance in the Applied Technology Council, ATC-20-01, field manual for post earthquake evaluation of buildings, to survey damaged buildings for safety.

E. Assistance from the state or Federal Government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structure, and provide emergency water for human health needs and firefighting.

F. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
G. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.

H. Earthquake aftershocks will require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

A. Local

1. Public Works departments have overall responsibility for public works and engineering services within their jurisdictions' areas of responsibility.

2. In an emergency/disaster Public Works and engineering services will be coordinated by the Public Works agency representative in the EOC designated by the affected governing body.

3. Public works agencies will maintain internal systems for the repair and restoration of essential services and vital facilities. Priority will be given to the restoration of utilities to critical and essential facilities.

4. Each public works agency is responsible for documenting all emergency/disaster related activities and related expenses and maintaining an accurate record.

V. RESPONSIBILITIES

A. Primary

1. Cowlitz County Public Works Departments

   a. Provide inspections of County roads and bridges to determine damage and safety.

   b. Remove debris and wreckage from roads and bridges.

   c. Designate unusable county roads and bridges and post appropriate signage.

   d. Provide temporary repair of damaged county roads and bridges, as possible.

   e. Establish and/or maintain evacuation routes as requested by EOC or Cowlitz County Sheriff's Office.

   f. Provide road block barricades, signs, and flaggers as requested.
g. Coordinate public information releases with the EOC Public Information Officer or Joint Information Center (JIC).

h. Provide sand and gravel.

i. Provide trucks and drivers to transport debris, wreckage and supplies.

j. Provide flood control support.

k. Coordinate drainage activities.

l. Coordinate county-wide disaster transportation needs.

m. Coordinate public works functions with other political jurisdictions as necessary.

n. Coordinate with private contractors and suppliers.

o. Relocate Public Works shops if conditions warrant.

p. Document damages and costs and provide necessary reports.

q. Coordinate damage assessment and post disaster safety inspections of County bridges. County Building and Planning will coordinate assessment and post-earthquake ATC-20 inspections of buildings and facilities.

r. Assess damage to streams, bluffs, shore lines, and river banks.

s. Review repair, reconstruction, and replacement of roads and bridge system structures.

t. Assist in the stockpiling and distribution of sandbags.

u. Inspectors may distribute public repair and recovery information.

B. Support

1. Cowlitz County Department of Emergency Management

   a. Activate the EOC and make notification of essential agency representatives to respond to the EOC.

   b. Coordinate roads, facility, and infrastructure recovery efforts.

   c. Coordinate sandbagging efforts and establish and maintain direct contact with the Corps of Engineers for technical assistance and resource support for flood activities and evaluating the integrity of structures following an earthquake.
d. Coordinate requests for outside labor, equipment, and technical experts.

e. Coordinate warnings and public information of road /bridge damage and closures.

f. Identify and recommend training opportunities for Public Works and engineering personnel (such as ATC-20 Post Earthquake Damage Assessment Training).

2. Law Enforcement

a. Assist in providing temporary patrol and/or security for road closures, condemned buildings, bridges and other hazard condemned sites.

b. Provide support assistance at sandbag site operations as needed.

C. State

1. Washington State Emergency Management alerts appropriate state agencies of the possible requirements for emergency engineering services, coordinates state assets and requests federal assistance to support local emergency engineering efforts. State departments and agencies that support the emergency engineering effort are identified in ESF#3 — Public Works and Engineering of the Washington State Comprehensive Emergency Management Plan.

2. State government will provide engineering services primarily to lands and facilities under its jurisdiction and will lend support to local government as requested and as circumstances allow. Supplemental assistance shall be coordinated through Cowlitz County Emergency Management through the State Division of Emergency Management.

D. Federal

1. The Federal Response Plan, ESF#3 — Public Works and Engineering provides for the federal response and support to assist state and local government. The primary federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers (USACE) for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of federal activation, Cowlitz County Emergency Management will coordinate with local, state, and federal agencies for personnel, resource and equipment support.

2. If direct federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, FEMA may issue a mission assignment to those federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected state and local governments.
VI. REFERENCES

A. The Federal Response Plan – ESF#3


VII. APPROVALS AND CONCURRENCES

[Signature]
Emergency Management Director

[Signature]
Cowlitz County Public Works Director

30 October 2013

Signature: Funding
Board of County Commissioners Approval &
Adoption of Basic Plan.
Emergency Support Function #4

FIREFIGHTING

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<td>Cowlitz County Fire Marshal’s Office</td>
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<td>Emergency Management Zones</td>
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<td>State and Regional Incident Management Teams</td>
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I. INTRODUCTION

A. Purpose

To provide guidance for the coordination of public fire and life safety services.

B. Scope

1. This ESF addresses firefighting activities for fires occurring separately or coincidentally with a significant natural or technological emergency or disaster. The Scope of this section will not address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in other documents.

2. Planning for every firefighting contingency is beyond the scope of this ESF, but it will outline broad objectives that will provide the greatest protection of life and property.

3. The emergency medical capabilities of the fire services are covered in ESF #8. The hazardous materials capabilities of the fire services are covered in ESF #10.

II. POLICY

A. During emergencies or disaster, local fire services mobilize all available apparatus and personnel required to manage the situation. Mutual aid and automatic agreements are activated when initial resources are inadequate. When mutual aid and local resources are exhausted, the provisions for state fire mobilization apply.
B. 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 or contractual agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient execution of fire support.

III. PLANNING ASSUMPTIONS

A. Cowlitz County has significant forested areas and urban interface areas, where residential development has encroached into forested areas.

B. A major or catastrophic event may result in many urban, rural and wildland fires. In disaster conditions, these fires could spread rapidly, cause great damage and seriously threaten lives and property.

C. Urban, rural and wildland fires will occur within Cowlitz County. In the event of an earthquake or other emergency or disaster, large, damaging fires may occur.

D. In a disaster, some firefighting resources will become scarce or damaged.

E. Wheeled vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack may be needed in these situations.

F. Efficient and effective mutual aid among the various local, county, state, and federal fire services requires the use of the National Incident Management System (NIMS) together with compatible firefighting equipment and communications.

IV. CONCEPT OF OPERATIONS

A. The public fire and safety services in Cowlitz County include municipal fire departments, county fire protection districts, the U.S. Forest Service, and the Department of Natural Resources.

B. Fire Services within Cowlitz County are all signatory to a county-wide mutual aid agreement.

C. The Cowlitz County Fire Chief's Association is the lead group for emergency planning within the fire services. Fire services which are not members of the Association will be coordinated with on a case-by-case basis.

D. The Cowlitz County Fire Chief's Association will select and appoint a fire representative to serve as the fire service liaison in the Cowlitz County EOC.
E. Upon the occurrence of a major disaster, such as an earthquake, county fire services are requested to make initial assessments of their personnel, apparatus, equipment and facilities and be prepared to report this information as soon as requested.

F. To the maximum extent possible, fire services are requested to also make initial damage assessments of their jurisdictions and to report this to the Cowlitz County EOC. This information should include an assessment of what has happened, what the fire service is able to do about it with existing resources, and what specific assistance is needed.

G. To facilitate coordination in a major event, the fire liaison in the EOC may coordinate the placement and response of fire resources. Direction and control of individual fire service staffing and equipment would be the responsibility of that agency. It is anticipated that specific incident objectives and policy decisions would be set by Unified Command in coordination with the Fire Service Liaison in the EOC.

H. A Vulnerable Populations Representative/Liaison position may be activated in the EOC to assess the level of need for emergency support for vulnerable populations, to locate unique resources as needed, to coordinate with community vulnerable populations groups and providers, and to coordinate internally with other EOC positions to provide technical assistance as needed.

I. Provisions for limited access through emergency perimeters may be authorized for home care workers, behavioral health personnel, and accessible vehicles to support vulnerable residents within the perimeter or to facilitate evacuation.

V. RESPONSIBILITIES

A. Cowlitz County Fire Services

1. Act as lead agencies in the provision of fire suppression and control, and immediate life safety services within their respective fire protection jurisdictions, and support other fire protection agencies if they are signatories to a mutual aid agreement.
2. Conduct light duty rescue operations.
3. Maintain inventories of firefighting staffing and equipment.
4. Provide initial and continuing situation assessment information of major incidents to Emergency Management Zones, Cowlitz County EOC or CRESA.
5. Support warning and evacuation efforts.
6. Collect and relay information to the Cowlitz County EOC (or EMZ if activated) including available and committed staffing and equipment, and operational needs.
B. County Fire Mobilization Officer

1. Coordinate requests for Regional and State mobilization if needed.
2. Reassign or stage fire resources throughout the county as needed in coordination with Cowlitz County 911 Center.

C. Cowlitz County Emergency Management

1. Support fire suppression operations with resources not covered under mutual aid agreements.
2. Support Emergency Management Zones (EMZ’s) if activated.
3. Activate EOC, if necessary.

D. Cowlitz County Fire Marshal’s Office

Coordinate fire prevention activities in unincorporated Cowlitz County and assist fire districts and municipalities in fire prevention planning and programs.

E. County and City Law Enforcement

1. Assist in the identification of crime scenes and provide appropriate security.
2. Assist in staffing EMZ’s with qualified and trained personnel as needed and as available.

F. State and Regional Incident Management Teams

Provide assistance in incident management when local incident management resources are overwhelmed or require relief.

G. Washington State Department of Natural Resources (DNR)

Coordinate fire suppression efforts and provide resources to control wildland fires in the state on DNR protected lands. May provide resources for non-DNR protected lands, if available, at reasonable cost.

H. Washington State Emergency Management Division

Coordinate assistance to local government for fire activities and mobilization resources per the provisions of the Washington State Fire Services Resource Mobilization Procedures and Comprehensive Emergency Management Plan.

I. Washington State Department of Corrections

Provide trained minimum security inmate firefighters to supplement the efforts of the Department of Natural Resources in suppressing and controlling forest fires and provide personnel for other disaster activities.
J. U.S. Forest Service (USFS)

1. Act as the principal advisor to the FEMA Regional Director to assist in the administration of the terms of the Federal/State agreement for fire suppression.
2. Provide protection in national forests and assist in controlling fires that threaten to spread into National Forests.
3. Following a Presidential Declaration of Disaster, the President is authorized to provide assistance, including grants, equipment, supplies, and personnel to any State for the suppression of any fire on publicly or privately owned forest or grassland which threatens destruction to the extent it would constitute a major disaster. (Stafford Act – Appendix B)

K. Federal Emergency Management Agency (FEMA)

1. Administer fire suppression assistance to the state pursuant to PL 93-288 of the disaster Relief Act of 1974, Section 417, when a fire destruction threat would constitute a major disaster.
2. Provide training for fire suppression and control of hazardous materials incidents to local fire agencies through the National Fire Academy in Emmitsburg, Maryland.

VII. REFERENCES

A. Southwest Region Fire Defense Mobilization Plan

B. Washington State Fire Services Resource Mobilization Plan

VIII. ATTACHMENTS

A. Cowlitz County Fire Service Districts/Departments

IX. APPROVALS AND CONCURRENCES

[Signatures and dates]

Emergency Management Director

Cowlitz County Fire Chief’s Association Chairperson

Date: 30 Oct 2013

Date: 30 Oct 2013
Attachment A

COWLITZ COUNTY FIRE SERVICES

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<tbody>
<tr>
<td>Longview Fire Department</td>
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Emergency Support Function #5

EMERGENCY MANAGEMENT

PRIMARY:  Cowlitz County Emergency Management

SUPPORT:  Cowlitz County Sheriff's Office
          Cowlitz County Health Department
          Cowlitz County Department of Human Services
          Salvation Army

I.  INTRODUCTION

A.  Purpose

1.  To provide guidance for the effective direction, control and coordination of emergency management activities undertaken in accordance with this plan.

2.  To identify criteria for, and provide guidance for, the preparation of emergency disaster declarations and requests for assistance from other levels of government.

3.  Provide guidance for determining activation of the Emergency Operations Center (EOC).

4.  Review continuity of government requirements.

B.  Operational Concepts

1.  The Cowlitz County Board of County Commissioners has the authority and responsibility for emergency management for Cowlitz County in accordance with RCW 38.52, county ordinance and interlocal agreement. The Board of County Commissioners has delegated that authority, through county ordinance 04-008, to the Cowlitz County Sheriff who has appointed an Emergency Management Director. On behalf of the Sheriff, and in coordination with the appropriate government officials, the CCDEM Director will initiate plans and preparations for coping with natural or technological disasters.

2.  The National Incident Management System (NIMS) Incident Command System (ICS) is designed to provide for the local on-scene management of emergencies and disasters. ICS provides a standardized organizational structure, terminology and procedures. It will be the emergency management system used by the Cowlitz County Government in emergencies and disasters (BOCC Resolution #05-147).
3. There is a recognized need, during an emergency where more than one agency responds to an emergency incident, to have strong interagency coordination. Therefore, whenever an incident requires the establishment of an Incident Command Post, that command post will be the single command post for all responding agencies. Agencies responding to the emergency will assign a senior level officer or agency official to act as an agency representative or serve in Unified Command at the Incident Command Post. Under certain circumstances, the unified command may be relocated to the EOC where the unified command structure will continue.

4. When fully activated, the EOC will be staffed with representatives from each ESF discipline, other agency representatives/liaisons and support staff from Cowlitz County and City Governments and all necessary organizations as dictated by the nature, scope and location of the incident.

**Emergencies (Undeclared)**

5. The Cowlitz County Sheriff may exercise full control over all county law enforcement functions in the event of an emergency or disaster pursuant to statutory authority in RCW 36.28.

6. The fire chiefs shall exercise full control in their normal areas of responsibility over fire service functions within the fire districts’ jurisdictional boundaries pursuant to statutory authority.

7. The CCDEM Director will coordinate the activities of all local, county, state and federal agencies, and non-profit organizations responding to a disaster pursuant to RCW 38.52, 38.54, Chapter 118.30 WAC, and applicable federal laws, regulations, and codes listed under the Authorities section of this plan.

8. Cowlitz County, City Government and other Government Entities of Cowlitz County, with responsibilities assigned in this plan, will provide disaster support within their normal areas of responsibility or in a supplementary role pursuant to RCW 38.52.110 and as delineated in this plan.

**Disasters (Declared)**

9. When the Board of County Commissioners has declared a state of local emergency within Cowlitz County, the incident will normally be coordinated from the EOC, 312 S.W. 1st Avenue, Kelso, WA 98626. If the primary EOC is inoperable, an alternate EOC may be activated.

10. Within the EOC, representatives for each Government Entity will coordinate with the representatives of other agencies present as well as
with the CCDEM Director and the executive heads of the Cowlitz County and City Governments.

II. POLICY

A. RCW 38.52.070, the Cowlitz County Interlocal Emergency Management Agreement, and Cowlitz County Code 7.10, outline the direction and control of emergency management activities within Cowlitz County. These duties and responsibilities rest with the Board of County Commissioners (BOCC), the Sheriff, and the mayors/city managers & city councils of the City Governments. They exercise these powers through their designated Director of Emergency Management.

B. The Cowlitz County Sheriff's Office - Department of Emergency Management (CCDEM) is the primary agency.

C. The BOCC emergency management responsibilities include providing overall direction and control, issuing the local declaration of a state of emergency, requesting assistance from and through the Governor, coordinating with the Sheriff/Director of Emergency Management and assuring emergency public information is provided.

D. Government Entities and Private Organizations will provide disaster support functions within their normal mandated areas of responsibility or in a supplementary role pursuant to RCW 38.52.110 and as described in this Basic Plan and the relevant Emergency Support Functions (ESFs).

E. An established system of direction and control is necessary to ensure the continued operation of the functions of government agencies during and after emergencies and disasters. The National Incident Management System (NIMS) is designed to provide for the local on-scene management of emergencies and disasters. NIMS provides a standardized organizational structure, terminology and procedures and has been designated as the emergency management system for all emergency incidents in Cowlitz County (BOCC resolution #05-147). The NIMS guidance based on Homeland Security Presidential Directive 5 (HSPD-5) in February 28, 2003 and published by the US Department of Homeland Security on March 1, 2004 will be the NIMS basic guide.
III. COORDINATION

A. The Sheriff’s Office - Department of Emergency Management (CCDEM) is the primary agency for facilitating coordination among local, state, federal and private sector agencies and groups in Cowlitz County.

B. To facilitate coordination among Cowlitz County Government departments and offices, each department and office shall appoint a liaison and alternates to work with CCDEM on mitigation, preparedness, response and recovery issues and, at the request of CCDEM, to represent their department in the EOC. Arrangements shall be put in place to provide for 24-hour contact of department liaisons. (also see Basic Plan).

C. The Emergency Operations Center (EOC) is located in the basement of the Hall of Justice in Kelso. When activated during a disaster or emergency it is the location where the EOC Staff assist the IC through coordination and support of response activities and by locate and ordering needed resources.

D. CCDEM staff will monitor threatening situations, determine if and when to activate the EOC and notify appropriate EOC Staff. They will also designate EOC Staff for when disaster strikes with little or no warning. In such an event, those designated staff members available and able will, when aware of the hazardous event, proceed directly to the EOC without being otherwise notified and, upon arrival, activate the facility in accordance with EOC standard operating procedures.

E. When the EOC is activated it may be fully staffed (Level III) at the onset. Unnecessary staff will be dismissed on a case-by-case basis following assessment of operational needs.

IV. LOCAL DECLARATION OF EMERGENCY

A. A local declaration of emergency is the legal method that authorizes extraordinary measures to solve emergency problems. A declaration allows for the emergency use of resources, the bypassing of time-consuming requirements such as hearings and the competitive bid process and activates the functions provided for in this plan. A declaration is typically a prerequisite for state assistance and is usually made at the onset of a disaster to allow the county to do as much as possible to help itself.

B. Whenever a situation occurs requiring local action beyond normal capabilities to protect lives and property, a local Declaration of Emergency should be made by the Governmental Entity where the situation is occurring. The purpose of the local Declaration of Emergency is to:

1. Authorize the activation of the CEMP

2. Authorize the emergency use of all local resources as required by RCW 38.52.110.
3. Allow for emergency expenditures without notice or hearing.

C. The BOCC may declare a local emergency in accordance with RCW 36.40.180.

D. Generally, an emergency situation will be monitored by CCDEM or EOC staff. If and when warranted, the Sheriff/Director of Emergency Management will recommend to the BOCC that a local emergency be declared.

E. The Declaration shall remain in full force and effect until terminated by the issuance of a subsequent rescinding Declaration which shall follow when the Board determines that the extraordinary measures detailed therein are no longer required for the protection of the public peace, safety, and welfare.

F. Sample emergency resolutions are contained in Attachment A, 1-5.

V. DECLARATION OF DISASTER

A. If the situation is beyond local capability, a second declaration (or Disaster Declaration) requesting assistance is issued, requesting state assistance or requesting the Governor request Federal Assistance. The Local Declaration of Emergency and the Declaration of Disaster are two separate actions, although for expediency in major events, they may be combined. The Declaration of Disaster is made by adoption of a resolution by the BOCC as a formal request for assistance from the state or federal government. Part of this Declaration includes the BOCC declaring the county “a disaster area”. This Declaration of Disaster is required for a jurisdiction to be eligible for inclusion in a Declaration of Disaster by the Governor under RCW 43.06. City Governments may enact their own disaster declaration or may request the BOCC, through CCDEM, to declare it on their behalf.

B. In preparing a declaration, a description of the event and its actual, or potential, impacts and the necessary emergency authorizations need to be documented.

C. The declaration is formally adopted by the BOCC and then forwarded to the State Division of Emergency Management (WSEMD) for consideration and presentation to the Governor. A news release informing the public of the action taken should be prepared as soon as possible when a Declaration of Emergency and/or Disaster Declaration is signed.
VI. REFERENCES


B. Specific Sections in the Washington State Administrative Code (WAC)

C. Specific Sections in the Revised Code of Washington (RCW)

D. Relevant Resolutions by the Cowlitz County Board of Commissioners

E. Washington State Comprehensive Emergency Management Plan

VII. APPROVALS AND CONCURRENCES

________________________________
Emergency Management Director

________________________________
Date
DIRECTION AND CONTROL ANNEX
CONTINUITY OF
COWLITZ COUNTY GOVERNMENT

I. POLICY

It is the policy of Cowlitz County Government that Elected Officials and Department Directors develop plans for the continuity and preservation of government operations. These plans should designate successors, primary and alternate locations for department operations, and identify and protect essential records. Copies of these plans, and any updates, will be filed with the CCDEM.

II. PLANNING ASSUMPTIONS

A disaster of a significant magnitude will have a severe impact on the county government and its citizens. The infrastructure will most likely sustain damage and stress or overwhelm the ability to effectively respond and recover. During this type of situation, the necessity to maintain the continuity of all local government capabilities outlined in this plan will be paramount.

III. CONCEPT OF OPERATIONS

A. Local governments, by virtue of the Constitution of the State of Washington, are political subdivisions of the State. They are also charged with the responsibility for ensuring that provisions are made for continuity of government during emergencies within their respective jurisdictions.

