

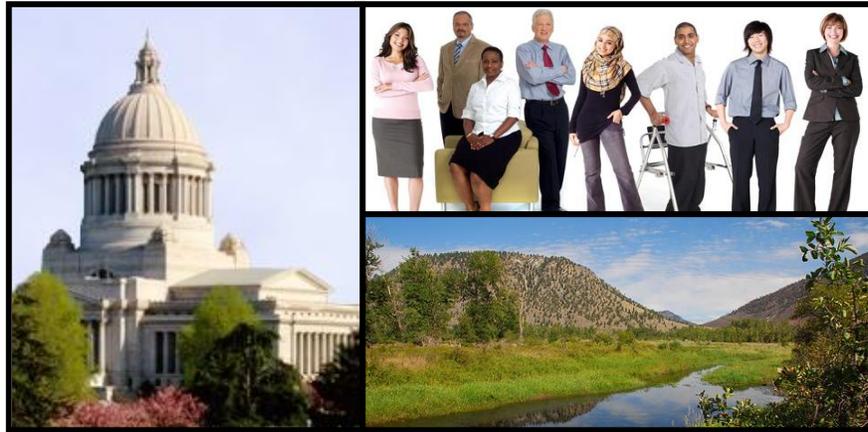
# ***Washington State***

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# **Comprehensive Emergency Management Plan**

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## ***- Basic Plan -***



**June 2011**

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**Washington State Military Department  
Emergency Management Division**



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STATE OF WASHINGTON  
OFFICE OF THE GOVERNOR

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TO: Directors of State Agencies, Boards, Institutes of Higher Education,  
Commissions and Councils

FROM:  Christine D. Gregoire, Governor

SUBJECT: Letter of Promulgation, 2011 Washington State Comprehensive  
Emergency Management Plan

With this notice, I am pleased to promulgate the 2011 Washington State Comprehensive Emergency Management Plan (CEMP). The CEMP provides the framework for statewide mitigation, preparedness, response and recovery activities, while providing a structure for plan standardization throughout the state and facilitating interoperability between local jurisdictions, state and federal governments.

We made every effort to comply with Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) requirements, while implementing the state Emergency Management Act, Chapter 38.52 Revised Code of Washington (RCW). The CEMP supports the National Response Framework and puts requirements from the National Incident Management System (NIMS) and the Post Hurricane Katrina Reform Act into the state emergency management processes. The plan specifies authorities, functions and responsibilities pertaining to establishing collaborative action between local, state, tribal, federal, volunteer, private and public sector organizations. By coordinating all phases of emergency management, the plan assists organizations in minimizing the impact of disasters and emergencies in Washington. I believe it will be a significant tool for saving lives, protecting property, sustaining the economy and preserving the environment.

Finally, the CEMP is a reminder to directors of state agencies, boards, institutes of higher education, commissions and councils of their two primary goals in emergency management: (1) to support local jurisdictions through the State Emergency Operations Center and (2) to maintain a comprehensive internal process to ensure continuity of government and the ability to conduct daily business before, during and after a catastrophic incident.

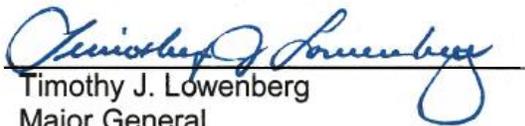
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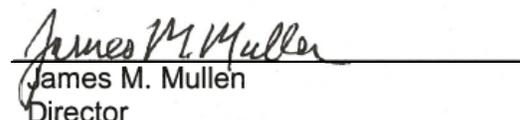
## FOREWARD

The Washington State Military Department sincerely appreciates the cooperation and support of the local jurisdictions, agencies, departments and public and private stakeholders that contributed to the revision and publication of the 2011 Washington State Comprehensive Emergency Management Plan (CEMP) Basic Plan. This plan reflects not only changes in technology and in national planning strategy that occurred since the last update but also changes resulting from the development of the National Response Framework and the lessons learned from the tragedies of September 11, 2001 and Hurricane Katrina. Advances in technology now allow us to coordinate actions and activities through electronic means much more quickly and frequently and to deliver this plan in a digital form versus a paper document as in the past. The plan demonstrates the ability of numerous stakeholders to work together to achieve a common goal. The CEMP is intended as a comprehensive framework for statewide mitigation, preparedness, response and recovery activities with the details coming in supporting plans, programs and stakeholder actions.

The CEMP revision involved the cooperative efforts of over 40 stakeholder organizations, Emergency Management Division (EMD) staff, private non-profit organizations and local jurisdictions. The EMD staff coordinated with these groups to provide a forum for those with identified responsibilities in the CEMP. Stakeholders and EMD staff worked collaboratively in planning and coordinating emergency management activities intended to identify, develop, maintain and enhance state emergency management capabilities.