B. Succession of County Commissioners in an emergency or disaster:

When, as the result of an emergency or disaster, the number of county commissioners needed to act falls below a quorum, the following provisions shall govern the continuity of the Board of County Commissioners (BOCC):

1. Any and all available county commissioners shall have full authority to act jointly in all matters as the BOCC;
2. In the event no county commissioner(s) is available pursuant to subsection (1), then those elected county officials as listed in this section, as are available for duty, shall jointly act as the BOCC and shall possess by majority vote the full authority of the BOCC until such time as one or more county commissioners become available. The elected county officials referenced in this section shall consist of the following county officials: Assessor, Auditor, Clerk, Coroner, Prosecuting Attorney, Sheriff, and Treasurer.
3. For the purposes of this section, a county commissioner shall be considered unavailable during such time as such county commissioner is absent or unable to exercise the powers and discharge the duties of the office. (RCW 42.14.040, Cowlitz County Code 7.10)
4. The BOCC is required to adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the county. (RCW 42.14.070)
C. Succession of other Cowlitz County Government elected officials in an emergency or disaster:

The county commissioners may appoint an employee that was serving as a deputy or assistant in such office at the time of the vacancy as an acting official to perform all necessary duties to continue normal office operations until such time as they can take regular action for a permanent appointment to fill the vacancy. (RCW 36.16.115, 42.14.070)

D. Permanent vacancies on the BOCC and/or other elected county officials:

Any vacancy in the office of county commissioner or other elected county office shall be filled according to the provisions of the Revised Code of Washington and the Washington State Constitution.

E. Location of Cowlitz County Government: In the event it becomes imprudent, inexpedient or impossible to do business at the county courthouse, or its auxiliary building complexes, RCW 42.14.075 allows local government to conduct its affairs at a place within, or without, the territorial limits of the political subdivision. The decision to relocate Cowlitz County Government will be dependent on the circumstances and information available at the time of an emergency and will be made at the direction of the BOCC.

F. Court Operations:

1. Superior Court

   a. The direction and control of the Superior Court System rests with the Presiding Judge.

   b. The Superior Court Administrator acts as the liaison for the implementation of the decisions of the Presiding Judge. Coordination of disaster operations with the executive branch, law enforcement, and the jail should be done through the Emergency Operations Center (EOC).

   c. Cowlitz County Government will endeavor to maintain Superior Court activities, especially certain constitutional rights of the accused. If a disaster causes the need for a reduced level of Superior Court activities, civil cases may be continued to a later date. Priority will be given to cases in the following priority lists:

      1) Arraignments and bail hearings.
      2) Sentencing and guilty pleas.
      3) Criminal trials.
      4) Civil trials.
d. If the facilities in the courthouse have been left unusable as a result of a disaster, the Superior Court Administrator should contact the Facilities Manager for the repair and restoration of the courtrooms or the relocation of the Superior Court. Court activities will, to the extent possible, be kept in close proximity to the Cowlitz County Jail.

e. The Clerk of the Court is responsible for the identification and preservation of essential Superior Court records.

2. District Court

a. The direction and control of the District Court rests with the District Court Presiding Judge.

b. The District Court Administrator acts as the liaison for the implementation of the decisions of the Presiding Judge. Coordination of disaster operations with the executive branch, law enforcement, and the jail should be done through the Emergency Operations Center (EOC).

c. It is the policy of Cowlitz County Government to maintain District Court activities, especially the constitutional rights of the accused. If a disaster causes the need for a reduced level of District Court activities, civil cases may be postponed to a later date. Priority will be given to criminal cases.

d. If the facilities in the courthouse have been left unusable as a result of a disaster, the District Court Administrator should contact the Facilities Manager for the repair and restoration of the courtrooms or the relocation of the District Court. Court activities must be kept in close proximity to the Cowlitz County Jail.

3. Juvenile Court

a. The direction and control of the Juvenile Court rests with the Superior Court. The Juvenile Court Administrator is appointed by the Superior Court judges and is given the responsibility for the administration of the Juvenile Court, its operation and personnel. Coordination of disaster operations with the executive branch and law enforcement will rest with the Juvenile Court Administrator through the EOC.

b. Cowlitz County is mandated by RCW 13.04 to maintain Juvenile Court and Juvenile Detention in order to protect the constitutional rights of the accused and to protect the public from juvenile offenders.

c. If the facilities of the Juvenile Court have been left unusable as a result of a disaster, the Juvenile Court Administrator should contact the Facilities Manager to coordinate the repair and restoration of the facility. Should relocation be necessary, priority will be given to hold court in the county courthouse annexes or other suitable locations. Coordination of the effort should include the Juvenile Court Administration, the Superior Court Administrator and the executive branch.
d. Should the detention facility be unusable, at a minimum all felony
detainees shall be moved to a secure location in close proximity to the
Cowlitz County Juvenile Court or the county courthouse; however,
state law precludes juvenile prisoners being housed with adult
prisoners.

IV. RESPONSIBILITIES

A. CLERK OF THE COURT: Provides for the identification and preservation of
essential Superior Court Records.

B. CORRECTIONS: Coordinate with the Sheriff, Prosecutor, Courts, and the
Office of Public Defense and/or court-appointed defense attorneys on the
continuity of court operations.

C. BOARD OF COUNTY COMMISSIONERS: Fills vacancies in elected offices as
provided by statute.

D. COUNTY DEPARTMENTS AND OFFICES:

1. Provide for the continuity of department operations.
2. Provide for the identification and preservation of essential records.

E. COURTS - SUPERIOR, DISTRICT, AND JUVENILE COURT SERVICES:

1. Provide direction for the Prosecutor, Sheriff, Corrections, and the Public
Defender on the continuity of court operations.
2. Provide for the identification and preservation of essential court records
not under the control of the Clerk of the Court.

F. FACILITIES MAINTENANCE DEPARTMENT: The lead agency for providing
guidance and direction related to minimizing disruption to telephone
communication services.

G. CENTRAL SERVICES DEPARTMENT: The lead agency for providing guidance
and direction related to maintaining computer and data processing
capabilities and protecting essential data.

H. OFFICE OF PUBLIC DEFENSE (or court-appointed defense attorneys):
Coordinate with the Prosecutor, Corrections, and the courts for the
representation of indigent clients.
V. REFERENCES

A. Specific Sections in the Washington State Administrative Code (WAC)

B. Specific Sections in the Revised Code of Washington (RCW)

C. Relevant Resolutions by the Cowlitz County Board of Commissioners

D. Washington State Comprehensive Emergency Management Plan

VI. ATTACHMENTS

A-1 through A-3: Sample templates for Declaration of a Local Emergency

A-4: Template of a Resolution to Rescind a Local Emergency

A-5: Templates of a Resolution for a Declaration of Disaster

VII. APPROVALS AND CONCURRENCES

[Signature]
Emergency Management Director

31 Oct 2003
Date
ATTACHMENT A-1

EXAMPLE OF A RESOLUTION DECLARING A LOCAL EMERGENCY DUE TO PERSISTENT HEAVY RAINS AND FLOODING

RESOLUTION NO.

A RESOLUTION declaring a local emergency.

WHEREAS, the Cowlitz County Sheriff / Director of Emergency Management has reported to the Board of County Commissioners that beginning (date), unusual weather conditions consisting of heavy snowfall followed by persistent heavy rains and high temperatures have caused the threat of an emergency/disaster by creating the threat of flooding in parts of Cowlitz County; and

WHEREAS, expected flooding on the Cowlitz River, and possible flooding on the Columbia, Kalam, Cowlitz and Coweeman Rivers, would cause closure of some roads and possible evacuation, and may cause damage to County roads and bridges, private roads and bridges, homes, businesses, and farmlands; and

WHEREAS, under the above referenced conditions there is substantial likelihood of risk to persons, property and the environment unless further efforts are taken to reduce the threat; and

WHEREAS, the conditions stated above constitute an emergency/disaster for the areas of the County proximate to any or all of the rivers in the County, necessitating activation of the Cowlitz County Comprehensive Emergency Management Plan and the utilization of emergency powers granted pursuant to RCW 36.40.180, 38.52.070(2), and 38.52.110(1);

NOW THEREFORE, the Board of County Commissioners of Cowlitz County, Washington, do resolve as follows:

Section 1. There is hereby declared an emergency, as defined in the Cowlitz County Comprehensive Emergency Management Plan (CEMP), due to the imminent threat of flooding in Cowlitz County.

Section 2. Pursuant to the emergency declared at Section 1, County departments and offices, as designated pursuant to the PLAN, are authorized to enter into contract and incur obligations necessary to combat such emergency to protect the health and safety of persons, property, and the environment, and provide emergency assistance to the victims of such emergency, consistent with the CEMP.

Section 3. The declaration of a local emergency set forth at Section 1 shall terminate by the issuance of a subsequent rescinding Resolution which shall follow when the Board determines that the extraordinary measures detailed herein are no longer required for the protection of the public peace, safety, and welfare.

(Board of County Commissioners signature block)
ATTACHMENT A-2

EXAMPLE OF A RESOLUTION DECLARING A LOCAL EMERGENCY
DUE TO STRONG WINDS, HEAVY RAINS AND FALLING TEMPERATURES

RESOLUTION NO.

A RESOLUTION declaring a local emergency.

WHEREAS, the Cowlitz County Sheriff/Director of Emergency Management has reported to the Board of County Commissioners that beginning (date) unusual weather [or the forecast of unusual weather] conditions consisting of strong winds, heavy rains and falling temperatures have caused the threat of a disaster throughout Cowlitz County; and

WHEREAS, strong winds have blown down trees and utility poles, damaged buildings, and caused roads to be closed throughout the county; there is a threat of flooding on all county rivers and streams which could cause the closure of additional roads and the possibility of selected evacuations; and the forecast of falling temperatures threatens the lives and health of individuals and families who are without power or heat; and

WHEREAS, persons, property, and the environment are and will continue to be damaged unless further efforts are taken to reduce the threat; and

WHEREAS, the conditions stated above constitute an emergency/disaster for all areas of the County necessitating activation of the Cowlitz County Comprehensive Emergency Management Plan and the utilization of emergency powers granted pursuant to RCW 36.40.180, 38.52.070(2), and 38.52.110(1);

NOW THEREFORE, the Board of County Commissioners of Cowlitz County, Washington, do resolve as follows:

Section 1. There is hereby declared an emergency, as defined in the Cowlitz County Comprehensive Emergency Management Plan (CEMP), due to strong winds, heavy rains, and forecasted low temperatures in Cowlitz County.

Section 2. Pursuant to the emergency declared at Section 1, County departments and offices, as designated pursuant to the PLAN, are authorized to enter into contracts and incur obligations necessary to combat such emergency to protect the health and safety of persons, property, and the environment, and provide emergency assistance to the victims of such emergency, consistent with the CEMP.

Section 3. The declaration of a local emergency set forth at Section 1 shall terminate by the issuance of a subsequent rescinding Resolution which shall follow when the Board determines that the extraordinary measures detailed herein are no longer required for the protection of the public peace, safety, and welfare.

(Board of County Commissioners signature block)
ATTACHMENT A-3

EXAMPLE OF A RESOLUTION DECLARING A LOCAL EMERGENCY DUE TO EARTHQUAKE

Resolution No.

A RESOLUTION declaring a local emergency.

WHEREAS, the Cowlitz County Sheriff / Director of Emergency Management has reported to the Board of County Commissioners that at approximately (time/date) an earthquake (include magnitude and epicenter, if known) struck Cowlitz County; and

WHEREAS, there have been reports of collapsed buildings and bridges, downed trees and utility poles, buckled roads, and generally widespread death, injury and destruction; and

WHEREAS, local resources are inadequate to cope with the disaster creating an immediate need for state and federal assistance to save lives and protect property; and

WHEREAS, there is the continuing threat of aftershocks which can equal or exceed the magnitude of the initial earthquake; and

WHEREAS, the conditions stated above constitute an emergency/disaster for all areas of Cowlitz County necessitating activation of the Cowlitz County Comprehensive Emergency Management Plan and the utilization of emergency powers granted pursuant to RCW 36.40.180, 38.52.070(2), and 38.52.110;

NOW THEREFORE, the Board of County Commissioners of Cowlitz County, Washington, do resolve as follows:

Section 1. There is hereby declared an emergency, as defined in the Cowlitz County Comprehensive Emergency Management Plan (CEMP), due to an earthquake.

Section 2. Pursuant to the emergency declared at Section 1, County departments and offices, as designated pursuant to the PLAN, are authorized to enter into contracts and incur obligations necessary to combat such emergency to protect the health and safety of persons, property, and the environment, and provide emergency assistance to the victims of such emergency, consistent with the CEMP.

Section 3. The Governor is requested to immediately declare a state of extreme emergency due to earthquake and make state resources available to support local response and recovery efforts.

Section 4. The Governor is further requested to immediately recommend to the President of the United States that Cowlitz County be included in a federal disaster declaration and make federal resources available to help respond to and recover from the current earthquake emergency.

(Board of County Commissioners signature block)
ATTACHMENT A-4

EXAMPLE OF A RESOLUTION
RESCINDING A LOCAL FLOOD EMERGENCY

Resolution No.

A RESOLUTION RESCINDING a local emergency.

WHEREAS, the Cowlitz County Sheriff / Director of Emergency Management has reported to the Board of County Commissioners that there is no longer a need for continuing response to the surface water flooding declared by Resolution No. (-----) on (date); and

WHEREAS, continuing rains aggravating the conditions identified in Resolution No. (-----) have ceased; and

WHEREAS, Resolution No. (-----) terminates by a rescinding resolution;

NOW THEREFORE, the Board of County Commissioners of Cowlitz County, Washington, do resolve as follows: That the local emergency declared by Resolution No. (-----) has terminated and that the extraordinary measures are no longer required for the protection of the public peace, safety, and welfare. The Board of County Commissioners does hereby rescind Resolution No. (-----).

(Board of County Commissioners signature block)
ATTACHMENT A-5

EXAMPLE OF A RESOLUTION
LOCAL DECLARATION OF DISASTER

RESOLUTION NUMBER: _____

WHEREAS, the Cowlitz County Sheriff / Director of Emergency Management has reported to the Board of County Commissioners, as to conditions beginning on _____, created by _________________________ in Cowlitz County; and,

WHEREAS, extensive injury has or will, likely occur to persons and/or there is the potential for considerable damage to property; and,

WHEREAS, there is a present emergency which necessitates activation of the Cowlitz County Comprehensive Emergency Management Plan (CEMP) and utilization of emergency powers granted pursuant to RCW 36.40.180 and RCW 38.52.070(2);

NOW, THEREFORE BE IT RESOLVED:

SECTION 1. It is hereby declared by the Board of Cowlitz County Commissioners that, in accordance with the terms and conditions of RCW 36.40.180, there is an emergency due to the above stated conditions in Cowlitz County; therefore, designated departments are authorized to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster; and,

SECTION 2. Each designated department is authorized, in accordance with the terms and conditions of RCW 38.52.070(2), to exercise the powers vested under Section 1 of this resolution in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law, (excepting mandatory constitutional requirements), including but not limited to:

- budget law limitations
- requirements of competitive bidding and publication of notices
- provisions pertaining to the performance of public work
- entering into contracts
- the incurring of obligations
- the employment of temporary workers
- the rental of equipment
- the purchase of supplies and materials
- the appropriation and expenditures of public funds
SECTION 3. Each designated department may undertake contracting authority subject to the terms and conditions and provisions of RCW 39.04.280.

SECTION 4. Not withstanding the authorizations set forth in Section 1 of this resolution, designated departments shall endeavor to secure the most competitive price available for goods and services, subject to the terms, conditions and provisions of RCW 39.04.280.

SECTION 5. Such authorization shall include unannounced entry and access onto and about private property, where such entry and access shall not violate those constitutional privacy and property rights under an emergency declaration.

SECTION 6. The emergency authority granted under this resolution shall terminate by the issuance of a subsequent rescinding Resolution which shall follow when the Board determines that the extraordinary measures detained herein are no longer required for the protection of the public peace, safety, and welfare.

☐ REGULAR
☐ SPECIAL
☐ EMERGENCY

SIGNED IN SESSION THIS ____ DAY OF ____________.

(Board of County Commissioners signature block)
Sample Board of County Commissioners signature block

Dated this ________ day of ________, 20____

*****, Sheriff

Board of County Commissioners of Cowlitz County, Washington

*****, Chairman

Approved as to Form:

*****

Deputy Prosecuting Attorney

*****

Commissioner

Date: ____________________

*****

Commissioner

Date: ____________________

Attest:

*****

Clerk of the Board

***** Indicates place where name should be inserted.
**Emergency Support Function #6**

**MASS CARE, HOUSING, AND HUMAN SERVICES**

<table>
<thead>
<tr>
<th>PRIMARY:</th>
<th>Cowlitz County Emergency Management</th>
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<tbody>
<tr>
<td>SUPPORT:</td>
<td>SW Washington Chapter - American Red Cross</td>
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<td>Humane Society of Cowlitz County</td>
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<td></td>
<td>Disaster Assistance Team (when established)</td>
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<td>EOC – Public Information</td>
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<td>Cowlitz County Health Department</td>
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<td></td>
<td>Cowlitz County Department of Human Services</td>
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<td>Salvation Army</td>
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I. **INTRODUCTION**

A. **Purpose**

To coordinate the development and maintenance of an organized capability in Cowlitz County to provide basic needs and sheltering to victims displaced by an emergency or disaster.

B. **Scope**

This ESF addresses the provision of basic human needs and sheltering in all of Cowlitz County during a major emergency or disaster and the coordination of opening shelters through the County’s Emergency Operations Center (EOC).

II. **POLICY**

A. When activated by the Cowlitz County Department of Emergency Management (CCDEM), the SW Washington Chapter of the American Red Cross (SWWARC) will begin mass care and shelter preparations in Cowlitz County to provide services for disaster victims.

B. Shelter-In-Place is the preferred method of providing protection and shelter during emergencies that require evacuation.

C. A two-shelter model is preferably used in Cowlitz County. General shelters house all persons except those with acute medical needs. Medically-fragile shelter provide care of persons who require immediate and continual medical supervision and/or treatment.

D. Facilities providing services or residency for vulnerable individuals are encouraged to identify like-facilities with which they can establish agreements to provide mutual sheltering of vulnerable clients.
E. The need of people with access and functional needs, including people with disabilities, are met in general shelters and accommodated to the ability of shelter staff.

III. PLANNING ASSUMPTIONS

A. Mass care requirements during an emergency or disaster may overwhelm social service agencies.

B. Depending on the hazard and the severity of its impact, there may be a limited number of shelters or resources available within Cowlitz County.

C. The SW Washington Chapter of the County American Red Cross (SWWARC) is responsible for mass care and shelter during an emergency or disaster as a part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress Act of January 05, 1905, and the Disaster Relief Act of 1974 (PL 93-288, as amended by the Stafford Act of 1988). If the ARC cannot provide all of the services needed, victims will be referred to community, church, or other social service shelters that may be opened. Available shelters will be identified through the local media. Referrals to appropriate shelters or other available lodging such as local motels will be made by the ARC.

D. Some disaster victims will go to mass shelters, others will find shelter with friends or relatives, and many victims will be determined to remain with, or near, their damaged homes.

E. The opening of an ARC shelter for all jurisdictions will be coordinated through the Cowlitz County Emergency Operations Center.

F. Displaced persons who go to mass shelters may have pets in need of care. Red Cross shelters cannot accept pets, therefore, it is important to identify local alternatives for pet care during the shelter period.

G. The survival of telephone service into, or within Cowlitz County, may be inadequate to handle all disaster welfare inquiries, and it should be anticipated the restoration of telephone service could take several days or weeks.

H. Shelters by definition do not meet all the needs of residents. To the extent possible under emergency conditions, shelter residents are accommodated and supported to enable them to provide for their own access and functional needs.
IV. CONCEPT OF OPERATIONS

A. Mass care provides for the immediate survival needs of victims through group services and facilities.

B. Mass care will normally be carried out during and immediately after an emergency/disaster until individual services can be provided. Mass care services are usually provided for less than a week and are coordinated and managed by the local ARC in cooperation with local government.

C. The SWWARC will provide mass care services in accordance with arrangements between the SWWARC and the Cowlitz County Department of Emergency Management.

D. Mass care includes such basic human needs as emergency medical care; emergency shelter, emergency provisions of food, water, medicine, and other essential needs and will be provided to all citizens without regard to race, color, national origin, religion, sex, age, or disability.

E. Individuals/families arriving at shelter/mass care facilities in recreational vehicles may use their vehicle, supplemented by shelter resources, or utilize the shelter facilities provided. Facilities are generally selected with adequate parking areas in pre-planning by the SWWARC.

F. The CCDEM and the SWWARC will share and coordinate all lists of victims and disaster assistance inquiries, and act together as one voice for public releases.

G. The SWWARC will develop and conduct training necessary for its volunteers to function as shelter managers and support staff, as necessary to fulfill its role.

H. A Vulnerable Populations Representative/Liaison may be activated in the EOC to assess the level of need for emergency support for vulnerable population, to locate unique resources as needed, to coordinate with community vulnerable populations groups and providers, and to coordinate internally with other EOC positions to provide technical assistance as needed.

I. FAST Teams may identify and support vulnerable individuals at shelters to replace lost durable medical equipment (DMEs) and consumable medical equipment (CMEs) or communication devices and obtain other individual support to enable all shelter residents to provide for their own functional needs while they are shelter residents.

1. FAST teams will be coordinated and provided oversight by the appropriate lead agency
2. While operating in a Red-Cross-managed shelter, FAST Teams will work within the Red Cross shelter organization and coordinate activities with the shelter manager or his/her designee.
3. FAST Teams may work closely with the Vulnerable Populations Representative/Liaison in the EOC to obtain resources and services.

J. Some needs of people with disabilities and vulnerable populations will be supported through contents of Vulnerable Populations Shelter Go-Kits which may be accessed through State EMD.

K. Service animals are accommodated at general shelters. No special identification is required for service animals. Residents are encouraged to bring appropriate service animal leashes, food, and supplies if they are available.

L. Provisions for limited access through emergency perimeters may be authorized for home care workers, behavioral health personnel, and accessible vehicles to support vulnerable residents within the perimeter or to facilitate evacuation.

V. RESPONSIBILITIES

A. Local

1. Primary

   a. Cowlitz County Emergency Management (CCDEM)

      1) Coordinate the activities of local agencies charged with providing emergency mass shelters.
      2) Inform the SWWARC of the need for shelters and/or feeding stations, areas to be evacuated, and when possible, the approximate number of evacuees.
      3) Coordinate and maintain liaison, through the Cowlitz County Human Services Department, with private providers of mass care resources and services.

2. Support

   a. SW Washington Chapter - American Red Cross (SWWARC)

      1) The Act of Congress creating the ARC charter requires the ARC to undertake relief activities for the purpose of mitigating suffering caused by disaster and obligates the ARC to develop and carry out measures to prevent suffering.
      2) The ARC provides disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meets other urgent personal needs.
      3) The opening of shelters or feeding stations is a function of the ARC. Either unilaterally or upon request by Emergency Management officials, the ARC will open, staff and fund its shelters or feeding stations. The location of shelters or feeding
stations will depend on the area affected, accessibility, security, and staff and supply considerations.
4) Assist disaster victims with family reunification.

b. Human Society

1) Coordinate the provisions of transportation of pets to the animal shelters, as appropriate and feasible.
2) Coordinate the disaster care of pets as appropriate and feasible.

c. Parks & Recreation Departments

Identify county/city facilities that can serve as temporary mass care tent or recreational vehicle sites for displaced disaster victims.

d. Disaster Assistance Team (when established)

Coordinate humanitarian services to disaster victims including the provision of shelter, food, clothing, crisis counseling, spiritual support and other individual and family assistance, such as legal and financial, when available.

d. EOC – Public Information

Coordinate all public information and instructions and media relations as defined in ESF#31 - Public Information.

e. Cowlitz County Health Department

1) Provide for the coordination of health and sanitation services at mass care facilities.
2) Coordinate the provision of nursing staff to shelters.

f. Salvation Army

Assist the ARC with the Mass Care needs of disaster victims.

g. FAST (Functional Assessment and Support Teams)

1) Assess and identify vulnerable persons during registration and among the shelter population.
2) Identify support services and equipment vulnerable residents may require while a shelter resident, and assist them in obtaining resources.
3) Coordinate with shelter management team regarding all services required and all assistance provided to shelter residents.
B. State

1. Washington State Military Department, Emergency Management Division

   Provides space in the state EOC for ARC representatives to coordinate
   mass care and sheltering activities with support agencies and volunteer
   organizations at the state level.

2. National Guard

   a. Provide available armories, tents and other equipment in support of
      mass care/sheltering as requested.

   b. Provide limited air and land transportation for personnel and
      equipment as available and requested.

C. Federal

2. Federal Emergency Management Agency (FEMA)

   Coordinate ARC mass care and sheltering activities at the Federal level as
   necessary.

VI. REFERENCES

A. Washington State Comprehensive Emergency Management Plan

B. ARC Disaster Services Program (ARC 3000 Series)

C. Guidance on Planning for Integration of Functional Needs Support Services in
   General Population Shelters, FEMA, November 2010.

D. ADA Checklist for Emergency Shelters, U.S. Department of Justice, Civil
   Rights Division, Disability Rights Section, July 26, 2007

VII. ATTACHMENTS

A. Mass Care Shelters List (currently being updated by American Red Cross)

B. List of “Accessible” Shelters
VIII. APPROVALS AND CONCURRENCES

[Signature]

Emergency Management Director

31 OCT 2013

Date
## American Red Cross List of Shelters
### As of November 2003

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
</tr>
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<tbody>
<tr>
<td>Castle Rock Seventh Day Adventist Church 7531 Old Pacific Highway North Castle Rock, WA 98611</td>
<td>70</td>
</tr>
<tr>
<td>First Baptist Church of Castle Rock 215 Front Avenue N.W. Castle Rock, WA 98611</td>
<td>120</td>
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<tr>
<td>St. Mary's Catholic Church 835 Buland Drive Castle Rock, WA 98611</td>
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</tr>
<tr>
<td>Church of the Nazarene 501 Cloverdale Kalama, WA 98625</td>
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<tr>
<td>Kalama United Methodist Church 111 North 2nd Kalama, WA 98625</td>
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<tr>
<td>Central Christian Church 401 Crawford Kelso, WA 98626</td>
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<tr>
<td>First Methodist Church 208 Cowlitz Way Kelso, WA 98626</td>
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<tr>
<td>First Presbyterian Church 215 Academy Kelso, WA 98626</td>
<td>300</td>
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<tr>
<td>Gloria Del Lutheran Church 402 Crawford Kelso, WA 98626</td>
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<tr>
<td>North Gate City Church 1209 Minor Road Kelso, WA 98626</td>
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<tr>
<td>Abernathy Assembly of God Church 702 Abernathy Creek Road Longview, WA 98632</td>
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<tr>
<td>Beacon Hill Baptist Church 158 Niblett Way Longview, WA 98632</td>
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<tr>
<td>Columbia Heights Assembly of God 3609 Columbia Heights Road Longview, WA 98632</td>
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<tr>
<td>First Baptist Church of Longview 1718 E. Kessler Blvd. Longview, WA 98632</td>
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<tr>
<td>St. Stephen's Episcopal Church 1428 22nd Avenue Longview, WA 98632</td>
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<tr>
<td>Stella Lutheran Church 124 Sherman Road Longview, WA 98632</td>
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<tr>
<td>Woodland Christian Church 430 Buckeye Road Woodland, WA 98674</td>
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Emergency Support Function #7

RESOURCE SUPPORT

<table>
<thead>
<tr>
<th>PRIMARY:</th>
<th>Cowlitz County Emergency Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPORT:</td>
<td>Governmental Entities of Cowlitz County</td>
</tr>
</tbody>
</table>

I. INTRODUCTION

A. Purpose

To provide coordinated logistic and resource support during the response and recovery phases of an emergency or disaster.

B. Scope

This ESF involves coordinating the provision of resources to county organizations during the immediate response to a hazardous event and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate the needs, locate, procure, and provide facilities, material, services, and personnel.

II. POLICY

A. Local Resources

Local resources, including those available through mutual aid agreements, must be exhausted or nearly exhausted before supplementary assistance can be requested from the state. Federal resources are supplemental to state resources.

B. Use of County Resources

In responding to a disaster, the Board of County Commissioners shall utilize the services, equipment, supplies, and facilities of existing resources to the maximum extent possible. All support agencies and departments are directed to cooperate with and extend such services and facilities upon request. (Reference RCW 38.51.110(1).

C. Authority to Command Service

In the event of a disaster, after proclamation by the governor, the Board of County Commissioners, and/or the local emergency management official, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed. Certain special privileges, benefits and immunities are provided to such citizens as defined in RCW 38.52.110(2).
E. Emergency Expenditures

RCW 38.52.070(2) permits The Board of County Commissioners to enter into contracts and incur obligations necessary to combat the disaster, protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster. The political subdivision is authorized to exercise the powers vested under section 38.52.070 in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law.

F. Central Coordination

The Cowlitz County EOC shall manage and coordinate emergency resources when agency resources of the responding agencies are exhausted.

G. Cost

As provided in RCW 38.52.110(1), during disaster/emergencies when personnel or equipment is responding to an approved emergency services function from one county agency to another county agency, the county agency supplying the personnel or equipment shall fund the response, i.e., salary and equipment operation costs and expenses.

In the event the personnel or equipment responds from one political subdivision to another (city to county, county to city, city to city) the subdivision requesting and using the personnel or equipment shall pay expenses incurred in the operation and maintenance thereof including salaries of operators, if requested, in accordance with RCW 38.52.080(2).

Unless prior arrangements are made, the cost of outside emergency resources NOT requested and approved through the Cowlitz County EOC will be assumed by the requesting agency.

H. Inventory

Each local entity shall maintain a current inventory of all their resources and assets that may be called upon for use in disasters. That inventory will be provided to Cowlitz County Emergency Management upon request.
III. PLANNING ASSUMPTIONS

A. Limited Resources

The local resources necessary to combat an emergency may rapidly be exhausted, food stocks may become damaged or inaccessible, resupply may be hampered by transportation problems or shortages elsewhere, and utility supplied water may be interrupted or contaminated.

B. Use of Existing Resources

Support agencies will perform tasks and expend resources under their own authorities, including the implementation of mutual aid agreements.

C. External Resources

Emergency resource requirements beyond the capacity of Cowlitz County and supporting agencies will be coordinated from the Cowlitz County Emergency Operations Center (Logistics Section). Requests for outside resource support will be handled on a case-by-case basis and allocation will depend on the availability of the resource, the means of delivery and prioritization based on overall need.

D. Limitations

Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or otherwise affect the availability and distribution of emergency resources.

E. Rationing

Limited remaining stocks of food and other critical supplies may require the establishment of a voluntary system of rationing to ensure equitable distribution to meet emergency needs.

F. Local Coordination

The voluntary entities that provide emergency food service may need central coordination to ensure their maximum utilization.

G. Unique Transportation Problems

Emergency evacuation may require transportation support. Special transportation issues may develop regarding the emergency movement of physically challenged persons and members of vulnerable populations.
IV. CONCEPT OF OPERATIONS

A. Coordination

When a Logistics Section is established at the Cowlitz County EOC, functions of the Section will be:

1. Coordination of the acquisition of essential supplies and equipment through purchase, rental, donation, or loan.

2. Accountability and coordination of distribution of supplies and equipment acquired through the Logistics Section.

3. Coordination of transportation resources.

4. Coordination of emergency fuel supplies.

5. Coordination of the acquisition and distribution of bulk food and water.

B. Emergency Resource Management

The Logistics Section Chief shall be responsible for the following:

1. Providing guidance and assistance for the allocation and distribution of available resources.

2. Providing for the immediate supply of resources to meet emergency needs.

3. Providing guidance on resource availability and the need for various controls.

4. Recommending resource priorities.

5. Coordinating with state government agencies as necessary through the State Emergency Management.
V. RESPONSIBILITIES

A. Primary

1. Cowlitz County Emergency Management
   
a. Maintain the primary Emergency Operations Center with appropriate equipment, consumables, staff and resource lists, and standard operating procedures.
   
b. Maintain liaison with support agencies, the business community, volunteer organizations and the Emergency Management Division of the Washington State Military Department as necessary for effective disaster resource management.
   
c. Train and exercise applicable EOC staff in resource management activities.
   
d. Develop and maintain a communications process for rapid contact of key EOC staff and support agency personnel.
   
e. Develop a procedure for field personnel to register emergency workers at a disaster site as necessary, appropriate, and feasible.
   
f. Ensure that field personnel are informed on local procedures to request resources during an emergency or disaster.

B. Support

1. Governmental Entities of Cowlitz County
   
a. Maintain appropriate resources to meet routine operational requirements.
   
b. Take actions necessary to ensure staff is prepared to accomplish response and recovery activities.
   
c. As applicable, ensure local resources are exhausted, or about to be, prior to requesting resources from the EOC. Resources held in reserve to meet constituent needs are to be considered utilized.
   
d. As applicable, provide resources, transportation, facilities and services in response to requests from the EOC.
   
e. Assist primary agency personnel in developing resource lists and operating procedures, as appropriate.
   
f. Assist for the registration of emergency workers in the field, as appropriate

C. State
Cowlitz County Comprehensive Emergency Management Plan

1. Washington State Division of Emergency Management
   a. Prioritize local mission requests in support of ESF#7 of the state CEMP and coordinate the delivery of resources from state agencies.

D. Federal
   1. Federal Emergency Management Agency
      a. Coordinate and prioritize requests for federal resources in support of the role of federal agencies as described in the Federal Response Plan.

VI. REFERENCES

A. Washington State Comprehensive Emergency Management Plan

B. National Response Framework

VII. APPROVALS AND CONCURRENCES

[Signature]

Emergency Management Director

31 Oct 2013

Date
Emergency Support Function #8

PUBLIC HEALTH AND MEDICAL SERVICES

EMERGENCY MEDICAL SERVICES (EMS)

| PRIMARY: | Cowlitz County Fire Agencies  
Cowlitz County EMS & Trauma Council |
| SUPPORT: | Cowlitz County Sheriff's Office - DEM  
SW Washington Chapter American Red Cross  
Hospitals, Nursing Homes, Health Care Facilities  
Washington State Emergency Management Division (EMD)  
FEMA  
Private BLS & ALS Providers |

PUBLIC HEALTH SERVICES

| PRIMARY: | Cowlitz County Health Department |
| SUPPORT: | Cowlitz County Sheriff's Office – DEM  
Region IV Public Health  
Other Local Agencies and Organizations  
Washington State Department of Health  
Washington State Emergency Management Division  
Washington State Department of Agriculture  
FEMA |

CORONER SERVICES

| PRIMARY: | Cowlitz County Coroner |
| SUPPORT: | Cowlitz County Sheriff's Office – DEM  
Cowlitz County Chaplaincy  
Other Local Agencies and Organizations  
Washington State EMD  
Washington State Department of Health  
FEMA  
FBI  
Washington Military Department  
Funeral Directors Association |
I. INTRODUCTION

A. Purpose

To coordinate the organization and mobilization of medical, health, and mortuary services within Cowlitz County for the most effective utilization of resources during an emergency/disaster.

B. Scope

This Emergency Support Function (ESF) involves the efforts to identify and provide for health, medical, and mortuary needs of victims of a major emergency or disaster. These efforts include the following assistance:

1. Assessment of medical/health needs
2. Health surveillance and evaluation
3. Medical care personnel
4. Medical/health equipment and supplies
5. Patient evacuation
6. Monitoring in-hospital care capacity
7. Mental health
8. Public health information
9. Vector control (rats, pests, etc.)
10. Potable water
11. Wastewater and sanitation
12. Solid waste disposal
13. Ministerial services
14. Mortuary services and victim identification
15. Procurement and/or replacement of DMEs (Durable Medical Equipment) or refilling prescriptions on an emergency basis for evacuees or residents of emergency shelters.

II. POLICY

A. All operations will be managed using the National Incident Management System (NIMS).

B. The fire service and private ambulance providers shall provide Basic Life Support (BLS), Advanced Life Support (ALS) and transport services.

C. All Cowlitz County mutual-aid emergency medical responders who provide emergency medical assistance in Cowlitz County shall operate under Cowlitz County procedures and protocols. All out-of-county medical responders will initially operate under the protocols from their county until advised to do otherwise by the Cowlitz County Emergency Medical Services Program Director.
D. Cowlitz County Health Department (CCHD) has the responsibility to provide guidance to local government and individuals on basic public health principles involving safe drinking water, infection control, prevention of communicable disease, food sanitation, personal hygiene, and proper disposal of human waste, garbage, and infectious or hazardous waste.

E. In mass casualty incidents, disposition of the deceased is under the jurisdiction of the Coroner.

III. PLANNING ASSUMPTIONS

A. A significant natural or technological disaster could overwhelm Cowlitz County medical, mortuary, and Coroner services requiring emergency coordination of injuries and casualties.

B. The Cowlitz County hospitals, clinics, nursing homes, pharmacies, and other medical and health care facilities may be severely structurally damaged, destroyed, or rendered unusable.

C. A disaster can create additional public health threats to food, water, and personal health.

D. Damage to manufacturing facilities, waste processing and disposal facilities, sewer lines, and water distribution systems and secondary hazards such as fires could result in toxic environmental and public health hazards to the surviving population and response personnel.

E. The damage and destruction of a catastrophic natural disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.

F. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury as well as psychological impacts.

G. Disruption of medical supply chains due to transportation or power failures or staffing limitations may adversely affect medical care operations at hospitals, long-term care facilities, or pharmacies, potentially requiring government support to continue services.

H. Despite efforts by government and private providers to prepare facilities serving vulnerable populations for emergencies, some emergencies may require government support shelter-in-place activities or evacuation. Such support may be required during events involving fast-developing situations, extensive damage, widespread or catastrophic consequences or emergencies of extended duration. See Attachment A for a list of Vulnerable Facilities, based on proximity to hazards, inherent evacuation challenges associated
with the facility or property, or the number of acute or mobility challenged clients involved.

IV. CONCEPT OF OPERATIONS

Several agencies and departments are responsible for the coordination of services under this ESF. It is imperative that these entities work closely together, with coordination from Cowlitz County Department of Emergency Management (CCDEM), to successfully achieve the objectives and goals of this ESF.

A. Emergency Medical Services

1. The primary objective of Emergency Medical Services (EMS) in an emergency/disaster is to ensure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These will include, but are not limited to:
   a. Identification and coordination of medical resources.
   b. Identification of potential sites with adequate and/or auxiliary power as well as support staff for temporary emergency clinics.
   c. Emergency health care at shelters and congregate care facilities.
   d. Coordination of medical transportation resources.

2. The Cowlitz County Mass Casualty Plan details operational concepts and responsibilities for the EMS System to work under in providing mass casualty emergency medical services during an emergency.

3. The provision of basic and advanced life support services shall be provided per local plans for Fire Services and ALS providers. Mutual aid between and among emergency medical service providers shall be utilized to make maximum efficient use of existing local, regional, or inter-regional assets, resources and services. Response requirements may exceed the capabilities of the local EMS System and can be augmented by services and assets provided under mutual aid if available.

4. A Public Health, EMS and/or Coroner's Office representatives will jointly perform the EOC function of coordinating medical, health, and mortuary resources as requested.

5. Hospitals will respond according to their established emergency response plans. Each health care facility in Cowlitz County is responsible under directives issued by the Washington State Department of Social and
Health Services (DSHS) to develop an internal system to reduce its patient population in the event evacuation is necessary. Each facility is also required to address the need for providing continued medical care for those patients that cannot be moved. The County Health Officer is to be apprised of the initiation of these plans.

6. A Vulnerable Populations Representative/Liaison may be activated in the EOC to assess the level of need for emergency support for vulnerable populations, to locate unique resources as needed, to coordinate with community vulnerable populations groups and providers, and to coordinate internally with other EOC positions to provide technical assistance as needed.

B. Public Health Services

1. Public Health provides or coordinates health and sanitation services within the community, including:
   a. Identification of health hazards.
   b. Identification and control of communicable disease.
   c. Vector control.
   d. Examination of food and water supplies for contamination.
   e. Coordinate compliance of emergency sanitation standards for disposal of garbage, sewage and debris with the Cowlitz County Department of Building & Planning and the Cowlitz County Public Works Department.
   f. Assessment of environmental contamination and public health risk from hazardous materials spills.
   g. Keep the BOCC, CCDEM, local government officials, and the public informed regarding health conditions, warnings and advisories.

2. If the threat to public health is of such magnitude that supplemental assistance is necessary, the State and Federal Government may provide such assistance through normal Emergency Management channels. The Director of CCHD may also obtain supplemental State/Federal Assistance by direct request to the Secretary, Washington State Department of Health.

3. Public Health may provide limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when those facilities are activated.

4. The CCHD will coordinate the medical support and mechanisms for providing mass prophylaxis or treatment to the public and/or emergency personnel if warranted by threat of disease.

5. In coordinating public health services and establishing priorities, administrative details shall be completed by the Director of CCHD.
Decisions involving medical and technical expertise shall be the responsibility of the local Health Officer.

6. Determination of critical priorities in the public health effort will be made in consultation with the CCHD, local elected officials, and appropriate state/federal service agencies. The Department of Emergency Management will be kept informed of critical priorities and actions planned or taken.

C. Coroner Services

1. The Coroner has jurisdiction over bodies of all deceased (RCW 68.08.010). (Procedures may vary if an incident falls under the jurisdiction of the FAA, State, FBI or the military.)

2. The Coroner’s Office will coordinate support to local mortuary services as needed. Additional deputy Coroners may be appointed to provide support during an event with mass casualties. Local funeral directors may assist in the processing of human remains at the discretion of the Coroner.

3. Forensic dentists of the Washington State Dental Association may assist with identification of the deceased using dental records at the request of the Coroner.

4. The Federal Bureau of Investigation may assume identification responsibilities of the deceased in events involving interstate commercial carriers, hostage situations or casualties in acts of terrorism.

5. In the event no authorized Coroner staff are available, remains should be covered, removed to a secure location, chilled if possible and the circumstances of death documented. Photographs should be taken of individual victims, separated body parts and the overall death scene prior to moving the deceased. Appropriate care should be taken not to disturb the death scene for later possible documentation of evidence.

6. If local and support resources for proper handling and disposition of the dead are exceeded, the State and/or Federal Government may provide supplemental assistance for identification, movement, storage, and disposition of the dead. The County Coroner may make a request for such assistance to Emergency Management or to the State Department of Health.

D. Emergency Vital Statistics

1. Law Enforcement compiles information regarding missing persons in Cowlitz County.

2. The Coroner identifies deceased persons in all of Cowlitz County.
3. Births and deaths are registered at the CCHD.

E. Human Services / Mental Health

Mental Health services and/or critical incident stress debriefing will be provided as needed through the Cowlitz County Human Services Department.

V. RESPONSIBILITIES

A. Emergency Medical Services

1. Local

   a. Primary

      1) Fire Services

         a) The first Fire Agency at the scene evaluates the situation and makes the decision whether to request additional assistance.

         b) When the decision is made to activate the Mass Casualty Incident Plan, the first emergency response personnel on the scene will activate the NIMS incident command system and will serve as the Incident Commander until relieved

         c) Other agencies responding to the incident will report to the designated staging area.

         d) Establish field communications between appropriate agencies.

         e) Fire Chief’s Representative (when appointed) to the EOC or local EMZ will:

             • Assist in coordinating private ambulance and EMS resources.
             • Establish and maintain contact with air medical transport services to arrange patient air transport as necessary.
             • Under the Incident Commander, coordinate mass casualty response.
             • Coordinate storage and distribution of donated medical supplies.
             • Submit appropriate forms to recover disaster funds.

         f) ALS Providers

             • Provide Basic and/or Advanced Life Support services.
b. Support

1) Cowlitz County Sheriff’s Office - DEM
   a. Provide a reliable two-way radio in the EOC equipped with the fire/EMS frequencies to support direct field communications.
   b. Provide logistical and other support to emergency medical service providers upon request from the Incident Commander or medical services representative.