The CEMP is one of the many efforts to prepare the people of Washington for emergencies and disasters. The CEMP is formatted to be consistent with the National Response Framework, complete with Emergency Support Functions and Annexes that support specific areas necessary to enhance the concepts presented in the CEMP. Our objective is to encourage all communities to follow this format as it enhances the ability of emergency managers to operate in a manner promoting interoperability at the federal, state and local level.

  
 Timothy J. Lowenberg  
 Major General  
 The Adjutant General  
 Washington Military Department

  
 James M. Mullen  
 Director  
 Washington Military Department  
 Emergency Management Division

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**ESF 20 – Defense Support to Civil Authorities**

**Annex A – Catastrophic Incident**

**Annex B – Terrorism (restricted distribution)**

**Annex C – Evacuation**

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# I. INTRODUCTION

## Mission

Minimize the impacts of emergencies and disasters to the people, property, environment and economy of Washington State.

## Purpose

Establish the responsibilities and emergency management functions of state agencies, commissions, boards, councils (where applicable) and the Washington State Military Department, Emergency Management Division (EMD). The *Washington State Comprehensive Emergency Management Plan* (CEMP) is a comprehensive plan for statewide mitigation, preparedness, response, and recovery activities. As such, this plan is the primary implementing document for the *National Incident Management System* (NIMS) within the state of Washington.

Additionally, the CEMP provides a framework for state, tribal and county coordination and cooperation supporting the response and recovery of local jurisdictions in times of emergencies and disasters. The basic plan and Emergency Support Functions (ESF) describe specific roles, responsibilities, functions and support relationships of state agencies.

## Scope

This plan is applicable to all state agencies, commissions, boards and councils (where applicable) and considers the emergencies and disasters likely to occur as identified in the *Washington State Hazard Identification and Vulnerability Assessment* (HIVA) and the *Washington State Enhanced Hazard Mitigation Plan* (HMP).

- The plan details responsibilities in relation to state and federal disaster assistance programs under Public Law 93-288, as amended, Chapter 38.52 Revised Code of Washington (RCW), the National Response Framework (NRF) and other applicable laws and guidance.
- The plan describes functions and activities necessary to implement the four phases of emergency management – mitigation, preparedness, response and recovery.
- The plan outlines the strategy for integration and use of government, private sector and volunteer resources within the NIMS/NRF structure and guidance. This integration requires effective emergency management coordination processes and procedures be established between coordinating elements at the federal, state, tribal, county and local levels.

## Situation Overview

Emergencies or disasters can occur causing human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship and

disruption to state, local, and tribal governments, as well as other governmental, public and private organizations.

The Washington State HIVA provides information on natural and technological (human-caused) hazards throughout the state. The HIVA assesses the state's vulnerability to hazards, provides a methodology for analyzing hazards, and provides the basis for this plan.

Washington State is vulnerable to the natural hazards of avalanche, drought, earthquakes, epidemic/pandemic, urban fire, wildland fire, floods, infestation, landslide, tsunami, severe storms and volcanoes (including ash fall and lahar). These natural hazards occur more frequent than the technological hazards and have a history of being high impact events.

Washington State is vulnerable to the technological (human-caused) hazards associated with pipelines, dam failure, chemical and radiological incidents, Umatilla Chemical Depot, Columbia Generating Station and terrorism (including cyber-terrorism and weapons of mass destruction). All of the technological hazards pose a low to minimal risk but have the potential for a high degree of impact should one of these events occur.

Figure 1 graphically depicts the risk these natural and technological hazards pose to the people, economy, environment and property of Washington.