2) Cowlitz County Emergency Medical Services Council
   Provide input into plans, tests, and exercises to ensure that the Emergency Medical Services System will be able to provide emergency medical services in the system’s service area during incidents with mass injuries & casualties, such as major disasters.

3) American Red Cross
   Under its charter, provide supplementary medical, emergency aid, and other health services upon request and within capabilities. In large scale disasters, or when other entities are not available, the ARC (through the EOC) shall assist in performing family notices.

4) Hospitals, Nursing Homes, Health Care Facilities
   Maintain procedures and protocols to reduce patient population for events that may require clearing of space for seriously injured patients, and procedures for continuing medical care for those who cannot be evacuated.

5) Pharmacists and Pharmacies
   Maintain procedures and protocols to assure continuation of prescription refills and DME replacement services for evacuees and emergency shelter residents, particularly during extended emergencies.

6) Local DME (Durable Medical Equipment) Retailers
   Maintain procedures and protocols to assure continuation of DME replacement services for evacuees and emergency shelter residents, particularly during extended emergencies.
7) Northwest Regional Dialysis Network

Maintain region-wide emergency plan with provisions for transferring staff and equipment to assure continued operation of dialysis facilities during emergencies

c. State

1) Washington State Emergency Management (WSEMD)

Coordinate supplemental emergency medical and logistics support as requested by local political subdivisions. Activate the State Mobilization plan.

d. Federal

1) Federal Emergency Management Agency (FEMA)

When local, state and volunteer agencies' capabilities to provide mass care or essential needs are exceeded, FEMA may assign Federal agencies under mission assignment to supplement state and local emergency medical efforts.

B. Responsibilities — Public Health Services

1. Local

a. Primary

1) Cowlitz County Health Department

Provide or coordinate the provision of health and sanitation services including:

a) Provide preventive medical and health services.

b) Impose standards and actions to control communicable diseases.

c) Detect and identify possible sources of contamination dangerous to the general public health of the community.

d) Staff the EOC for coordination of medical and health services.

e) Provide for the coordination of health and sanitation services at mass care facilities.

f) Provide for the coordination of mental health services.
2. Support

a. Cowlitz County Sheriff's Office - DEM

1) Provide overall coordination of local resources to support local public health activities.

2) Serve as liaison between local agencies and State Emergency Management.

b. Cowlitz County Chaplaincy

Provide counseling as needed for both public safety personnel and affected citizens.

3. State

a. Washington State Department of Health

Has the primary responsibility for State activities associated with health hazards resulting from emergencies.

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

2) Conduct environmental health assessments, educating and recommending strategies that minimize health impacts from environmental contaminants, natural or human caused.

3) Regulate all uses of ionizing radiation in the state to protect the public from harmful effects of radiation and to keep human exposure to radiation at levels as low as reasonably achievable. In the event of an incident, assist in assessing health and medical effects of radiological exposure on the general population and on high risks population groups.

4) Assist in assessing health and medical effects of chemical exposure on the general public and on high risk population groups and provide laboratory analysis of chemical samples.

5) Provide technical assistance and consultation on medical treatment of chemically injured victims.

6) Assign professional and technical personnel to augment state and local forces.
7) Oversee credentialing of healthcare facilities and professionals for emergency response.

b. Washington State Emergency Management Division

1) Alert State and Federal agencies of possible need to support Cowlitz County with emergency medical, health, and mortuary services.

2) Serve in coordinating capacity between state support agencies and Cowlitz County Sheriff's Office - DEM as necessary.

4. Federal

a. United States Department of Agriculture

Under guidelines of the Food and Drug Administration, work with state and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.

b. Federal Emergency Management Agency (FEMA)

When local, state and volunteer agencies’ capabilities to provide public health services are exceeded, FEMA may assign Federal agencies under mission assignment to supplement state and local public health efforts.

C. Responsibilities – Coroner Services

1. Primary

a. Coroner

1) Assume overall responsibility for the care, identification, and disposition of the dead, separated body parts, official notification of next-of-kin and protection of personal belongings of the deceased during and after disasters.

2) Determine the manner and cause of death and provide information to CCHD for issuance of the death certificate.

3) Maintain a current list of mortuaries, morgues, and other facilities for proper disposition of the dead. Coordinate with these groups.

4) Select suitable facilities for emergency morgues and ensure that qualified personnel operate them.
5) Keep all necessary records and furnish the Public Information Officer (PIO) with a periodically updated casualty list at the point it has been verified and approved for public release.

6) Provide a representative from the Coroner’s Office to the EOC upon request and if available.

7) Establish and maintain Standard Operating Procedures for disaster responsibilities.

8) Obtain additional supplies, as needed. Including: body bags, tags, special manpower, refrigeration units, etc. Additional requests should be made through normal emergency management channels.

2. Support

a. Cowlitz County Sheriff’s Department - DEM

1) Coordinate local support for mortuary services.

2) Serve as liaison between the local agencies and State Emergency Management.

b. Cowlitz County Chaplaincy

Assist the Coroner and law enforcement in attempting to contact the next-of-kin of deceased persons.

c. Other Local Agencies and Organizations

Provide support to the Coroner in the identification, movement, storage, security, and disposition of the deceased as requested.

Funeral Directors Associations (County, State and Federal) provide support to the Coroner when requested.

3. State

a. Washington State Emergency Management Division

In conjunction with the Department of Health, coordinate supplemental assistance to support local mortuary services.

b. Washington State Department of Health

Provide for the recording and preservation of death certificates.
4. Federal

a. Federal Emergency Management Agency (FEMA)
Coordinated Federal assistance to supplement local emergency mortuary services.

b. Federal Bureau of Investigation
May assume identification responsibilities of the deceased in events involving interstate commercial carriers, hostage situations, casualties in acts of terrorism or other federal criminal incidents.

c. Military
Provide support manpower, equipment, and facilities to assist with local processing, handling, and disposition of the dead upon request and as resources are available.

VI. REFERENCES

A. The National Response Plan, ESF#8 – Health and Medical

B. Washington State Comprehensive Emergency Management Plan

C. Washington State Department of Health Comprehensive Emergency Management Plan

D. Cowlitz County Health Department Emergency Operations Plan

E. Cowlitz County Fire Chiefs Mass Casualty Incident Plan

F. Cowlitz County EMS & Trauma Care System Plan

G. Southwest Regional EMS & Trauma Care System Plan

H. Washington State Mobilization Plan

I. Cowlitz County Pandemic Flu Plan

J. Cowlitz County Major Medical Emergency Response Guidelines
VII. ATTACHMENTS

List of "Vulnerable" Facilities (in development)

VIII. APPROVALS AND CONCURRENCES

Emergency Management Director

12 June 2013
Date

Cowlitz County EMS & Trauma Council

Date

Cowlitz County Health Department

Date

Cowlitz County Coroner

Date
Emergency Support Function #9

SEARCH AND RESCUE

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I. INTRODUCTION

A. Purpose

To provide for the effective utilization of Search and Rescue (SAR) resources and for the control and coordination of various types of SAR operations involving persons in distress, as the result of an emergency/disaster.

B. Scope

This ESF addresses wilderness and urban SAR operations, and includes SAR on the ground, from the air, or in the water.

II. POLICY

A. The chief law enforcement officer of each political subdivision shall be responsible for local SAR activities. (RCW 38.52.400[1]).

B. Operations of SAR activities shall be per state and local operation plans adopted by the elected governing body of each local political subdivision (RCW 38.52.400).

C. SAR emergency workers shall participate in training programs to achieve the level of proficiency required for their respective assignment consistent with local adopted training standards.

D. The National Incident Management System (NIMS) will be used to coordinate and manage all SAR operations.
III. **PLANNING ASSUMPTIONS**

A. Cowlitz County is comprised of extensive rural areas, mountainous terrain and dense forests. The potential for lost, injured, or stranded persons outdoors requires an organized SAR capability.

B. An emergency or disaster can cause buildings to collapse, or leave people stranded due to rising water, threatening lives and requiring prompt search, rescue or medical care.

C. Large numbers of local residents or volunteers will initiate activities to assist in SAR operations and will require coordination and direction. A considerable amount of spontaneous activity on the part of citizens can be expected during a major disaster.

IV. **CONCEPT OF OPERATIONS**

A. The primary source of support personnel for SAR operations is the Cowlitz County SAR Council. Members of the Council are emergency workers registered with Washington State Emergency Management Division (WSEMD). Local jurisdictions have the responsibility to establish criteria and standards for the SAR emergency workers they register. This may include the demonstrated proficiency to perform emergency activities as indicated by assignment and personnel classification (Reference WAC 118-04). Cowlitz County Department of Emergency Management (CCDEM) works in cooperation with the SAR Council and provides, arranges, and coordinates appropriate training and support. Records of training and missions are maintained by Emergency Management.

B. CCDEM will obtain a mission number from WSEMD to provide liability protection for the county and SAR volunteers, out-of-pocket expense reimbursements and other benefits for SAR volunteers.

C. Cowlitz County cannot provide all necessary equipment or personnel to cope with all types of SAR missions. When additional resources (personnel, equipment, air support) are required, they may be requested through local mutual aid with other jurisdictions. This request must go through CCDEM during regular business hours, or 911 Dispatch after business hours. CCDEM or 911 Dispatch will then formally make the request to WSEMD Duty Officer who will coordinate the resources of other political subdivisions and/or state and federal agencies in support of the requesting agency.

D. Air support / reconnaissance may be requested through WSEMD to assist the ground teams, as needed.

E. Search missions may extend over several days and require food support to ground teams in the field. CCDEM will assist in obtaining food resources in situations when appropriate.
F. The Cowlitz County Emergency Operations Center (EOC) may be activated to provide coordination, communication or technical administrative support to SAR operations depending on the size or duration of the mission.

G. Communications from the incident scene to the EOC or to the State EOC will be through normal radio and telephone capabilities, augmented by back-up direction and control systems. Local SAR field operations will utilize whatever communications are necessary and available to carry out effective SAR operations.

H. The chief law enforcement officer responsible for search missions may restrict access to a specific search area to personnel authorized by him/her for the period of time necessary to accomplish the SAR mission. No unauthorized persons shall interfere with a SAR mission (reference RCW 38.52.440).

V. RESPONSIBILITIES

A. Local

1. Primary

   a. Sheriff

      1) Provide direction to SAR operations in cooperation with CCDEM and is responsible for SAR operations in the unincorporated areas of Cowlitz County and at the request of city police departments in Cowlitz County.

      2) Identify the emergency needs for equipment and supplies and ensures that it is available in convenient locations.

      3) Maintain a list of SAR personnel.

      4) Request needed resources from CCDEM.

      5) Coordinate SAR activities and training with the Cowlitz County SAR Council.

   b. City Police Departments

      1) Responsible for SAR missions in their political subdivision.

      2) Notification of CCDEM or 911-Dispatch about local SAR operations.
2. Support

a. Search and Rescue Council and Member Organizations

1) Provide manpower for SAR activities

2) Develop and implement local SAR programs in coordination with the Sheriff’s Office and CCDEM.

3) Provide other assistance as requested.

4) Train and prepare for SAR activities.

b. CCDEM/EOC

1) Secure SAR mission numbers from WSEMD upon request from the SAR Deputy or other authorized official.

2) Register volunteers involved in SAR.

3) Maintain SAR mission and training records, and forward appropriate records, reimbursement requests and claims to WSEMD.

4) Request state and federal assistance when required.

c. Cowlitz County Fire Services

The fire services conduct rescue operations, commensurate with the availability of equipment and the degree of specialized training to include:

1) Extricating trapped person(s).

2) Rendering essential medical aid at time of release and/or prior to removal.

3) Accomplish other tasks commensurate with the situation and capabilities.

d. Other County Organizations

Assist and support SAR operations when requested and as feasible.
B. State

1. Support
   a. WSEMD
      1) Coordinate state and regional SAR resources.
      2) Request federal urban SAR assistance when requested by the county.

C. Federal

1. Support
   a. Federal Emergency Management Agency (FEMA)
      Tasks federal agencies to perform SAR activities under a Declaration of Emergency or major Disaster Declaration by the President.

   b. Air Force Rescue Coordination Center (AFRCC)
      Coordinates federal resources providing SAR assistance to states during non-disaster times.

VI. OPERATIONS BY TIME PHASE

A. Before the Disaster

1. Sheriff
   a. Assist in recruiting and training volunteers in SAR skills.
   b. Appoint a SAR Deputy who will control SAR field operations in unincorporated areas of Cowlitz County or at the request of other political subdivisions and serve as advisor to local SAR units.
   c. Assess equipment and training needs.

2. CCDEM/EOC
   a. Maintain an operational EOC and EOC Emergency Operating Procedures.
   b. Maintain a SAR personnel roster, call-out list, and training records, including after action reports.
c. Promote survival and emergency preparedness education programs in consultation with local officials, volunteer, and civic service organizations, to help minimize SAR incidents.

3. Cowlitz County SAR Council and Member Organizations.
   a. Maintain emergency operating procedures.
   b. Maintain personnel and equipment resource lists.
   c. Maintain an updated call-out list and procedures for implementation.
   d. Assist with the recruiting and training of SAR volunteers.
   e. Assess equipment and training needs. Ensure that equipment is in proper working order and response personnel attain and retain proper certification to meet state and local requirements.

4. All Agencies/Organizations
   Maintain appropriate emergency operating plans and procedures. Provide updated training records to CCDEM.

B. During the Disaster

1. CCSO SAR Deputy
   a. Report to an incident site and take control of field operations or sets up an Incident Command Post, as appropriate.
   b. Request that a mission number be obtained.
   c. Request notification of appropriate SAR units for activation.
   d. Request additional resources, as needed. Resource requests should be made through the normal emergency management channels (CCDEM).
   e. Keep log (e.g., ICS-214 or similar) of SAR activities during the mission.

2. Other Authorized Officials
   a. The chief law enforcement officer of a political subdivision will respond in the same manner as the Sheriff in their jurisdiction. The police chief/designee may request the Sheriff to handle SAR operations within their jurisdiction.
b. CCDEM may request the utilization of SAR volunteers to assist in disaster operations, exercise activities or other classifications as defined in WAC 118-04-100.

3. CCDEM

a. Obtain SAR mission number from WSEMD upon request of appropriate Authorized Officials. The 911 Communications Center is responsible for this after-hours.

b. Activate the EOC, if appropriate, and/or establish necessary communications support.

c. Coordinate local SAR resources, as necessary.

d. Submit requests to WSEMD for additional resources when local capabilities are exceeded.

e. Support SAR operations as requested by the Sheriff, SAR Deputy or other appropriate authority.

4. SAR Units

Respond, as requested by the SAR Deputy, CCDEM, or other appropriate authority.

5. Cowlitz County Fire Services

Provide for rescue operations commensurate with the availability of equipment and the degree of specialized training to include extrication of trapped persons or essential medical aid, if appropriate.

6. All Other Departments/Agencies

Support SAR operations as identified in emergency operating procedures or as requested by CCDEM and/or the EOC.

C. After the Disaster

1. SAR Deputy

   a. Continue SAR operations until the mission is terminated.

   b. Submit appropriate forms (EMD-077, EMD-078) and reports to the CCDEM office within 10 working days after operation/mission is terminated.

   c. Arrange for an after action report critiquing the mission and, as appropriate, an improvement plan for further enhancing future mission response and effectiveness.
2. SAR Units
   
a. Continue SAR mission until subject(s) has been located or the SAR Deputy/Authorized Official terminates the search.

b. Submit appropriate forms and reports to CCDEM within 5 working days of operation/mission termination.

c. Restore equipment, vehicles, forms, etc., to a state of operational readiness.

d. Attend critique/hotwash of the SAR Mission, as requested by the SAR Deputy or other authorized official.

3. CCDEM
   
a. After receiving notification from the SAR Deputy or other authorized official, that the mission is terminated, notify WSEMD to terminate the mission number, allowing adequate time for volunteers to return home.

b. File SAR Reports (EMD-077 and EMD-078) with WSEMD within 15 days of operation/mission termination.

c. Process compensation claims for Emergency Workers (volunteers) resulting from SAR missions, as necessary, per RCW 38.52.

d. File all mission records, including after action report and improvement plan.

VII. REFERENCES

A. RCW 38.52 and WAC 118.04

B. Washington State Comprehensive Emergency Management Plan

C. CCSO Policy Manual: Search & Rescue
VIII. APPROVALS AND CONCURRENCES

Emergency Management Director

22 OCT 2013
Date

Cowlitz County Sheriff

22 OCT 2013
Date

Cowlitz County Association of Sheriff & Police Chiefs, Chairperson

22 OCT 2013
Date
Emergency Support Function #10

HAZARDOUS MATERIALS RESPONSE

| PRIMARY: | Fire Agencies
          | Washington State Patrol |
| SUPPORT: | Local Law Enforcement
            | Cowlitz County Dept. of Emergency Management (CCDEM)
            | Cowlitz County Health Department (CCHD)
            | Local Emergency Planning Committee
            | EMS Agencies
            | Public Works Departments
            | SW Clean Air Agency
            | Washington State Dept. of Ecology
            | Washington State EMD
            | River Cities Transit
            | Fixed Facilities
            | Transportation Companies
            | U.S. Coast Guard
            | Vancouver Fire Department |
Emergency Support Function 10
Hazardous Materials

Cowlitz County
Hazardous Materials
Emergency Response Plan

Cowlitz County, Washington

May 2010
Revised November 2012

Cowlitz County Local Emergency Planning Committee
Cowlitz County Department of Emergency Management
312 SW 1st Avenue, Kelso, Washington 98626

Phone: (360) 577-3130  fax: (360) 577-3009  E-mail: dem@co.cowlitz.wa.us
ESF 10 - HAZARDOUS MATERIALS

HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN

COWLITZ COUNTY, WASHINGTON

Joint Primary

Fire Agencies
Washington State Patrol

Support

Local Law Enforcement
Cowlitz County Dept. of Emergency Management (CCDEM)
Cowlitz County Health Department (CCHD)
Local Emergency Planning Committee
EMS Agencies
Public Works Departments
SW Clean Air Agency
Washington State Dept. of Ecology
Washington State EMD
River Cities Transit
Fixed Facilities
Transportation Companies
U.S. Coast Guard
Vancouver Fire Department
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I. Purpose

This plan describes the responsibilities and procedures for responding to emergency threats to life, property, and the environment caused by an unintended release of hazardous materials within the geographic area of Cowlitz County, Washington and it provides guidance for hazardous materials incident notification and response. It also describes off-site emergency planning/notification procedures as required by SARA Title III and the Emergency Planning & Community Right to Know Act of 1986, which shall hereafter be referred to as EPCRA. (SARA is Superfund Amendments and Reauthorization Act)

The objective of this plan, during a hazardous materials incident, is to facilitate:

A. Identification of vulnerable areas, sites and facilities
B. Appropriate response by responders
C. Coordination of responders and acquisition of resources
D. Timely warning and notification of affected populations
E. Notification of agencies and jurisdictions for response and recovery

II. Scope

A. Relationship to Other Plans:

1. This Hazardous Materials Emergency Response Plan (HMERP) is the annex Emergency Support Function #10 Hazardous Materials (ESF-10) of the Comprehensive Emergency Management Plans (CEMP) for Cowlitz County and its cities. This plan will be referred to herein as HMERP.

2. HMERP complies with Washington State CEMP and Federal plans.

3. The HMERP is based on the ESF format and does not “stand alone”; therefore some components will be covered by other ESFs and other elements of the CEMP.

4. The HMERP will also coordinate with the following plans and primary agencies:
c. National Oil and Hazardous Substances Pollution Contingency Plan or more commonly known as the National Contingency Plan (NCP), Federal Agencies.

d. Regional Contingency Plan (RCP), EPA, Region X.

e. The Northwest Area Contingency Plan (NWACP), US Coast Guard.

f. Geographic Response Plans (GRPs), US Coast Guard.

B. How to Use This Plan:

1. Activation of this plan should begin if:
   a. Casualties or injuries occur due to a hazardous materials incident.
   b. Evacuation is necessary due to a hazardous materials incident especially outside a facility boundary.
   c. A facility or transporter requests assistance with a hazardous materials response beyond their own resources.
   d. A facility or transporter is required to make warning, notification, or reports under Emergency Planning, Community Right to Know Act (EPCRA) or Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).
   e. A hazardous materials release or a potential for a release may, or does, involve multiple jurisdictions or agencies.

2. This plan is intended to:
   a. Outline the responsibilities and procedures for responding to emergency threats to life, property and the environment caused by unintended release of hazardous materials within the geographic area of Cowlitz County, Washington.
   b. Define roles and responsibilities of facilities, jurisdictions and agencies.
   c. Provide guidance to stakeholders.
   d. Coordinate local response and stakeholder plans with this plan.
   e. Be used for response, consistent to this plan, by all stakeholders.
   f. Define agency, jurisdiction, and facility roles and responsibilities.
   g. Coordinate training and exercises, policies and procedures, protocols, checklists, and guidelines to be consistent with this plan.
III. Policies and Legal Authorities

A. Legal Authority and Responsibility for Responding

1. This plan is developed, promulgated and maintained according to the following federal, state and local statutes and regulations as ESF10 - Hazardous Materials as an annex to the CEMP of Cowlitz County and its cities.

2. Each of the departments, agencies, jurisdictions, and organizations assigned responsibilities in the plan will be responsible for their own legal responsibilities, obligations, and reporting requirements.

B. Federal Statutes and Regulations:


3. Clean Air Act (CAA) of 1990 Amendments, Section 112(r).


C. State Statutes and Regulations:

1. Revised Code of Washington (RCW):
   a. Emergency Management, 1995, Chapter 38.52 RCW.
   b. Hazardous Substance Information Act, 1985, Chapter 70.102 RCW.
   c. Incident Command Agencies, RCW 70.136.030.
   d. Washington Industrial Safety and Health Act (WISHA), Chapter 49.17 RCW.