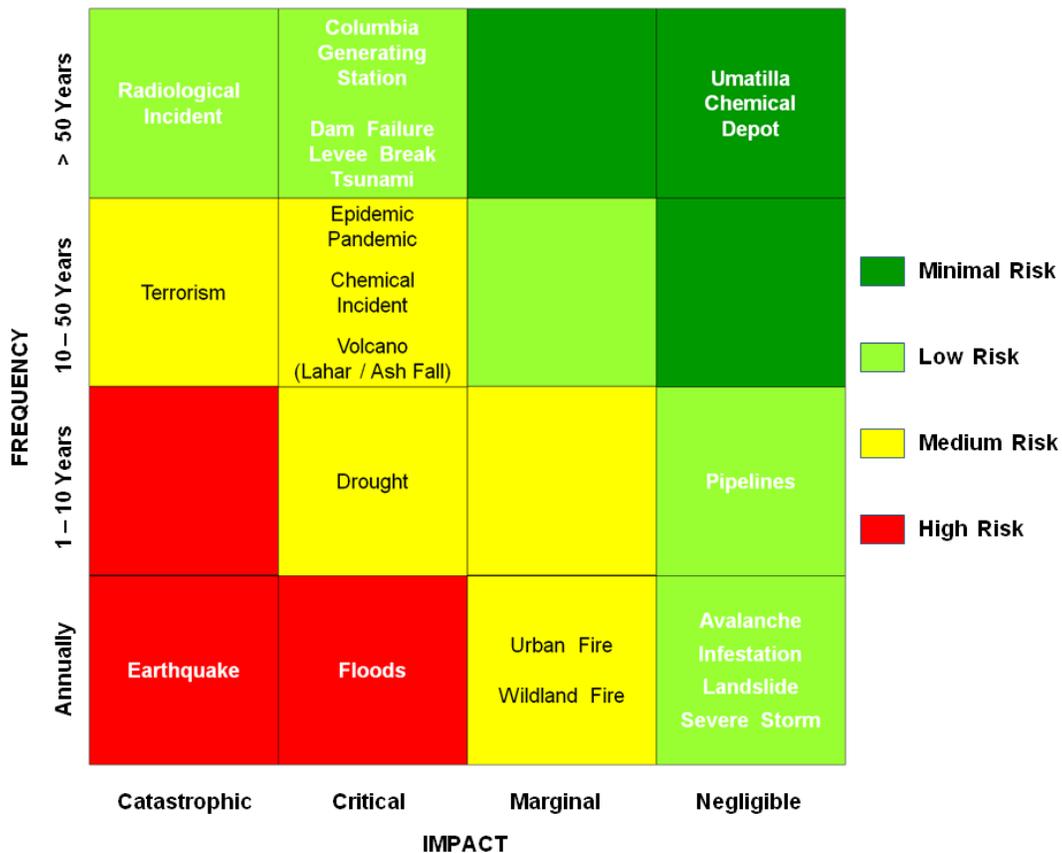


Figure 1 – HIVA Risk Matrix

## Planning Assumptions

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

The extent of the challenges created by emergencies or disasters depends on factors such as time of occurrence, severity of impact, existing weather conditions, area demographics and nature of building construction. Collateral incidents such as fire, floods and hazardous materials releases will occur and increase the impact on the community, multiply losses, and hinder immediate emergency response efforts.

Incidents will typically be managed at the lowest possible geographic, organizational and jurisdictional level.

The state may be unable to satisfy all emergency resource requests during a major emergency or disaster.

Members of the public, business, state and local agencies and industries are expected to provide their own resources for the first three days of an emergency or disaster.

Local jurisdictions (political subdivisions) will comply with the intent of Chapter 38.52 RCW and Title 118 Washington Administrative Code (WAC), and will:

- Establish procedures for continuity of government and operations.
- Establish an emergency management organization and facility, either independently or in partnership with other local jurisdictions.
- Prepare plans and procedures, including an all-hazard CEMP, and maintain a comprehensive emergency management program.
- Communicate with the State Emergency Operations Center (SEOC) on the status of activities during or following any emergency or disaster.
- Issue local emergency proclamations and request state assistance when appropriate.
- Preserve essential records.

State agencies will have their own comprehensive emergency management program that enables them to:

- Establish procedures for continuity of government and operations.
- Assist in staffing the SEOC.
- Support the state's emergency management mission.
- Communicate with the SEOC.
- Provide situation reports to convey damage assessment and ability to accomplish their functional role during an emergency or disaster.
- Develop and implement policies that reduce the effects of an emergency or disaster.

- Assist in distribution of emergency messages to the public.

Federal assistance will be available for disaster response and recovery operations under the provisions of the NRF and the Stafford Act, Public Law 93-288.

## II. CONCEPT OF OPERATIONS

### General

The Washington Military Department is charged with the responsibility of developing, maintaining and administering a comprehensive statewide program of emergency management to ensure the state is adequately prepared to respond to and recover from disasters and emergencies, as defined in RCW 38.52.005 and RCW 38.52.030(3). The Department is responsible for coordinating its efforts with the federal government and other states, with other departments and agencies of state government, with county, tribal and municipal governments as well as with private agencies having a role in emergency management (RCW 38.52.030). When an imminent or actual event threatens the state, the Director will activate the SEOC and recommend, as appropriate, the Governor proclaim a state of emergency.

The strategic intent and overarching concept of operations is to provide assistance to affected residents and visitors of the state of Washington in a comprehensive, coordinated, unified and expedited manner. This is particularly essential during major and catastrophic incidents which demand immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences.