2. Washington Administrative Code (WAC):
   a. Local Emergency Management/Services Organizations, Plans and Programs, Chapter 118-30 WAC.
   b. Hazardous Chemical Emergency Response Planning and Community Right-To-Know Reporting, Chapter 118-40 WAC.
   c. General Occupational Health Standards, Chapter 296-62 WAC.
   d. Emergency Response, Chapter 296-824 WAC.
   d. Hazardous Waste Operations, Chapter 296-843 WAC.
D. Local Statutes and Regulations

1. Cowlitz County Interlocal Emergency Management Agreement between Cowlitz County and the cities of Castle Rock, Kalam, Kelso, Longview, and Woodland (3-7-87).


E. Mutual Aid Agreements

1. Homeland Security Region IV Mutual Aid Agreement

2. Cowlitz County Fire Automatic Aid Agreement

3. Hazardous Materials Response Agreement between Cowlitz 2 Fire & Rescue and the Weyerhaeuser Company

4. Permit Number SW-147, State of Washington, Department of Natural Resources (DNR), 11/4/97

5. Integrated Contingency Plan/ Emergency Response Plan, approved by Washington Department of Transportation (WS DOT), WISHA, OSHA, Environmental Protection Agency (EPA) and Washington State Department of Ecology


F. Limitations

1. There is no guarantee, claimed by this plan, that a perfect response provided by this plan will be practical or possible. Extreme weather conditions can cause a response delay; response can be delayed by location, storage and/or dispersal of the appropriate response equipment; initial response may be affected by limitations to alert and warning systems of the community; or the incident may overwhelm staff and equipment. It is neither implied nor should it be inferred that this plan guarantees a perfect emergency or disaster response will be practical or possible. No plan can shield individuals from all events. While every reasonable effort will be made to respond to emergencies or disasters, resources and or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures and all emergency plans are dependent upon tactical execution which may be imperfect. This plan can only be fulfilled if the situation, information exchange, extent of actual capabilities and resources are available at the time of the incident.

2. Responders will endeavor to coordinate plans with, and respond according to, this plan.
3. Each agency, facility and jurisdiction will respond to the limits of its capabilities at the time of an incident.

IV. Situation and Assumptions

A. A broad variety of hazardous materials are manufactured, used, stored, and transported in and through Cowlitz County on a daily basis.

B. These materials are a part of our economy but present a threat to life, property and the environment if not properly controlled.

C. There are highways, main arterial roads, rail lines, pipelines and flight paths across Cowlitz County on which hazardous materials are transported.

D. Accidental release of hazardous materials can occur suddenly, without warning, allow little or no time to respond, and may overwhelm the facility, transporter, or local jurisdiction's ability to respond adequately.

E. The entity having legal responsibility for the hazardous material at the time of release is referred to as the 'responsible party'.

F. Initial emergency notification, response, and recovery to a hazardous materials incident will be made by the responsible party, but may require coordinated efforts from neighboring facilities, transporters, local government and even state or federal entities.

G. All responders will assist with the collection of information for identification of the responsible party.

H. When a responsible party is known they will be informed, when practical, of the incident and be provided with information for follow-up reporting.

V. Concept of Operations

A. Only when local jurisdiction, facility, and agency resources are exhausted will state, regional, and federal assistance be requested.

B. Responding agencies and jurisdictions on-scene will use the National Incident Management System (NIMS) Incident Command System (ICS).

C. ICS is required for the management of personnel and resources from the initial response to an accidental chemical release through to termination of the incident (see RCW 70.136.030). At a minimum, documentation of the incident using ICS forms is encouraged starting with an ICS 201 – Incident Briefing form.

D. Emergency Warning
   1. Emergency Warning Methods
a. Localized Alarms: A fixed facility may utilize a combination of one or more of the following:
   (1) Siren or other audible alarm
   (2) Flashing lights
   (3) Reader boards
   (4) Localized radio broadcast

b. Emergency Alert System (EAS)
   (1) The Emergency Alert System warning is a text and audio electronic message relayed through the television and radio media.
   (2) The information is received only if the intended audience is listening to radio or watching television.
   (3) Broadcasts must be less than two minutes.
   (4) Must not be used unless other warning methods would be ineffective.
   (5) Must specify the geographical area affected.
   (6) Must specify the expected duration of the incident.
   (7) Must specify protective actions to be taken by the public.

c. Emergency Community Notification System (ECNS)
   (1) The ECNS warning is an automated telephone messaging system that can issue a recorded voice message to a defined area. It must be initiated by an authorized official and the Incident Commander must approve the message.
   (2) The message will normally be delivered in English.
   (3) It can only reach landline telephones or "opt-in" phones that are capable of receiving the automated message.
   (4) The system will not reach 100% of households in the notification area.
   (5) Must not be used unless other warning methods would be ineffective.
   (6) Must specify protective actions to be taken by the public.

d. Media Release
   (1) An urgent media release may be issued via fax, e-mail, web-posting, or other practical means to relay information quickly to the media about an incident.
   (2) A media release may contain any amount of detail about the incident that is confirmed.
(3) If used as a warning, must specify protective actions to be taken by the public.

e. Door-to-Door Notification

(1) Designated individual(s) may go door-to-door in an affected area to warn the community. As this method is staff intensive, it may not be an option during an emergency.

(2) The safety of the individual(s) conducting the notifications is of prime importance. An alternate notification method should be used if personnel cannot be adequately protected during the door-to-door notifications.

f. Non-Automated telephone contact

Designated individual(s) may make personal phone calls to known phone numbers in the immediate area. As this method is staff intensive, it may not be an option during an emergency. Not all phone numbers in an area may be known.

2. Roles and Responsibilities for Emergency Warning

a. The Responsible Party will

(1) Activate the Responsible Party’s emergency response plan.

(2) Where pre-existing lists or “phone trees” are part of a facility emergency plan, every effort should be made to utilize prior agreements to generate the expected warning to the public.

(3) At a minimum notify 9-1-1 for the LEPC point of contact even if the situation is not perceived as a life threatening or dangerous incident.

b. Incident Commander (responsible public safety official)

(1) As soon as possible after confirming the threat necessitates a public warning, the Incident Commander (IC) shall initiate a request to notify the public of the emergency.

(2) The IC shall make a determination of which warning method would be most appropriate and effective.

(3) If requesting the use of the EAS or ECNS the IC or delegate shall provide the details necessary to write the script for the warning message.

c. Cowlitz County Department of Emergency Management (CCDEM)

(1) CCDEM shall maintain and test the EAS and ECNS warning capability to ensure reliability in an emergency.

(2) Upon request by the IC, CCDEM shall assist in issuing the emergency warning.
E. Emergency Response

1. Initial Notification of Response Agencies

   a. Release is recognized:

      (1) As determined by facility and reported by facility Emergency Coordinator according to facility emergency response plans.

      (2) As determined by transporter and reported according to transportation emergency response plans, EPCRA and/or DOT regulations.

      (3) If reported by responder or public then according to applicable Cowlitz 9-1-1 Dispatch Directives for Incidents involving Hazardous Materials.

      (4) If the quantity released is greater than the CERCLA Reportable Quantity (RQ).

      (5) If the quantity released is greater than the RQ listed under Section 313 of SARA Title III.

      (6) Appropriate methods of determining off-site migration of a released substance include but are not limited to:

         (a) On-site environmental monitoring station (wind speed and direction, air temperature, etc.).

         (b) Computer software such as Computer Aided Management of Emergency Operations (CAMEO) that can model toxic atmospheric plumes.

         (c) Automated air monitoring equipment mounted at strategic locations on site.

         (d) Hand held air monitoring equipment.

         (e) Reports of offsite complaints of chemical odors or health symptoms.

         (f) If the responsible party determines a released substance has, or may migrate off site, they must immediately call 9-1-1 for emergency notification.

   b. Notifications are required to be made as follows:

      (1) Notify 9-1-1 immediately for all non-permitted releases of hazardous materials that meet one or more of the following criteria:

         (a) Release is uncontrolled and has the potential to migrate off site.

         (b) Release occurs while in transit off site.

         (c) Release creates a significant safety or health risk, on or off site.
COWLITZ COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

(d) Release is beyond the scope of onsite resources, responders' certified training, or the facility emergency response plan.

(2) **NOTE:** Additional and updated information about reporting requirements, required forms, and complete references are available at the Department of Ecology internet site:

General information about spill reporting can be found at:

http://www.ecy.wa.gov/programs/spills/other/reportaspill.htm

Information about pre- and post-incident reporting requirements can be found at:

http://www.ecy.wa.gov/programs/hwtr/reportingrequirements.html

(3) Department of Ecology Southwest Regional Office and the Cowlitz County Health Department (CCHD) must be notified immediately if dangerous waste or hazardous substances are spilled or discharged and threatens human health or the environment regardless of quantity.

(4) National Response Center (NRC) must be notified immediately if release reaches CERCLA reportable quantity (RQ).

(5) NRC, SERC, and LEPC/ Community Emergency Coordinator must be notified immediately if release reaches RQ under Section 313 of SARA Title III. The LEPC Community Emergency Coordinator notification can be done by contacting 9-1-1. Cowlitz 911/dispatch will notify appropriate response agencies and the CCDEM duty officer.

(6) The Washington State Department of Ecology and the National Response Center (NRC) must be notified immediately if any oil or hazardous substances (regardless of quantity) are discharged to waters of the state including lakes, rivers, ponds, streams, underground water, storm water systems, sewers and all other surface water and watercourses.

(7) Follow-up report must be sent to LEPC within 14 days if RQ under Section 313 of SARA Title III.
(8) The following are designated to receive notification:

<table>
<thead>
<tr>
<th>9-1-1 and Public Safety Agencies</th>
<th>Immediately for all releases that impact public health and safety</th>
<th>Cowlitz 9-1-1 Dispatch</th>
<th>9-1-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington State Department of Ecology</td>
<td>Immediately for releases that impact health or the environment</td>
<td>Southwest Regional Office</td>
<td>360-407-6300</td>
</tr>
<tr>
<td>LEPC Community Emergency Coordinator</td>
<td>Immediately for all releases at or above the CERCLA reportable quantity</td>
<td>Cowlitz Department of Emergency Management</td>
<td>9-1-1</td>
</tr>
<tr>
<td>National Response Center</td>
<td></td>
<td>Emergency 24 hour center</td>
<td>800-424-8802</td>
</tr>
<tr>
<td>SERC</td>
<td></td>
<td>State Emergency Management Division</td>
<td>800-258-5990</td>
</tr>
<tr>
<td>Surface water, coastal navigable waters (Columbia R. to Bonneville Dam)</td>
<td>The United States Coast Guard</td>
<td>503-240-9325</td>
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<tr>
<td>Surface water, inland waters</td>
<td>The US Environmental Protection Agency</td>
<td>503-326-3250</td>
<td></td>
</tr>
<tr>
<td>Surface water, air, or any major threat to public health</td>
<td>Cowlitz County Health Dept.</td>
<td>360-414-5599</td>
<td></td>
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<tr>
<td>On state roadways</td>
<td>Washington State Patrol</td>
<td>360-992-4000</td>
<td></td>
</tr>
<tr>
<td>On state roadways</td>
<td>Department of Transportation (Washington, SW Region)</td>
<td>360-696-6162</td>
<td></td>
</tr>
<tr>
<td>Air (for spills or emissions involving release of a significant amount of air pollutants, possible clean air act violations, odor complaints, and illegal burns)</td>
<td>Southwest Clean Air Agency (SWCAA) of Washington</td>
<td>360-574-3058 or 1-800-633-0709 For after-hours contact call 9-1-1</td>
<td></td>
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<tr>
<td>Surface water or sewer system inside incorporated boundary</td>
<td>Appropriate water or wastewater agency (public works agency or Three Rivers Regional Wastewater)</td>
<td></td>
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<tr>
<td>DNR lands</td>
<td>Department of Natural Resources (SW Region)</td>
<td>800-527-3305</td>
<td></td>
</tr>
</tbody>
</table>
2. Direction and Control

a. Emergency Coordinator Identification

(1) The Community Emergency Coordinator is the CCDEM Director or Designee. The Community Emergency Coordinator representative will be contacted through 9-1-1 dispatch.

(2) Facility Emergency Coordinators (found on the Tier II reports) are kept on file at CCDEM. The Facility Emergency Coordinators will be contacted by using the "Coordinator Phone" numbers.

b. Name of on-scene authority

To ensure effective coordination of the various emergency response units at the scene, it is the responsibility of the following official on-scene to act as the Incident Commander (IC) for their jurisdiction:

(1) State and Interstate roadways is the Senior Washington State Patrol officer

(2) Navigable Waterways is the Senior US Coast Guard Officer or representative

(3) Areas other than roadways and waterways is the Senior Fire Official

(4) State Waters is the Department of Ecology On-Scene Coordinator

(5) Inland Waterways is the US Environmental Protection Agency (EPA)

(6) Those specified by agreement listed in section c, below.

c. Designation of incident command agency

(1) In Cowlitz County, the incident command agency for hazardous materials incidents within each jurisdiction is listed in the table below.

(2) CCDEM keeps a list of hazardous materials incident commanders.

(3) Letters of incident command designation are on file with WSEMD.

<table>
<thead>
<tr>
<th>Cowlitz County Fire District 1</th>
<th>Cowlitz County Fire District 1</th>
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<tbody>
<tr>
<td>Cowlitz County Fire District 2</td>
<td>Cowlitz 2 Fire &amp; Rescue</td>
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<tr>
<td>Cowlitz County Fire District 3</td>
<td>Washington State Patrol</td>
</tr>
<tr>
<td>Lewis-Cowlitz County Fire District 20 (Ryderwood)</td>
<td>Washington State Patrol</td>
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<tr>
<td>Cowlitz County Fire District 5</td>
<td>Cowlitz County Fire District 5</td>
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<td>Cowlitz County Fire District 6</td>
<td>Washington State Patrol</td>
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<td>Cowlitz County Fire District 7</td>
<td>Washington State Patrol</td>
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<tr>
<td>City of Longview</td>
<td>Longview Fire Department</td>
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<tr>
<td>City of Kalamal</td>
<td>Cowlitz County Fire District 5</td>
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<tr>
<td>City of Kelso</td>
<td>Cowlitz 2 Fire &amp; Rescue</td>
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<tr>
<td>City of Castle Rock</td>
<td>Washington State Patrol</td>
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<tr>
<td>City of Woodland</td>
<td>Woodland Fire Department</td>
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<tr>
<td>Port of Kalamal</td>
<td>Cowlitz County Fire District 5</td>
</tr>
<tr>
<td>Port of Longview</td>
<td>Longview Fire Department &amp; WSP</td>
</tr>
<tr>
<td>Port of Woodland</td>
<td>Woodland Fire Department &amp; WSP</td>
</tr>
<tr>
<td>All State highways and all areas in FPD's where IC relinquished</td>
<td>Washington State Patrol</td>
</tr>
<tr>
<td>Navigable Waters – Federal</td>
<td>US Coast Guard &amp; Washington</td>
</tr>
<tr>
<td></td>
<td>Department of Ecology</td>
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<tr>
<td>Waters of the State of Washington</td>
<td>Washington Department of Ecology</td>
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<tr>
<td>State Public Lands</td>
<td>Washington State Department of</td>
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<td></td>
<td>Natural Resources</td>
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<tr>
<td>Federal Public Lands</td>
<td>US Forest Service</td>
</tr>
</tbody>
</table>
d. Washington State Incident Command Agencies

(1) The governor is legally responsible for directing and controlling all state activities to protect the lives and property of citizens from the effects of disasters.

(2) The Emergency Management Division (EMD) within the Washington State Military Department is responsible for coordinating operational support and resources from adjacent states and the federal government.

(3) The Department of Ecology (Ecology) is the pre-designated state agency for oil and hazardous substance incidents on marine and fresh waters, and for inland spills where the Washington State Patrol (WSP) or local On-Scene Coordinator (OSC) has curtailed emergency response operations. In these instances, Ecology provides the state OSC to continue management of response and clean-up actions.

(4) Washington State Patrol is the incident command agency for all state and interstate highways in the State of Washington.

e. Cowlitz Emergency Operations Center (EOC)

(1) The Cowlitz Emergency Operations Center (EOC) may be activated in response to an emergency incident that overwhelms the ability of agencies to respond. EOC is located at 312 S.W. 1st Avenue, Kelso. An alternate EOC could be setup at Cowlitz 2 Fire & Rescue (C2F&R) Station 23 located at 918 Nevada Drive, Longview.

(2) The EOC can provide resource and information support and coordination.

(3) The EOC will be activated by the appropriate Incident Commander, Executive Head, Cowlitz County Sheriff, or Cowlitz County Emergency Management Director or designee as specified in the EOC Plan.

(4) Depending on the scope of the incident, additional EOCs may also be activated to coordinate local incident response.

3. Communications

a. Public safety communication in Cowlitz County is mostly via a VHF radio system. This system also includes patches to 800 MHz communication channels used in Clark County.

b. During an incident frequency assignments are made according to:

(1) Regional Interoperability VHF Frequency Plan.

(2) Cowlitz County 911 Emergency and Disaster Dispatch Procedures.
F. Evacuation

1. Due to weather conditions, plume, and other variables, evacuation and alternative traffic routes cannot be completely determined in advance, but are determined by the IC on scene at the time of the incident.

2. Evacuation procedures and responsibilities are outlined in CEMP ESF 24.

G. Containment and Cleanup

1. Techniques for release containment and cleanup:
   a. Incident site entry will be limited to trained personnel with appropriate personal protective equipment.
   b. Decontamination procedures will be followed to limit area of contamination and restrict spread to emergency responders, units, areas and related facilities.
   c. The Responsible Party will reduce the risk to public health and the environment; meet OSHA, Ecology, and EPA determined procedures, guidelines and legal responsibilities.
   d. Hazardous materials will be identified, contained, recovered and properly treated or removed; then disposed of at Ecology approved sites.
   e. Transportation, facility, local, state and federal requirements, regulations and procedures will be followed.
   f. Use of NFPA 471 Recommended Practice for Responding to Hazardous Materials Incidents is recommended if other response procedures are not in place.
   g. Documentation will be maintained by responding agencies, jurisdiction and parties.
   h. Containment and clean-up should include planning for restoration and mitigation of damages to the environment.
   i. Planning for public health protection during this phase should be included in the recovery plan.

2. Decontamination
   a. Decontamination of casualties and first responder equipment will be under facility emergency operations officer and fire agency direction.
   b. The set up and operation of decontamination stations will be according to facility and/or responding agency procedures.
   c. Patients will be decontaminated, to the safest extent possible, before transport to a medical facility (according to Pre-hospital Care Protocols, Hazardous Materials Incident).
d. The hospital may conduct additional decontamination procedures according to facility protocols.

e. Health department official may declare a health emergency (under Chapter 70.05 RCW) in order to quarantine an area and force decontamination of victims who refuse necessary decontamination. This will only be considered to protect the public from certain danger.

f. Longview Fire and Vancouver Fire Department (VFD) Hazardous Materials Response Teams have portable decontamination facilities that can be transported to incident scene.

3. Resources for Cleanup and Disposal

   a. May be specified by manufacturer of material, owner of release, responsible party, IC, or Ecology.

   b. Hazmat Spill Contractor list is available from Ecology. See Section XIII References.

   c. Available by contacting 9-1-1, WSP, Coast Guard, or fire departments.

4. Site Monitoring

   a. Monitoring the site or the location of the release is primarily the responsibility of the owner of the material or responsible party that caused the hazardous materials release.

   b. Response agencies have limited means for monitoring a hazardous material emergency.

   c. While the C2F&R hazmat team has the responsibility for this function, they will only do so to their level of capability.

   d. If the fire service’s ability is exceeded, Ecology or the Superfund Technical Assessment and Response Team (EPA START) contractor may be requested to monitor emissions at the release site.

   e. In some instances, the facility may have a greater ability and instrument-trained personnel to monitor their site and should be utilized to the maximum extent possible.

   f. Several agencies have an interest in the level of contamination at a site. These include:

      (1) Washington State Department of Health - Accommodations and Residential Care Services.

      (2) CCHD certifies re-occupancy of a residence following cleanup.

      (3) CCHD Site Hazardous Assessment Program conducts initial investigations of potentially contaminated sites for priority ranking and
possible listing with the Department of Ecology's Hazardous Waste Site Cleanup Program.

(4) Washington State Department of Labor and Industries for Worker Safety and Business Occupancy.

(5) CCHD for Accommodations and Residential Care.


H. Documentation and Investigative Follow Up

1. Reporting Procedures

   a. The NRC, SERC, and LEPC must be notified when there is a release of a Reportable Quantity (RQ) of a hazardous substance or Extremely Hazardous Substance (EHS) into the environment according to CERCLA Section 103(a) and EPCRA Section 304.

   b. The purpose of the notification is to alert government officials that an emergency response may be needed to protect human health and the environment.

   c. Reporting a release does not free the responsible party from liability for cleanup costs.

2. Mechanics of Notification

   a. In order to meet the requirements under EPCRA Section 304 the owner or operator of a facility must IMMEDIATELY report releases of hazardous substances and extremely hazardous substances (EHSs) to:

      (1) State Emergency Response Center (SERC) at State EMD Emergency Management Division: 800-258-5990

      (2) LEPC at CCDEM 24-hour emergency response hotline: 9-1-1

      (3) National Response Center: 800-424-8802

   b. The notice to the SERC and LEPC must include:

      (1) The chemical name or identity of any substance involved in the release.

      (2) An estimate of the quantity released into the environment.

      (3) The time and duration of the release.

      (4) The medium or media into which the release occurred.

      (5) Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals.
(6) Proper precautions to take as a result of the release, including evacuation (unless the community emergency coordinator confirms such information is already available pursuant to the emergency plan).

(7) The names and telephone numbers of the person or persons to be contacted for further information.

c. As soon as practicable or within 14 days after a release which requires notice under EPCRA Section 304, the owner or operator of the facility is required to submit a written follow-up notice (or notices, if necessary) to the affected LEPCs and SERCs.

d. This report must contain all information required in the initial notice plus:

   (1) Updated and additional information with respect to release.

   (2) Actions taken to respond to and contain the known or anticipated acute or chronic health risks associated with the release.

   (3) Where appropriate, advice regarding medical attention necessary for exposed individuals.

   (4) EPA strongly recommends that the cause of the release be reported in the follow-up notice.

3. List of required reports

a. MSDS listings required, SARA, Section 311

b. Tier 2 reports, under EPCRA, may be made available:


   (2) Submitted in hard copy format to the LEPC

c. Forms

   (1) Tier Two Emergency and Hazardous Chemical Inventory Form available at http://www.ecy.wa.gov (former no. OMB 2050-0072) http://www.ecy.wa.gov/epcra/reportingreq.html


      http://hazmat.dot.gov/enforce/forms/ohmforms.htm#other

d. In addition to notification of RQ release, follow up report which includes:

   (1) Any updated and additional information with respect to actions taken to respond to and contain the release.
(2) Known or anticipated acute or chronic health risks associated with the release.

(3) Where appropriate, advice regarding medical attention necessary for exposed individuals.

4. Reasons for requiring the reports

a. To alert government officials that an emergency response may be necessary to protect public human health and the environment.

b. The conditions that trigger notification to the SERC and LEPC under EPCRA Section 304:

(1) Occurs at a facility at which a hazardous chemical is produced, used, or stored.

(2) A release of a hazardous substance or extremely hazardous substance into the environment with a potential to affect human health and the environment off-site that equals or exceeds a reportable quantity within a 24-hour period.

c. Reports may be used for determining the Responsible Party.

d. Reports will be used to improve HMERP, ERP, RMP or procedures.

e. Chemical Safety and Hazard Investigation Board shall investigate, determine and report to the public in writing the facts, conditions and circumstances and the cause or probable cause of any accidental release resulting in fatality, serious injury or substantial property damages [CAA 42 U.S.C. §7412, Section 112 (r) (6)].

f. Persons in charge of facilities (including transport vehicles, vessels and aircraft) are required to report any release of a hazardous substance (quantity greater than or equal to RQ) to the National Response Center (40 CFR 302.6 EPA).

g. Employers are required to investigate as soon as possible (but no later than 48 hours after) incidents which resulted or could reasonably have resulted in catastrophic releases of covered chemicals, 29 CFR 1910.119.

h. Facilities covered by Process Safety Management are required to investigate (no later than 48 hours after) incidents which did result or could reasonably have resulted in catastrophic releases of covered chemicals, (29CFR 1910.119).

i. Record keeping is required according to HAZWOPER (29CFR 1910.120).

j. Reports of hazardous materials storage for applicable Fire and Building Codes, according to jurisdiction.

k. Fire Marshal's codes, according to jurisdiction.
5. Form for reports
   a. In general, release documentation shall be sufficient to:
      (1) Support full cost recovery for resources utilized.
      (2) Identify the source and circumstances of the incident.
      (3) Identify the responsible party or parties.
   b. Document impacts and potential impacts to public health and welfare and the environment.
   c. During all phases of response, the lead agency shall complete and maintain documentation to:
      (1) Form the basis for cost recovery.
      (2) In general, documentation shall be sufficient to:
         (a) Provide the source and circumstances of the release.
         (b) Identity of responsible parties.
         (c) Record response action taken.
         (d) Provide accurate accounting of federal, state or private party costs.
         (e) Document impacts and potential impacts to the public health and welfare and the environment.
         (f) Record when the NRC received notification of a release of a reportable quantity (40CFR300.160).

6. Response Mechanism Verification
   a. Hazardous materials incident response will be reviewed by the LEPC to identify lessons learned, and improvements to the HMERP and related plans.
   b. Participants will provide response information and their suggestions for HMERP improvement.

7. Investigations
   a. County and City Fire Marshals
      (1) Review and inspect storage, use and handling of hazardous materials.
      (2) Investigate the origin and cause of fires; be the lead agency in fire and arson investigation involving hazardous materials.
   b. Cowlitz County Health Department (CCHD)
      (1) Lead in providing information about the proper destruction or decontamination of structures, vehicles and property.
(2) CCHD Site Hazardous Assessment Program conducts initial investigations of potentially contaminated sites for priority ranking and possible listing with the Department of Ecology's Hazardous Waste Site Cleanup Program.

(3) Investigate complaints involving improper waste disposal practices or hazardous waste spills resulting in potential contamination or exposure.

(4) Provide public health education, makes recommendations for protecting the public's health and safety, and enforces environmental health rules and regulations.

c. WSP

Investigate criminal acts on all roadways and highways within unincorporated Cowlitz County.

d. Cowlitz County Sheriff's Office (CCSO)

Investigate criminal acts within unincorporated Cowlitz County, including all roadways and highways.

e. Municipal Law Enforcement Agencies

Investigate criminal acts within incorporated boundaries.

8. Provision for cost recovery

a. Responsible party, transportation company, or facility will make their own arrangements for cost recovery.

b. The responsible party pays for costs of responding agencies and jurisdictions.

c. Responding agencies and jurisdictions will separately document costs associated with the specific incident response.

d. The Model Toxics Control Act may provide funding.

e. CERCLA requires reporting of releases of hazardous substances, establishes the liability of persons responsible for releases of hazardous substances, and establishes an EPA trust fund.

f. If no Responsible Party can be determined, EPA may provide funding through the Local Government Reimbursement Program (800-431-9209) for up to $25,000 in extraordinary local expenses for qualifying incidents.

g. EPA Form 9310-1, Application Package for Reimbursement to Local Governments, will be used to apply for reimbursement; instructions and guidelines are included.
VI. Responsibilities

A. All Response Agencies, Jurisdictions, Fixed Facilities, Transportation Companies and Responsible Parties will:
   1. Develop plans consistent with this HMERP.
   2. Provide the primary resources for hazardous materials response.
   3. Provide a representative to the Incident Command Post (ICP) and EOC when requested by the IC.
   4. As directed by the IC, will coordinate public information, support and representation at the authorized Joint Information Center (JIC).

B. Responsible Party will:
   1. Ensure timely warning and notification of hazardous releases to all jurisdictions that may be affected.
   2. Assure effective abatement of the release or threatened release of hazardous materials.
   3. Be liable and cover the costs of clean up and response of jurisdictions and agencies.

C. Fixed Facilities will:
   1. Provide information for planning purposes to the Cowlitz County Local Emergency Planning Committee (LEPC).
   2. Identify Facility Emergency Coordinator and provide contact information to LEPC.
   3. Provide for worker safety and shutdown of operations as needed during a hazardous materials incident.
   4. Provide timely public warning and notifications of hazardous releases from facility.
5. Alert surrounding area and vulnerable persons.

6. Notify and coordinate activities with the LEPC in the event of a release of hazardous materials.

7. Notify the regulating authorities of the release, as appropriate.

8. Maintain and coordinate plans to comply with current regulations.

9. Develop and provide a Risk Management Plan and/or Facility Emergency Response Plans, which will determine policies and procedures for reporting releases to the LEPC.

10. Those facilities subject to CAA 112(r) are requested to submit Response Management Plan (RMP) and/or Emergency Response Plan (ERP) to the LEPC for planning purposes.

D. Transportation Companies will:

1. Respond to hazardous materials incidents caused by their operations.

2. Respond to hazardous materials incidents on their property.

3. Provide for worker safety and shutdown of operations as needed during hazardous materials incident.

4. Provide timely public warning and notifications of hazardous releases.

5. Alert surrounding area and vulnerable populations.

6. Notify the LEPC and other regulating authorities of a release of hazardous materials.

7. Maintain and coordinate emergency response plans to comply with current regulations.

E. Local Government and Business:

1. Executive Heads will:
   a. Provide for continuity of government during and after a hazardous materials incident.
   b. Adopt and enact emergency ordinances and policies; support appropriate emergency expenditures.
   c. Keep the public informed during and after a hazardous materials incident.
   d. Release emergency information, in coordination with Incident Command Post, EOC, and Public Information Officers.

2. Local Law Enforcement Agencies will:
   a. Act as lead agency for evacuation and site security.
   b. Participate in the Incident Command System.
c. Participate in decontamination.
d. Provide crowd and traffic control.
e. Investigate crimes related to a hazardous materials incident.
f. Assist with warning and emergency information dissemination.
g. Assist with warning the public about evacuation routes and locations or notify public to shelter-in-place.
h. Provide a representative to the ICP and EOC as requested.

3. Local Fire Services will:
   a. Limit, isolate and recommend restricted entry to sites of hazardous materials incidents within Cowlitz County.
   b. Investigate and report hazardous materials accidents.
   c. Where designated, in accordance with RCW 70.136.030, act as the incident command agency. (Section VII-B-3-b of this plan).
   d. Coordinate activities with other jurisdictions, facilities, and responders.
   e. Request technical support from hazardous materials response teams when necessary.

4. Emergency Medical Services:
   a. Emergency Medical Services (EMS) will:
      (1) Provide triage, pre-hospital, and EMS transportation.
      (2) Advise Incident Commander (IC) concerning transport and mass casualty potential.
      (3) Assist with decontamination and transfer of patients to hospital facilities.
      (4) Follow Cowlitz County EMS Pre-hospital Care Protocols.
   b. St. John's Medical Center (SJMC) will provide care for patients involved in a Haz Mat incident (see Cowlitz County Mass Casualty Incident Plan).
   c. Oregon Health Science University (OHSU) is the medical control hospital for MCI events (see Cowlitz County Mass Casualty Incident Plan).

5. Cowlitz 2 Fire & Rescue (C2F&R) Hazardous Materials Response Team will:
   a. Provide hazardous materials resources and information at the request of the IC.
   b. Provide specialized fire control tactics for bulk flammable liquids, gases, and solids.
   c. Monitor air for flammable and toxic gases.
d. Monitor for radiological releases.

e. Sample and screen unknown substances for CBRNE (chemical, biological, radiological, nuclear, explosive) hazards.

f. Control emergency leaks and releases of hazardous solids, liquids and gases.

g. Provide medical decontamination and Advanced Life Support (ALS) care for contaminated victims.

h. Provide backup services under the Homeland Security Region IV mutual aid agreement.

i. Provide toxic plume modeling and advise IC of vulnerable area.

6. In coordination with C2F&R, Vancouver Fire Department Hazardous Materials Response Team will:

   a. Provide hazardous materials resources and information at the request of the IC.

   b. Provide specialized fire control tactics for bulk flammable liquids, gases, and solids.

   c. Monitor air for flammable and toxic gases.

   d. Monitor for radiological releases.

   e. Sample and screen unknown substances for CBRNE (chemical, biological, radiological, nuclear, explosive) hazards.

   f. Control emergency leaks and releases of hazardous solids, liquids and gases.

   g. Provide medical decontamination and Advanced Life Support (ALS) care for contaminated victims.

   h. Provide backup services under the Homeland Security Region IV mutual aid agreement.

   i. Provide toxic plume modeling and advise IC of vulnerable area.

7. County & City Fire Marshals & Building Officials will:

   a. Enforce codes that ensure safe storage, use and handling of hazardous materials according to the applicable Building and Fire Codes.

   b. End any dangerous or hazardous condition which poses an immediate prospect of irreparable harm to life and property.

8. County & City Public Works Departments will:

   a. Provide and transport sand and diking materials.
b. Assist first responders by setting up barricades, signage, and other traffic control related activities.

c. Assess damages to roads, streets, bridges and facilities.

d. Provide heavy equipment and operators required for emergency operations.

e. Control sewer, water and storm sewer lines, and associated pump stations.

F. CCDEM / Community Emergency Coordinator will:

1. Cowlitz County Emergency Management Director or Designee will act as Community Emergency Coordinator for the LEPC.

2. Implement the Plan as necessary.

3. Provide resource support at the request of the IC.

4. Coordinate public emergency alert and warning.

5. Coordinate planning, mitigation, response and recovery phases of emergency planning.

6. CCDEM Director/Duty Officer will:

a. Authorize activation of the EOC and appoint the EOC Manager.

b. Coordinate services for the protection of the citizens' property and employees from hazards and risks resulting from an unintended release of hazardous substances.

c. Coordinate and staff the EOC when activated.

d. Activate Emergency Alert System (EAS), the Emergency Community Notification System (ECNS), or other warning systems, at request of the IC.

e. Advise and assist elected officials with coordination, direction and control of emergency operations.

f. Coordinate the development of the Declaration of Emergency if necessary. Advise officials about emergency fiscal and administrative procedures and requirements provided by the Declaration of Emergency.

g. Establish liaison with affected organizations and jurisdictions as needed.

h. Coordinate and prepare requests for emergency resources to WSEMD or federal agencies at the request of the Incident Commander (IC).

i. Coordinate public information and approve all press releases from EOC. Notify the Department of Ecology of releases and coordinate with Ecology on any cleanup, disposal and recovery issues.
j. Support the IC with available response and recovery resources.

G. Cowlitz County 9-1-1 Dispatch will:
   1. Dispatch fire, police, and emergency medical services (EMS).
   2. Complete notifications and requests at the direction of IC.
   3. Notify CCDEM duty officer according to guidelines.
   4. Contact and notify jurisdictions and agencies according to the Incident Commander, Community Emergency Coordinator, and Duty Officer requests.
   5. Maintain recordings and documentation of incidents.

H. Medical Program Director will:
   1. Develop and approve Cowlitz County Pre-hospital Patient Care Protocols.
   2. Direct pre-hospital patient care according to EMS Trauma Care Guidelines.

I. Southwest Clean Air Agency will:
   1. Enforce federal, state and local outdoor air quality standards and regulations in Cowlitz County under the CAA.
   2. Monitor air quality.
   3. Investigate and document hazardous materials releases.
   4. Monitor on-going release conditions and recovery activities.

J. Cowlitz County Health Department (CCHD) will:
   1. Become involved if there are human exposures or potential human exposures to hazardous materials releases.
   2. If needed, respond to complaints involving spills to determine the extent of the problem and assess proper cleanup protocol as it relates to human health.
   3. Conduct long-term disease surveillance of exposed people.
   4. Coordinate with the IC concerning transfer of command when changing from initial response to recovery.
   5. Provide for coordination of health and sanitation procedures at mass care facilities.
   6. Monitor small public (Group B) water systems to ensure the safety of public water supplies.
   7. Provide coordination of information with state and federal agencies.
   8. Advise about personnel protection, public health effects and environmental impacts regarding unknown products.
   9. Health Officer or designee would declare public health emergencies to protect the general public and issue public health advisories.
10. Through epidemiologic investigations, identify source of exposure to hazardous materials.

11. Enforce laws and regulations that protect health and ensure safety.

12. Educate the public about contaminants in soil, water, air and food supply.

13. Agency coordination is also ongoing through Boards and Committees such as the Local Emergency Planning Committee (LEPC).

K. Cowlitz County LEPC will:

1. Coordinate maintenance of this plan.

2. Designate the Cowlitz County Emergency Manager or Designee of Emergency Management Program to act as Community Emergency Coordinator.

3. Designate Cowlitz County Emergency Manager or Designee of Emergency Management Program to act as Coordinator for Information.

4. Maintain records of annual Tier 2 reports and other emergency documents required by law. These records are stored by Cowlitz County Department of Emergency Management for a period of 5 years.

5. Provide information as required by EPCRA.

6. Provide resource information as needed.

7. Disseminate information concerning hazardous materials in the community.

8. Plan for hazardous materials incidents and exercise the plan.

9. Information regarding the annual exercise and other exercises will be added to the LEPC work plan at the annual meeting (usually January) and the date of the exercise will be set at a later meeting of the LEPC and announced to the general membership of LEPC.

L. When notified, River Cities Transit will:

1. Reroute buses as necessary during an emergency.

2. Provide mass transit resources at the request of first response agencies.

M. Washington State:

1. The Washington State Emergency Management Division (WSEMD) will:
   a. Manage, update and coordinate state CEMP.
   b. Maintain 24 hour duty officer for coordination of state resources.
   c. Coordinate communications with local, state and federal agencies.

2. The Washington State Department of Ecology (Ecology) will:
   a. Provide 24-hour emergency response to reported spill incidents.
b. Represent state laws and interests in oil and hazardous substances incidents by acting as the State On-Scene Coordinator (SOSC) in the Unified Command System.

c. Coordinate response efforts with other local, state and federal agencies.

d. Determine the release source, cause and responsible party.

e. May assume responsibility for incident cleanup (in some cases in conjunction with EPA) if the Responsible Party is unavailable, unresponsive or unidentified.

f. Provide response advice and resource listings to responsible parties and responding agencies.

g. Coordinate Natural Resource Damage Assessment (NRDA) activities for the state.

h. Set cleanup standards for the incident in accordance with federal and state law, and ensure that source control, containment, cleanup and disposal are accomplished.

i. Participate in a Joint Information Center (JIC).
   
   (1) Serve as advisor for emergency responder equipment and training.

   (2) Serve as advisor for on-scene release response and environmental clean-up.

   (3) Coordinate development, implementation, and maintenance of a Community Right- to Know Program according to EPCRA subsection 301(a).

3. Washington State Patrol (WSP) will:

   a. Conduct safety inspections on vehicles transporting hazardous materials/waste and enforce state and federal transportation regulations, Chapter 46.48 RCW.

   b. Provide technical assistance to shippers and carriers.

   c. Investigate accidents involving hazardous materials within its jurisdiction.

   d. Assist with identification of responsible party.

   e. Act as the incident command agency on state and interstate roadways during hazardous materials events.

   f. Act as the Incident Commander, where designated, for those fire departments that recognize the WSP as the Incident Command agency for hazardous materials incidents.

   g. Coordinate with jurisdictional law enforcement for evacuation and site security.
h. Provide crowd and traffic control when appropriate and as requested by the IC.

i. Participate in decontamination.

j. Assist with warning and emergency information dissemination.

k. Provide a representative to the ICP and EOC as requested.

l. Provide training through the Office of the State Fire Marshal, Hazardous Materials Unit.

m. Conduct ongoing hazardous materials recognition and operations training for WSP personnel and local fire, law enforcement and EMS responders.

4. Washington State Department of Natural Resources (DNR) will:

   a. Protect water resources on DNR lands.

   b. Provide access, information and assistance to reduce and control the effects of hazardous materials on DNR lands.

5. Washington State Department of Health, Office of Emergency Medical and Trauma Prevention, Washington Poison Control Center will:

   a. Provide statewide, 24 hour telephone information to the public and health care providers regarding poisonings and suspected poisonings.

   b. Provide information regarding environmental and toxicological concerns.

6. Washington State Department of Labor and Industries will:

   a. Enforce WISHA requirements and protections. Worker Right-To-Know Act 49.70 Hazard Communication Standard (HCS) Chapter 296-62 WAC, part C.

   b. Conduct inspections of facilities where hazardous materials are generated, used, stored, disposed of or destroyed (WA CEMP).

N. Federal Agencies:

1. United States Coast Guard will:

   a. Participate in the Incident Command system for releases of hazardous materials or petroleum products occurring on navigable waterways.

   b. Provide a representative to the ICP and EOC as requested.


      Provide funding for response contractors when the responsible party is unavailable, unresponsive, or un-identified.

2. United States Environmental Protection Agency will:

   a. Review annual SARA 313 reports.
   Provide funding for response contractors when the responsible party is unavailable, unresponsive, or unidentified.

O. Clean-Up Contractors will:
   1. Meet worker personal protection and safety requirements of WISHA, OSHA and other applicable laws.
   3. Meet recognized standards, such as National Fire Protection Agency (NFPA) training levels.

P. Community Crisis Assistance Organizations:
   1. The American Red Cross, Cowlitz County Chapter will:
      a. Provide temporary housing and feeding facilities for displaced persons.
      b. Provide information and financial assistance for essential immediate needs to evacuees.
      c. Provide feeding stations for first responders to hazardous materials incidents of extended duration.
      d. Coordinate human services and volunteer organizations (see CEMP ESF 7).
      e. Assist with evacuations of affected persons.
   2. ARES/RACES will:
      a. Provide volunteer amateur radio communications.
      b. Provide a representative to the ICP and EOC as requested.

VII. Testing and Plan Maintenance

A. Testing the Plan
   1. Testing the Plan:
      a. Testing refers to the exercise of all or part of the Hazardous Materials Emergency Response Plan to improve the efficiency of all working elements.
      b. All or part of the agencies involved may be active participants in the drill (testing) process.
c. After the drill, a critique by the participants shall be held to identify any elements of the plan that need to be reviewed, revised, changed, or updated.

d. This process shall support sound operational concepts and identify resources needed to carry out necessary functions in hazardous materials emergencies.

e. Agencies, organizations, and facilities may be informed of the testing and will be invited to participate or observe.

2. LEPC Annual Exercise

a. The Cowlitz County LEPC is responsible for coordinating at least one annual exercise of the Hazardous Materials Emergency Response Plan. The annual exercise and other exercise will be added to the LEPC work plan at the annual meeting (usually January) and the date will be set at a later meeting of the LEPC and announced to the general membership.

b. This exercise may be a tabletop, functional, or full-scale exercise.

c. Response drills may be in conjunction with other emergency response agencies and plans.

d. Drills, responses, and exercises will be evaluated and changes made to the HMERP as lessons are learned and necessary.