### State Emergency Operations Center

The SEOC is a permanent facility located in Building 20 on Camp Murray, Washington 98430-5122. The SEOC is used to coordinate the state response to any major disaster or emergency situation. A detailed description of SEOC protocols and organization is maintained in the *Washington State Emergency Operations Plan (EOP)*, published separately.

The 24-hour, in-state, emergency number for the SEOC is 1-800-258-5990.

In the event the SEOC is threatened or unusable, an alternate SEOC may be activated in accordance with the *Washington Military Department Continuity of Operations Plan*, published separately.

SEOC operations are dictated by the size and complexity of an event and generally fall into four categories or phases. These phases maybe modified as the situation dictates. The general phases of operation are:

PHASE I	ROUTINE OPERATIONS
Phase I is the routine, day-to-day operational phase in which state agencies and Emergency Support Functions conduct their daily emergency management responsibilities. Incidents are managed and coordinated by the State Emergency Operations Officers (SEOO) in the SEOC Alert and Warning Center in cooperation with local, state and federal agencies.	

<b>PHASE II      ENHANCED OPERATIONS</b>
<p>Phase II is a limited activation of the SEOC for incidents which could potentially grow beyond the capability of the SEOCs. The SEOCs, along with select staff, support the incident from the SEOC during this phase. The SEOCs continue to monitor and process other requests for assistance, separate from the incident causing the SEOC activation during Phase II operations. As a general rule, transition from Phase I to Phase II will automatically occur when:</p> <ul style="list-style-type: none"> <li>• A local jurisdiction activates its EOC,</li> <li>• the Emergency Management Division deploys staff to the field,</li> <li>• intelligence data indicates the potential for an emergency that may grow beyond the capability of affected local jurisdictions or</li> <li>• the SEOC transitions to recovery operations.</li> </ul>
<b>PHASE III      FULL OPERATIONS</b>
<p>Phase III is a full-scale activation of the SEOC requiring representation in the SEOC by all appropriate state and outside agencies and organizations to support expanded operations. The number of staff and the agencies represented will vary by incident.</p>
<b>PHASE IV      CATASTROPHIC OPERATIONS</b>
<p>Phase IV is a full-scale activation of the SEOC in response to a major catastrophic incident which exceeds the capabilities of the state and local governments to provide a timely and effective response. SEOC staffing will expand to include representation of other states, federal agencies, local representatives, the private sector and volunteer staff as required by the incident.</p>

The SEOC is organized using the Incident Command System as a model and includes following functional areas:

**Command Staff**

The Governor provides overall direction and control for emergency actions to preserve public health, protect life and public property or to provide relief to any stricken community overtaken by such occurrences, in accordance with RCW 38.52.050, through a Multi-Agency Coordinating Group (MACG).

Whenever an emergency occurs which requires activation of the SEOC, a MACG will be established, in whole or part, to assess the situation and oversee state agency actions. The MACG makes recommendations to the Governor on actions for consideration. The MACG is comprised of:

- The Governor's Chief of Staff
- The Governor's Press Secretary
- The Adjutant General
- Director, Emergency Management Division
- Disaster Manager

In addition to the members listed above, the Governor's cabinet and state agency directors, as appropriate, will be represented. For example, in emergencies where public health is a major concern, the Secretary of the Department of Health should be included on the MACG just as the Director of the Department of Ecology would be included on the MACG during a major oil spill incident.

The Command Staff also includes the EOC Supervisor, Assistant EOC Supervisor, ESF 14 Recovery Advisor and ESF 15 External Affairs staff.

### **General Staff**

The Operations Section is responsible for overarching coordination with federal, state and provincial agencies during activations of the SEOC. The Operations Section processes requests for assistance and tasking of state resources. In coordination with the Logistics Section, Operations tracks availability, distribution and redistribution of resources, to include transportation arrangements and other mission essential details. The Operations Section Supervisor is responsible for coordination and direction of state liaison personnel in the field.

The Logistics Section receives all requests for assistance from local jurisdictions and state agencies, determines appropriate source and tasks responsible agencies. Logistics is responsible for locating, procuring, cataloging and prioritizing redistribution of resources in accordance with ESF 7. In coordination with the Planning and Operations Sections, Logistics tracks availability, distribution, redistribution and projected resource needs during the response phase as well as coordinating the return of resources during recovery/demobilization.

The Administration and Finance Section is responsible for comptroller services and all internal support to the SEOC and staff. This includes, but is not limited to, activation cost tracking and resolution, clerical support, staff assignment and scheduling, record/log maintenance, SEOC security, SEOC facility maintenance, SEOC staff feeding, SEOC logistical support and other administration activities.