B. Updating the Plan

1. Organization

a. All revisions to the Cowlitz County Hazardous Materials Emergency Response Plan will be reviewed and approved by the LEPC. according to LEPC Charter and Bylaws.

b. The LEPC shall approve revisions or changes.

c. The LEPC is responsible for the distribution of all approved revisions to distribution list, and the accurate maintenance of the directories of those plan holders.

d. The coordinator for information for the LEPC is the Cowlitz County Department of Emergency Management.

2. Changes to Plan

a. The HMERP shall be reviewed at least annually by the Cowlitz County LEPC, according to its Charter and Bylaws.

b. Revision to the plan shall be distributed to all agencies, organizations, and facilities that hold a current copy of the original plan within 60 days of each revision.
COWLITZ COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

c. Three copies of the revised plan will be forwarded to the State Emergency Response Commission in compliance with Chapter 118-40 WAC for plan review and comment.

d. The HMERP will be available for review at Cowlitz County Department of Emergency Management.

e. Inquiry may be made for further information regarding hazardous materials inventories or information regarding the hazard of a particular chemical or reporting facility by contacting the Cowlitz County Department of Emergency Management.

3. Plan Audit and Update

The annual review shall ensure that appropriate changes are made to the telephone roster, legal requirements, and resources.

C. The HMERP shall also be revised, if appropriate, following drills, exercises or significant hazardous materials incident debriefs by the LEPC.

VIII. REFERENCES

A. Washington State Department of Ecology – Hazmat Spill Contractor List

B. Washington State Department of Ecology – How to Report a Spill
   http://www.ecy.wa.gov/programs/spills/other/reportaspill.htm

C. Reporting Requirements – Emergency Planning and Community Right to Know Act (EPCRA)
   http://www.ecy.wa.gov/epcra/reportingreq.html

D. NFPA 471 - Recommended Practice for Responding to Hazardous Materials Incidents

   http://www.mrsc.org/Subjects/PubSafe/emergency/em-hazmat.aspx

F. USDOT Emergency Response Guidebook
   http://phmsa.dot.gov/hazmat/library/erg
### IX. ACRONYMS USED

<table>
<thead>
<tr>
<th>Acronym</th>
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<tr>
<td>9-1-1 Comm</td>
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<td>ALS</td>
<td>Advanced Life Support</td>
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<tr>
<td>CAA</td>
<td>Clean Air Act</td>
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<tr>
<td>CCDEM</td>
<td>Cowlitz County Department of Emergency Management</td>
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<td>CCSO</td>
<td>Cowlitz County Sheriff’s Office</td>
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<td>Cowlitz County Health Department</td>
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<td>CEMP</td>
<td>Comprehensive Emergency Management Plan</td>
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<td>CERCLA</td>
<td>Comprehensive Environmental Response Compensation &amp; Liability Act</td>
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<td>Emergency Alert System</td>
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<td>Emergency Community Notification System</td>
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<td>Emergency Medical Services</td>
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<td>Cowlitz County Emergency Operations Center</td>
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<td>Environmental Protection Agency</td>
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<td>EPCRA</td>
<td>Emergency Planning &amp; Community Right-to-Know Act of 1986</td>
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<td>Emergency Support Function</td>
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<td>Incident Command Post</td>
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<td>ICS</td>
<td>Incident Command System (see also NIMS)</td>
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<td>Joint Information Center</td>
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<td>Material Safety Data Sheet</td>
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<td>Northwest Area Contingency Plan</td>
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<td>On-Scene Coordinator</td>
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<td>Washington Industrial Safety &amp; Health Act</td>
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<td>9-1-1 Comm</td>
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Cowlitz County Hazardous Materials Emergency Response Plan

Approvals and Concurrences

Mark S. Nelson, Cowlitz County Sheriff  

Vic Leatzow, Cowlitz Co. Fire Chief's Association Chairperson

Captain Ron Rupke, Washington State Patrol

Ernie Schnabler, Cowlitz Co. Emergency Management Director and Community Emergency Response Coordinator

Michael Jackson, Cowlitz County LEPC Chairperson

Approved at the November 13, 2012 Local Emergency Planning Committee meeting.
X. APPENDIX A

INITIAL INCIDENT OBJECTIVES

- **Identify the Hazards.** Placards, physical properties, shipping papers, facility inventory, ask informed person, etc. If you don’t know, plan for the worst. (May record this information on Page 1, Box 3 map border of ICS-201)

- **Isolate the Hazard Area.** Deny access to spill area, establish control zones, etc. (note zones on Page 1, Box 3, of ICS 201)

- **Protect the Safety of the Public and Responders.** Conduct evacuations, shelter-in-place, limit access inside control zones to appropriate response personnel, etc.

- **Establish Command.** Establish Command Post, staging areas, etc. (note locations on Page 1, Box 3 of ICS 201). Diagram initial incident command structure. (page 3, box 3 of ICS 201) **Determine Initial Incident Commander, Assign Safety Officer.** Anticipate staffing and resource needs (record on Page 4, box 7).

  **IC:**

  **Safety:**

- **Complete Notifications.** Conduct appropriate notifications to state, federal, local and private resources. (911, Ecology, EMD, natural resource trustees, USCG/EPA, fire, hazmat, Responsible Party, contractors, etc. Record contacts and numbers on Page 2, Box 5, ICS 201)
• **Activate Response Plans.** Implement pre-designed contingency response plans. *Follow your plan!* Implement source control measures if trained and appropriate PPE is available.

• **Other.** Other initial objectives specific to the incident.

Record initiation or completion of Initial Incident Objectives plus other pertinent initial information in Box 5, Page 2, Summary of Current Actions, ICS-201.
Emergency Support Function #11

FOOD, WATER, DONATED GOODS

PRIMARY:  Cowlitz County Emergency Management
           Salvation Army
           Cowlitz/Wahkiakum/Pacific County American Red Cross (ARC)

SUPPORT:  EOC – Logistic Section Support Resources
           EOC - Public Information
           Cowlitz County Public Health & Human Services
           WA ST Department of Agriculture

I.  INTRODUCTION

   A.  Purpose

       The purpose of this ESF is to coordinate efforts to provide safe handling of
       food, water and donated goods following a major emergency or disaster to
       persons who were impacted by the disaster and are unable to provide for
       themselves.

   B.  Scope

       This ESF provides for guidance in the management, safe handling, and
       distribution of food stocks, water and donated goods for the needs in Cowlitz
       County and its cities during a major emergency or disaster.

II.  POLICIES

   A.  Cowlitz County governmental entities and Emergency Management shall work
       with all community, humanitarian, and social service organizations to assist in
       the coordination of this activity.

   B.  Cowlitz County Public Health & Human Services shall help to ensure the
       safety of food, water and donated goods to the public.

   C.  Cowlitz County governmental entities shall not accept unprocessed donated
       goods during an emergency/disaster.

   D.  Emergency food stocks shall be purchased or procured under the provisions
       of RCW 38.52.070.
III. **PLANNING ASSUMPTIONS**

A. Local resources necessary to combat an emergency may be rapidly exhausted, food stocks may become damaged or inaccessible, resupply may be hampered by transportation problems or shortages elsewhere and utility supplied water may be interrupted or contaminated.

B. Under emergency/disaster conditions the ARC and the Salvation Army are the agencies that have the ability to coordinate mass care, shelter, and food.

C. The distribution of food, water and donated goods needs to be a community-wide effort.

D. Distribution of food, water and donated goods will tax government, humanitarian, and social service agencies.

E. Cowlitz County has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event.

F. If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission.

IV. **CONCEPT OF OPERATIONS**

A. General

1. Emergency Management will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations and appropriate purveyors for the management of food, water and donated goods.

2. Cowlitz County Public Health & Human Services and the County Extension Agent (agricultural agent) will provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information/recommendations for the safe storage and distribution of emergency food. Information will be disseminated as described in ESF#15 Public Information.

B. Food

1. The Support Resource Unit (in the Logistics Section) in the EOC will coordinate county food resources as this function becomes necessary. This coordination will be in cooperation with the ARC and Salvation Army.

2. In the event of a county-wide disaster, the close coordination and cooperation of the food sector is essential to execute emergency plans for accessing and the allocation of food resources to meet emergency demands.

3. Coordination & distribution of food stocks may be made in cooperation with Cowlitz County Food Banks.

C. Water
1. The Support Resource Unit in the EOC's Logistics Section will coordinate county water resources through the Public Health Officer.

2. Water supplies may be severely impacted during flooding, major fires, severe winter storms (frozen then ruptured pipes) and earthquakes (total disruption, cracks, pipeline failures, etc.).

3. Most water purveyors may not be prepared to deal with severely impacted water systems after a major emergency/disaster.

4. Following an earthquake, water must be considered contaminated because of pipeline breaks requiring the need for testing.

D. Donated Goods

1. The Support Resource Section in the EOC will coordinate county donated goods resources.

2. During a disaster, the public becomes generous in both donating monies and goods to the disaster area. Often this generous outpouring of goodwill severely impacts and overwhelms local government and social agencies trying to manage the donated goods.

3. In a regional disaster, the management of donated goods may not only overwhelm government and social agencies but the goodwill could be so generous, many donated goods may never be used and may require disposal.

4. Cowlitz County EOC, Logistic Section - Support Resource Unit will assure all donated goods are safely distributed based on need to the cities of Cowlitz County and the unincorporated areas of the county.

5. Donated goods are categorized into two sections: solicited goods and unsolicited goods.

   a. Solicited Goods - The impacted community has identified a specific need and requests specific items from the community to be provided at specific accumulation sites.

   b. Unsolicited Goods - The public sees or hears of the disaster through the media and is motivated to "send a donation and/or donated goods" to the impacted area whether it is needed or not.
V. RESPONSIBILITIES

A. Primary

1. Local

   a. Cowlitz/Wahkiakum/Pacific County American Red Cross (ARC)

      1) The ARC provides disaster victims with food, clothing, mass care
         shelter and feeding, some first aid, and meets other urgent
         immediate needs as appropriate and as able.
      2) Assesses equipment and training needs.
      3) Provides liaison to county EOC as requested.

   b. Cowlitz County Emergency Management

      1) Coordinates the activities of those local agencies charged in local
         plans for the provision of management of food, water and
         donated goods under disaster conditions.
      2) Informs assigned agencies of the need to coordinate food, water
         and donated goods.
      3) Coordinates and maintains liaison with private providers of mass
         care resources and services.
      4) Coordinates with all appropriate departments/agencies to ensure
         operational readiness.
      5) Maintains an operational EOC and the EOC emergency operating
         procedures.
      6) Coordinates emergency public information regarding food
         resources with the State Emergency Public Information Officer to
         insure the release of consistent information.
      7) Notifies the local food bank of the possible need to activate and
         coordinate food distribution.
      8) Coordinates with State Emergency Management in the
datavelopment of local programs that will manage the logistics of
         food, water and donated goods.

   c. Salvation Army

      1) Provides mobile canteen services.
      2) Provides emergency feeding services.
      3) Collects and distributes food, clothing, and other supplies.
      4) Maintains a resource listing of equipment, supplies, and facilities
         and their availability.
      5) Provides a copy of the resource listing to Emergency Management
         upon request.
      6) Assesses equipment and training needs.
      7) Coordinates activities with the county EOC.

B. Support

1. Local

   a. EOC Support Resource Unit (Logistics Section)
1) Coordinates potential sites for holding donated goods, food and water supplies. Provides logistical support in distribution of food, water and donated goods.
2) Coordinates county donated goods resources.
3) Assures all donated goods are safely distributed based on need to the disaster area.
4) Coordinates county water resources.
5) Acts as liaison for potential holding areas.
6) Coordinates site security

b. EOC - Public Information

Coordinate all public information and instructions to the public through appropriate and effective media (including Social Media) as defined in ESF#15 Public Information.

c. Cowlitz County Public Health and Human Services

1) Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.
2) Develops procedures to notify the residents of Cowlitz County how to treat contaminated food and water.
3) Coordinates closely with the State Department of Health.
4) Assists the Department of Agriculture, as necessary, in donated goods inspections.
5) Oversees the safe distribution of food, water and donated goods.

2. State

a. Washington State Division of Emergency Management

1) Requests the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.
2) Provides overall logistical support of nationally donated goods by managing the State Logistics Center within 72 hours following its activation.
3) Alerts those state agencies that have the expertise needed with managing food (Agriculture) and water (Department of Health). Advises local Emergency Management of the capabilities of the appropriate state agencies.

b. Washington State Department of Health

1) Supplements local health agencies in the regulation and inspection of consumable foods at the point of preparation.
2) Assures through coordination with local health departments / jurisdictions, that any accepted donated goods, such as clothing, meet state health and sanitation standards.
3) Assures that any site selected for the processing of donated goods meets state health and sanitation requirements.
4) Provides technical basis for establishing and reducing food control and relocation areas.
5) Maintains food control measures in coordination with other participant agencies and local jurisdictions.
6) Provides consultation to local health agencies in the regulation and inspection of consumable foods and food production at their point of consumption in areas affected by the emergency or disaster.
7) Certifies food as "safe for human consumption" for subsequent release by Washington State Department of Agriculture.
8) Provides consultation to support local health agencies in the maintenance of required potability and quality of domestic water supplies affected by the emergency or disaster.

c. Other State Agencies

Responsibilities as identified in the Washington State Comprehensive Emergency Management Plan.

3. Federal

The Department of Agriculture assists in the inspection of donated foods and other goods.

VI. REFERENCES

A. The National Response Framework

B. Washington State Comprehensive Emergency Management Plan

VII. APPROVALS AND CONCURRENCES

[Signature]
Emergency Management Director

30 Oct 2013
Date
Emergency Support Function #12

ENERGY & UTILITIES

PRIMARY: Municipal Utilities & Private Purveyors
Water and Waste Management

SUPPORT: Emergency Management
EOC – Public Information
Public Works
Washington State EMD
FEMA
U.S. Department of Energy

I. INTRODUCTION

A. Purpose

To provide for the effective utilization of available electric power, water resources, telecommunications, natural gas, and petroleum products to meet essential needs in Cowlitz County during an emergency or disaster and provide for the restoration of utilities affected by the emergency or disaster.

B. Scope

The scope of this ESF includes:

1. Assessing energy systems and utilities damage, supply, demand, and requirements to restore such systems.

2. Assisting Cowlitz County departments and agencies obtain fuel for transportation, communications, emergency operations, and other critical facilities.

3. Assisting energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore energy systems. Keeping State DEM advised of these local conditions.

II. POLICY

A. The priority for Cowlitz County governmental entities shall be the protection of lives, public property, sources of critical energy, utility lifelines, and the environment.
III.  PLANNING ASSUMPTIONS

A. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and also affect fire fighting, transportation, communication, and other lifelines needed for public health and safety.

B. There may be widespread and/or prolonged electric power failure. With no electric power, communications may be affected, business services may be paralyzed, and traffic signals may not operate, which could lead to temporary transportation gridlock.

C. There may be extensive pipeline failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.

D. There may be panic hoarding of fuel in areas by severed pipelines, or by individuals from neighboring jurisdictions where shortages have occurred.

E. Natural gas lines may break and may erupt in fire and/or explosions.

F. Water pressure may be low, hampering firefighting and impairing sewer system function.

G. Cowlitz County departments under emergency proclamation may need the authority the proclamation provides to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

IV.  CONCEPT OF OPERATIONS

A. The occurrence of a major disaster could destroy or disrupt all or a portion of the County’s energy and utility systems.

1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities that form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.

2. Natural gas within Washington is distributed by major natural gas companies through common pipelines originating in other states.

3. CCDEM through the State Emergency Management Division can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies.

B. To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.
C. Energy and utility 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, water or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).

D. Energy and utility information will be furnished to emergency government officials at all levels to inform the public on proper use of services.

E. As needed or requested, energy and utility representatives will compile post-emergency damage assessment reports and transmit them to the Cowlitz County EOC.

F. The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. (RCW 43.21G.040)

"To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local agency is authorized and directed to take action to carry out the orders issued by the Governor……a local governmental agency shall not be held liable for any lawful actions consistent with RCW 43.21G.030…..in accordance with such orders issued by the Governor.” (RCW 43.21G.050)

V. RESPONSIBILITIES

A. Primary

1. Municipal & Public Utilities and Private Purveyors
   Water and Waste Management

   a. Maintain and control water, sewer, and solid waste systems within their jurisdictions.

   b. Perform damage assessment on systems and identify problems or shortfalls in water supply. Report findings to the EOC.

   c. Regulate water and utility usage in times of shortages, as appropriate, assuring priority use set to meet immediate and essential emergency needs.

   d. Within available means, protect existing water suppliers and restore damaged systems.
e. Identify potential areas for mitigation strategy.

f. Prepare appropriate disaster assistance forms for submittal to appropriate state and federal agencies.

B. Support

1. EOC - Public Information

   Coordinate all public information, instructions and media relations as defined in ESF#15 Public Information.

2. Cowlitz County Emergency Management

   a. Maintain liaison with local utilities, including the ability to contact on a 24-hour a day basis.

   b. Coordinate assistance to support local utility and energy providers, as requested.

3. Public Works

   Coordinate fuel needs for transportation, communications, emergency operations, and other critical facilities.

C. State

1. Washington State Emergency Management Division

   a. Alerts appropriate state agencies of the possible requirement to supplement local energy and utility needs.

   b. Coordinates with the Utilities and Transportation Commission to provide supplemental assistance to local government.

D. Federal

1. Federal Emergency Management Agency (FEMA)

   Coordinates the activities of federal agencies having supplemental energy and utility resource capabilities during a Presidentially declared emergency or disaster.
2. U.S. Department of Energy

Gathers, assesses, and shares information on energy system damage and estimation on the impact of energy system outages within affected areas. Works closely with, and aids in meeting requests from, state and local energy officials, suppliers and deliverers.

3. Other Utility Providers

a. Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.

b. Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.

c. In conjunction with the EOC operations section, determine priorities among users if adequate utility supply is not available to meet all essential needs.

d. Provide information necessary for compiling damage and operational capability reports

VI. REFERENCES

A. The National Response Framework

B. Washington State Comprehensive Emergency Management Plan

VII. APPROVALS AND CONCURRENCES

[Signature]
Emergency Management Director

30 OCT 2013
Date
Emergency Support Function #13

LAW ENFORCEMENT

PRIMARY: Cowlitz County Sheriff's Office
City Police Departments

SUPPORT: Cowlitz County Department of Emergency Management
Cowlitz County 9-1-1 Communications Center
Washington State Emergency Management Division
Washington State Military Department
Washington State Patrol
Other local, state & federal law enforcement agencies

I. INTRODUCTION

A. Purpose

1. To provide for the effective coordination of law enforcement operations within Cowlitz County in the event of a disaster or other non-routine emergency.

2. To provide support for state law enforcement operations.

3. To utilize local law enforcement communication resources to support emergency operations.

II. POLICY

A. Under emergency/disaster conditions, law enforcement activities shall be the responsibility of the local law enforcement agency within each jurisdiction.

B. Law enforcement units supplied by other levels of government shall remain under the command of their parent agency but coordinate with and serve under mutual aid agreements and NIMS.

III. PLANNING ASSUMPTIONS

A. General law enforcement problems are compounded by disaster related community disruption.

B. Law enforcement activities under emergency and disaster conditions remain the responsibility of the local law enforcement agency with jurisdiction.

C. Local conditions may overwhelm local law enforcement capabilities, and it may be necessary to activate mutual aid plans or request law enforcement support from outside the county. Outside support may include requesting assistance from the Washington National Guard in extreme cases.
IV. CONCEPT OF OPERATIONS

A. In an emergency/disaster, law enforcement agencies shall be called upon to perform a wide range of functions, including, but not limited to:

- Warning and evacuation
- Search and rescue
- Emergency transportation
- Emergency communications
- Control of disaster site access
- Looting control
- Crowd control
- Emergency traffic control
- Damage assessment assistance

B. Law Enforcement agencies presently available for emergency operations in Cowlitz County consist of:

- Cowlitz County Sheriff’s Office
- City Police Departments
- Washington State Patrol
- Other state and federal law enforcement agencies

C. The major law enforcement agencies in Cowlitz County have 24-hour operational capability two-way radio communication links between respective mobile units and the county EOC. This becomes a valuable resource during a disaster situation. (See ESF #2 Communications and Warning for communication frequencies available.)

D. Law enforcement units, with the use of hi/lo sirens and public address systems, may be used to disseminate warning, notification of emergency evacuations and emergency information.

E. The Mutual Aid Peace Officers Powers Act (RCW 10.93) and mutual aid agreements provide law enforcement with mutual assistance capabilities between jurisdictions.

F. The Washington State Patrol may provide a representative to the Cowlitz County EOC to coordinate disaster law enforcement activities between local, district, and state law enforcement agencies.

G. A Vulnerable Populations Representative/Liaison may be activated in the EOC to assess the level of need for emergency support for vulnerable populations, to locate unique resources as needed, to coordinate with community vulnerable populations groups and providers, and to coordinate internally with other EOC positions to provide technical assistance as needed.

H. Provisions for limited access through emergency perimeters may be authorized for homecare workers, behavioral health personnel, and accessible vehicles to support vulnerable residents within the perimeter or to facilitate evacuation.
2. Cowlitz County Department of Emergency Management (CCDEM)
   a. Activate EOC and issue emergency warning(s).
   b. Provide the means for coordinating capabilities, resources, and assets necessary to alleviate disaster impacts on citizens and public entities.
   c. Coordinate documentation of emergency activities and recovery.

3. Cowlitz County 9-1-1 Communications Center
   a. Accept, process and dispatch emergency law enforcement calls.
   b. Communicate information received to the EOC, when activated, on an informational basis on any matter having an impact on the emergency.
   c. Develop and maintain back-up Public Safety Answering Point (PSAP) and coordinate re-establishment of the E911 System if disrupted by a disaster.

C. State

1. Washington State Emergency Management Division (WSEMD)
   CCDEM can request WSEMD for specific state and federal disaster resources and services to support law enforcement activities.

2. Washington State Patrol
   a. Assist CCDEM, Sheriff, and city police in law enforcement operations.
   b. Coordinate and maintain liaison with the appropriate state departments, as identified in the Washington State Comprehensive Emergency Management Plan.
   c. Provide warning and communications support.
   d. Serve as lead agency in hazardous materials incidents in areas outside a hazardous materials zone being handled by a local fire department/district.
   e. Provide traffic control as needed.

3. Washington State Military Department National Guard
   a. Support local law enforcement with security forces and traffic control.
   b. Assist with search & rescue operations.
   c. Provide assistance with crowd control.
4. Other Local, State and Federal Law Enforcement Agencies

a. Provide law enforcement support to WSP in the assistance of local law enforcement disaster activities.

b. Assist local jurisdictions in the evacuation of individuals or property from a disaster area.
VI. REFERENCES

A. Cowlitz County Sheriff’s Office Policy Manual

B. Local Mutual Aid Agreements

C. Mutual Aid Peace Officer Powers Act (RCW 10.93)

D. Washington State Comprehensive Emergency Management Plan

VII. APPROVALS AND CONCURRENCES

[Signatures]

Emergency Management Director

Cowlitz County Association of Sheriff and Police Chiefs, Chairperson

22 OCT 2013  
Date

22 OCT 2013  
Date
Emergency Support Function #14

LONG-TERM COMMUNITY RECOVERY

| PRIMARY: | Cowlitz County Sheriff’s Office - Emergency Management |
| SUPPORT: | Local Chapter of the American Red Cross (ARC) |
|          | Assessor |
|          | Auditor’s Office/Financial Services |
|          | EOC - Public Information |
|          | Humane Society |
|          | Community Development |
|          | Fire Services |
|          | Cowlitz County Public Health & Human Services |
|          | Public Works |
|          | Cowlitz County Sheriff’s Office – Patrol and Services |
|          | Governmental Entities of Cowlitz County |
|          | State/Federal Agencies |

I. INTRODUCTION

A. Purpose

To provide a process to facilitate Cowlitz County and its affected communities an efficient transition from a disaster situation to the resumption of normal activities.

B. Scope

This ESF applies to all County Organizations and addresses disaster related assistance and services provided by government and volunteer agencies following the response to a hazardous event. This ESF will be implemented in concert with ESF #7 Resource Management, ESF #14 Long-Term Community Recovery, others as appropriate and/or necessary.

II. POLICY

A. Emergency Management shall coordinate the collection of damage assessment information for both public losses and uninsured private losses from local

B. Jurisdictions and public entities. Emergency Management shall forward the information to state emergency management for a determination of whether the county will be eligible for federal individual assistance, public assistance, or both.

C. When Cowlitz County qualifies for state and/or federal individual disaster
assistance, Emergency Management shall refer individuals, families, and businesses to applicable state and federal programs.

D. When individuals, families, and businesses do not qualify for state or federal assistance, or whenever Cowlitz County declares a local emergency which is not followed by a state or federal declaration, assistance shall be provided in accordance with existing county/city policies and programs or by volunteer agencies.

E. Public damage and response costs shall be borne by the incurring organization. Reimbursement may be provided through state and federal programs, as available.

F. Mitigation grant applications shall be the responsibility of the requesting organization.

III. PLANNING ASSUMPTIONS

A. There may be an immediate and urgent need for medical attention, sanitation facilities, food, water, shelter, clothing, and transportation following a hazardous event.

B. To the extent practicable, immediate basic needs will be the responsibility of the individual, benefited by individual pre-disaster preparedness measures.

C. If the disaster is a catastrophic event, the impact may be for several weeks or months requiring extended support to the community and disaster victims.

D. Needs exceeding individual ability will be referred to established public or private programs consistent with organization responsibilities, priorities and resource availability.

E. Organizations or agencies, whether public or private, providing utility services prior to a disaster, will have and will implement plans to continue that service during recovery and restoration.

IV. CONCEPT OF OPERATIONS

A. Following the response to a declared emergency or disaster, the county Emergency Operations Center (EOC) will remain activated to the degree necessary to coordinate initial recovery and restoration activities. The EOC will remain activated until its coordinating functions are no longer needed. The EOC may be reactivated on a temporary basis to meet developing needs.

B. Depending on the nature of the disaster, a Disaster Recovery Team may be convened to coordinate the county's recovery and restoration activities.

C. Both EOC staff and the Disaster Recovery Team will support county wide activities. Liaison and coordination will be maintained with federal, state, and
city officials, the ARC, and other volunteer organizations. The Applicant Agent shall determine the priority of tasks to be completed by the Disaster Recovery Unit.

D. During the response phase, EOC staff will document reported damage throughout the county, evaluate community needs, and commence planning for recovery and restoration. Resources and services will be arranged, as necessary, for meeting urgent community needs.

E. The resources and services of all Cowlitz County government entities will be used to the extent practicable. Additional services or resources, or those not normally part of the county inventory, may be procured from private sources, requested through State Emergency Management, or provided by private community groups.

F. Individuals, families, and the business community seeking financial or housing assistance will be referred to state, federal or volunteer program coordinators, as applicable.

G. A Vulnerable Populations Representative/Liaison may be activated in the EOC to assess the level of need for emergency support for vulnerable populations, to locate unique resources as needed, to coordinate with community vulnerable populations groups and providers, and to coordinate internally with other EOC positions to provide technical Assistance as needed.

H. A compendium of selected disaster assistance programs is included as Attachment A.

V. RESPONSIBILITIES

A. Primary

1. Cowlitz County Sheriff’s Office - Emergency Management
   a. Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.
   b. Arrange for establishment of a Disaster Recovery Assistance Center when requested by state or federal emergency management personnel.
   c. Maintain local statistical files of disaster related preliminary recovery and restoration information provided during previous disasters, including that of state and federal agencies and other jurisdictions.
   d. Develop EOC procedures for coordinating recovery and restoration activities and public information; coordinate content and distribution of recovery information with state and federal emergency management agencies.
e. In coordination with the public information officer, inform the public of available services and assistance programs.

f. Develop and maintain a system for registering additional emergency workers, as needed, for recovery and restoration activities.

g. Assist other organizations in identifying recovery and restoration activities and training opportunities.

h. Include recovery and restoration coordination as part of the countywide emergency management training program.

i. Coordinate Comprehensive Emergency Management Plan review after each activation to incorporate lessons learned.

2. Disaster Recovery Team

Following the response phase of a disaster, Cowlitz County departments will continue to work closely with Emergency Management and will function as the local Disaster Recovery Team working to restore community conditions to normal. Functions will include:

a. Coordinate the county’s public recovery and restoration activities.

b. Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is disagreement or confusion regarding responsibility, scope, duration, coordination, or procedures.

c. Maintain liaison and coordination with federal, state, city officials, ARC and other volunteer organizations.

B. Support Functions

1. Local Chapter of the American Red Cross (ARC)

   a. As requested by the EOC, or governmental entity, activate mass care facilities and individual assistance programs.

   b. Send an ARC representative to the EOC for mass care and individual assistance coordination, as requested (ESF #6).

   c. In coordination with the EOC and other county organizations, identify sites for temporary campgrounds to accommodate displaced families and individuals, assuring sufficient emergency sanitation and staging of support infrastructure such as field kitchens, generators, mobile hospitals, and administrative facilities.

2. Assessor
Process citizen requests for property reassessment, or reduction of assessments due, as a result of losses or damages caused by a disaster.

3. Auditor's Office/Financial Services

In meeting the requirements of RCWs 36.22 & 36.40, provide financial and accounting services to county departments and offices for FEMA and other related loans and grants.

4. EOC - Public Information

Coordinate public information and instructions and media relations as defined in ESF #15 External Affairs.

5. Humane Society

a. Assist ARC mass care efforts by arranging, as resources allow, for the care of pets brought to shelters.

b. As resources allow, assist individuals with animals in distress, arranging for animal transportation and care, as necessary.

c. Activate temporary animal shelters based on need and available resources.

6. Building/Planning Department

a. Review development standards and building codes as a result of lessons learned from a disaster.

b. Assist and advise the public with relevant recovery activities including building and safety inspections, land use and zoning information, and permit assistance.

7. Cowlitz County Public Health & Human Services

a. Advise the public, through the public information officer, of pertinent public health and environmental health issues and concerns such as: inspection of on-site sewage systems and wells, sanitation and disinfection, food and water safety, and disease.

b. Provide for vector control, as necessary.

c. Provide for mental health and stress counseling to disaster victims.

d. Process deceased records and issue death certificates in coordination with the coroner's office.

e. Ensure adequate resources and trained personnel are identified to conduct public and environmental health activities. Develop plans
and procedures to register and use resources of other jurisdictions, professional organizations, the business and medical communities, and volunteers.

8. Public Works

a. Remove debris from rights-of-way and repair and restore roads and bridges damaged during a disaster; with initial focus on major or critical routes.

b. Assist water and waste management with debris collection, drainage and transportation activities.

c. Develop policy and procedures for addressing storm water, surface water, and drainage issues.

9. Cowlitz County Sheriff’s Office – Patrol and Services

a. Control access to the disaster area including placing and maintaining roadblocks, as required.

b. Provide for crowd and looting control in impacted areas as needed and as resources are available.

c. Enforce emergency regulations ordinances enacted by the Board of County Commissioners that support recovery operations.

d. Assist in evacuating persons from devastated areas, as necessary.

e. Provide inmate crews to assist other organizations with recovery and restoration activities in accordance with county policy.

f. Assist State/Federal Disaster Recovery Teams in locating stricken areas.

10. Solid Waste Utility/Waste Management

a. Develop policy and procedures, in coordination with Environmental Health and Public Works, for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.

b. Develop policy and procedures for accepting disaster debris at the land fill and transfer stations.

c. Develop policy and procedures to segregate disaster debris into recyclable and non-recyclable components, including the recycling of applicable components.

d. Ensure adequate resources and trained personnel are identified to conduct debris removal activities. Develop plans and procedures to
register and use resources of other jurisdictions, professional organizations, the business community, and volunteers.

11. Cowlitz County Governmental Entities

a. Include recovery and restoration activities in organizational training programs and participate in county-wide drills and exercises to evaluate recovery and restoration activities and procedures.

b. Implement department recovery and restoration procedures following a hazardous event, as appropriate.

c. Provide the EOC - Public Information Officer or Joint Information System/Center with relevant information for distribution to the public.

d. The Board of County Commissioners will designate an applicant agent to coordinate, with state and federal assessors.

e. Support and assist those organizations with specific recovery and restoration responsibilities as available.

12. Cowlitz EOC – ESF#1 – Transportation

ESF#1 will serve as the lead for dispatching accessible (including lift) vehicles during events when large numbers of non-government accessible vehicles are unavailable.

C. Federal

Public Law 93-288, as amended, known as the Robert T. Stafford Disaster Relief and Emergency Assistance Act provides the legal basis for federal recovery programs to state and local governments following Presidentially-declared disasters in the United States.

United States Code, Title 42. The Public Health and Welfare, Chapter 68 - Disaster Relief. Congressional findings and declarations.

1. The Congress hereby finds and declares that –

a. because disasters often cause loss of life, human suffering, loss of income, and property loss and damage; and

b. because disasters often disrupt the normal functioning of governments and communities, and adversely affect individuals and families with great severity; special measures designed to assist the efforts of the affected States in expediting the rendering of aid, assistance, and emergency services, and the reconstruction and rehabilitation of devastated areas, are necessary.

It is the intent of Congress, by this chapter, to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the
suffering and damage which result from such disasters –


D. State/Federal

1. Washington State Division of Emergency Management
   Federal Emergency Management Agency (FEMA)

   The agencies listed above will coordinate to provide the following disaster recovery functions:

   a. Dispatch assessment teams to document or verify public and private damage.

   b. If individual assistance is authorized, establish a local disaster recovery assistance center to assist qualified citizens with filing claims for financial or housing assistance.

   c. If public assistance is authorized, dispatch assessors to develop, in coordination with local representatives, disaster survey reports to identify and document public damage and response costs.

   d. Provide technical assistance and advice on recovery and mitigation activities, to both citizens and public agencies, as appropriate.

   e. Coordinate public information and assistance activities with the EOC public information officer. Keep local authorities informed of assistance provided to local residents, businesses, and public entities.

VI. REFERENCES

A. Washington State Emergency Management Disaster Assistance Guide
   http://www.emd.wa.gov/disaster/disaster_public_agency_disaster_assistance.shtml


C. Disaster Housing Assistance Program (DHAP)
VII. ATTACHMENTS

A. Compendium of Individual Assistance Programs.

B. Temporary Emergency Worker Registration Form.

C. Vulnerable Populations Housing Assessment Tool (in development)

D. Interim Housing and Case Management and Long-Term Housing Recovery Team (in development/formation)

VII. APPROVALS AND CONCURRENCES

[Signature]
Emergency Management Director

[Date]
30 Oct 2013
ATTACHMENT A

INDIVIDUAL ASSISTANCE PROGRAMS

(This compendium identifies sample of typical individual assistance programs that may be available following an emergency or disaster.)

Program: Humanitarian Service Groups (e.g., American Red Cross, Salvation Army, Church Groups, Voluntary Organizations, Community Service Groups)

Funded by: Agency or Group

Administered by: Agency or Group at temporary or permanent locations

These services can be requested by individuals, local, or state officials. They provide immediate emergency aid such as clothing, food, medical assistance, shelter, clean-up help, transportation, furniture, and medical supplies.

Program: Emergency Food Stamp Program

Funded by: Food and Nutrition Services (USDA)

Administered by: State Department of Social and Health Services

Provides food coupons to qualifying disaster victims. Requires a request to the USDA by the Department of Social and Health Services, based on request to DSHS by State Emergency Management in coordination with local Emergency Management.

Program: Insurance Assistance

Funded by:

Administered by: American Insurance Association (AIA)
Federal Emergency Management Agency
National Flood Insurance Program

Counseling on insurance problems or questions.
Program: Consumer Protection

Funded by: 

Administered by: State Attorney General's Office

Provides counseling on consumer problems such as non-availability of products and services needed for reconstruction, price gouging, and disreputable business concerns and practices. May involve coordinating with the Insurance Commissioner and/or legal counsel.

Program: Crisis Counseling

Funded by: 

Administered by: Department of Social and Health Services

Referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

Program: Temporary Housing Program

Funded by: 100% Federal

Administered by: FEMA

Provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable as a result of a disaster.
Program: Disaster Loans
Funded by: U.S. Small Business Administration
Administered by: U.S. Small Business Administration

**Physical Disaster Loans:** Low interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residences or personal property loss for renters.

**Business Loans (Physical Disaster Loans):** Low interest loans to businesses for repair, replacement or rehabilitation of disaster damaged property.

**Economic Injury Disaster Loans (EIDL):** For business that are suffering economic loss as a result of single sudden physical event of catastrophic nature. SBA's maximum loan is up to $500,000. Funds can be used for indebtedness and operating expenses.

Program: Emergency Loans, Farmers Home Administration (FHA)
Funded by: US Department of Agriculture
Administered by: US Department of Agriculture

Low interest loans to farmers, ranchers, and agricultural operators, either tenant-operator or owner-operator, for physical and production losses. Loan may also be used to repair or replace farm property and supplies, or for repayment of farm operating debts incurred during the disaster year. May also be available if approved by the USDA following a Governor’s request.

Program: Disaster Unemployment Assistance
Funded by: FEMA
Administered by: US Department of Labor through the State Employment Security Department (DOL)

Provides weekly benefit payments to those out of work due to the disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.
Program: Tax Assistance
Funded by:
Administered by: Internal Revenue Service (IRS) County Assessors

Provides counseling and assistance in the form of income tax rebates to disaster victims who file income tax returns during the year of the disaster or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses or farming/ranching operations. Benefits may also result from filing amended state income tax returns. County assessors may provide information on possible property tax relief.

Program: Social Security Benefits
Funded by: Social Security Administration (SSA)
Administered by: Social Security Administration

Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, survivor benefits, and SSI payments.

Program: Veteran’s Benefits
Funded by: Veterans Administration (VA)
Administered by: Veterans Administration (VA)

Assistance in applying for VA death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages. VA representatives will also record address changes if necessary.

Program: Legal Services
Funded by:
Administered by: Federal Emergency Management Agency
Free legal counseling to low income persons for disaster related problems. May include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

Program: Infrastructure Assistance Coordination Council (IACC)

Funded by:

Administered by: State Department of Community, Trade and Economic Development (CTED)

The IACC is an organization of state and federal agencies and associations that provides Washington communities with public financial and technical assistance. Through the council, these agencies coordinate their efforts to better assist counties, cities, towns, special purpose districts, utilities and tribal governments.
Attachment B

TEMPORARY EMERGENCY WORKER REGISTRATION

In emergency situations that require recruiting additional volunteers to assist in an immediate time frame, the on-scene authority may enlist the assistance of available volunteers, as he deems necessary. These workers (Temporary Emergency Workers) will be considered registered if they are completing an emergency services function under the on-scene authority control and supervision.

The on-scene authority must provide adequate documentation of these volunteers including name, birthday, address, the emergency function they provided and the time they were involved in said service. If at all possible, the temporary emergency worker should sign their name on a list.

Any citizen so enlisted or commandeered into service shall be entitled (during the period of such service) to all privileges, benefits and immunities provided by state law or federal regulations for registered emergency workers.

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<th>Temporary Emergency Worker (TEW) Registration Form</th>
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Emergency Support Function #15

PUBLIC AFFAIRS

| PRIMARY: Cowlitz County Sheriff's Office - Emergency Management |
| SUPPORT: Governmental Entities of Cowlitz County |
| State/Federal Agencies |

I. INTRODUCTION

A. Purpose

To provide guidance for media coordination and the dissemination of emergency public information with the goal of providing the public with information they need to protect themselves and be kept informed to minimize rumors, maintain morale and reduce anxiety.

II. OPERATIONAL CONCEPTS

A. Cowlitz County Government public information actions during and following an emergency will be determined by the severity of the emergency or as perceived by the public.

B. To the extent possible and whenever reasonably practical, accurate, timely, and consistent information shall be disseminated to the public when the EOC is activated. The involved government entities shall coordinate the development and dissemination of all disaster related public information through the Public Information Officer (PIO).

C. The Cowlitz County Department of Emergency Management (CCDEM) maintains a supply of emergency public information materials concerning a variety of hazards which are available to the public upon request. Contents of this preparedness/recovery information may be issued in public information releases.

D. An ongoing emergency information dissemination capability will be required throughout the emergency and into the recovery period to keep the public informed. This process is also essential to minimize or intercept rumors and educate the public in proper response to the emergency.
E. Normal means of communications in the areas impacted may be destroyed or interrupted. Consequently, only limited or incomplete information may be available until communications in the disaster area can be restored.

III. COORDINATION

A. The CCDEM will assist in the coordination of news releases pertaining to the emergency or disaster. If circumstances created by the emergency escalate to the point a PIO is required, the PIO will be designated by the CCDEM Director unless an Incident Commander (IC) is appointed. In that case the IC will appoint a PIO as part of his/her Command Staff. When such a PIO is designated by the IC, all Governmental Entities' PIOs will coordinate the dissemination and release of public information through this IC-appointed PIO.

B. The PIO will work directly with, but not necessarily in the EOC. A separate venue should allow the PIO to meet with news media without disrupting or compromising EOC activities.

C. The news media will frequently respond directly to on-scene emergency operations during disaster response. Television cameras may be recording damage and/or response efforts. It is critical that a process be identified to manage on-scene news media reporting to provide accuracy in information released to the public. Establishing a Joint Information Center (JIC) early on could concentrate media attention to that JIC location rather than on-scene.

D. Demands for information from news media outside Cowlitz County will be greatly increased in a disaster or other large scale emergency. Comments provided will be coordinated through CCDEM, the PIO, or JIC.

E. A primary function of coordinating the release of emergency public information through the CCDEM or a designated PIO is to ensure that uniform, accurate information is issued to all news media sources (radio, television, newspapers).

IV. DISSEMINATION

A. The Emergency Alert System (EAS) or Emergency Community Notification System (ECNS) – also referred to as “Reverse-911” - which is activated by CCDEM or the Cowlitz County 911 Center is available for situations that are life threatening and require rapid dissemination of public information or instructions.

B. The most effective methods for dissemination of local emergency information and instructions will be coordinated and determined by the PIO and/or the EOC in agreement with the IC. In the EOC, dissemination will depend on available methods appropriate to the incident including radio, newspapers,
television, Internet, electronic communications, social media, mobile public address systems and door to door notifications.

C. Information will be disseminated to the Board of County Commissioners (BOCC), elected officials, internal county employees, and the Washington State Emergency Management Division (WSEMD) so they are aware of information and guidance being released to the public.

D. Current distribution lists will be maintained by the CCDEM/EOC public information section.

E. Operational response agencies will provide pertinent information (e.g., road closures, emergency instructions, available assistance, restricted areas, reopening of route closures, etc.) to the EOC/CCDEM for use by the PIO for dissemination to the public.

F. A local Joint Information Center (JIC) may be established to coordinate emergency public information where multiple disciplines and/or jurisdictions are involved in the emergency response. This facility will be in direct contact with the EOC, may include information officers from other jurisdictions and disciplines and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.

V. STATE

A. In a disaster WSEMD and the Federal Emergency Management Agency (FEMA) in coordination with the EOC will select a location and establish a JIC to coordinate federal, state and local information.

B. State agencies with a response and recovery role in a chemical or a radiological emergency will provide staff support for the state's emergency public information activities. This support will be provided in accordance with hazard specific emergency plans and the Washington State CEMP.

VI. APPROVALS AND CONCURRENCES

[Signature]
Emergency Management Director

31 Oct 2013
Date