The Planning Section collects, compiles, evaluates and displays information to assess the overall impact and magnitude of an incident. Planning's focus is ahead of the current situation; anticipating and prioritizing projected needs and actions. This includes the damage assessment function in the early stages of recovery efforts and intelligence and information collection to facilitate analysis and forecasting. The Planning Section prepares the Governor's Proclamation of Emergency, SEOC Action Plan and State Situation Report (SITREP).

Emergency Support Functions (ESF) responsible agency representation in the SEOC provides a modular structure to activate the precise capability needed to best address the requirements of the incident and the resulting jurisdictional and agency needs. The ESFs are staffed by primary and support agencies and organizations identified in the respective ESFs. ESFs are activated as needed and on the basis of the size and complexity of the incident.

The organizational chart below illustrates the level of staffing required for each 12-hour shift during a Phase IV activation. (See *Appendix B* of this plan for ESF descriptions).

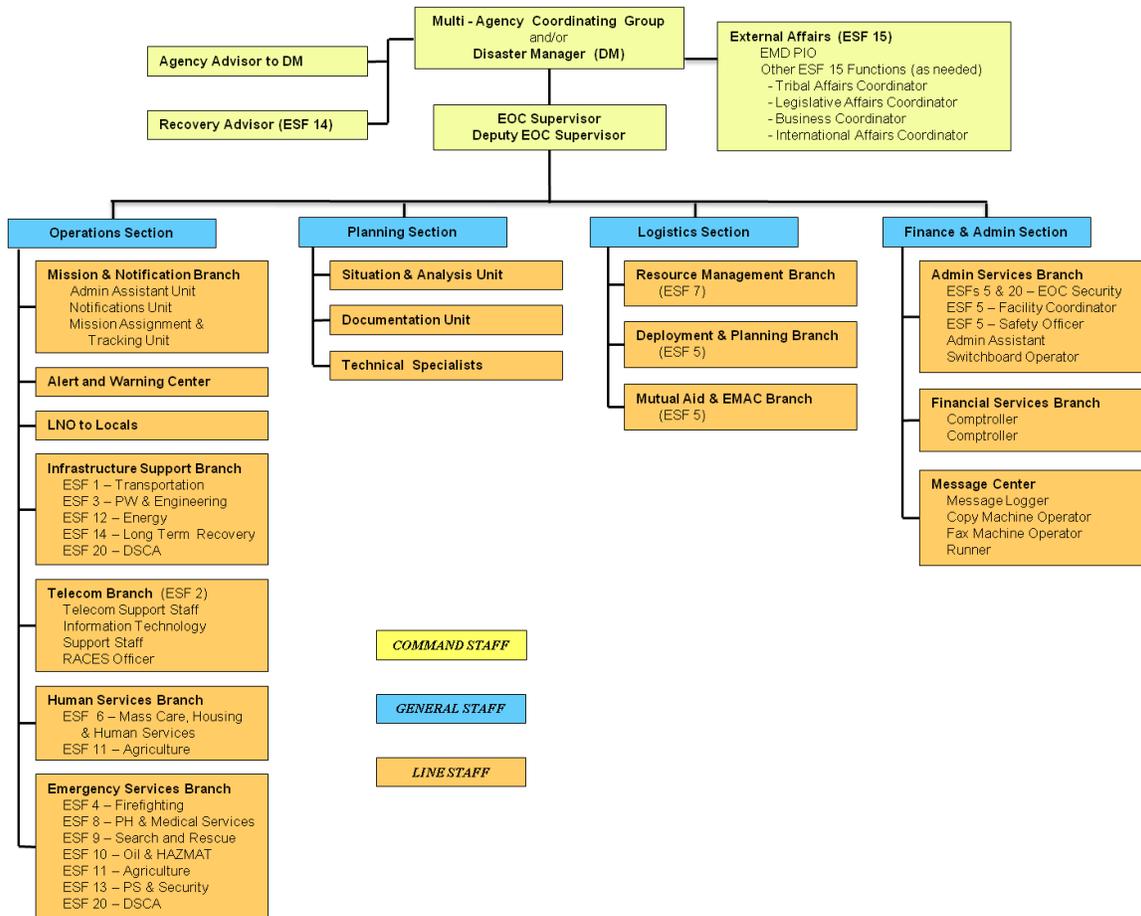


Figure 2 - Washington State EOC Organization Chart

### Direction and Control

All disasters and emergencies begin locally and initial response is by local jurisdictions working in collaboration with local, joint local and county emergency management agencies. Direction and control provides supervision, authority, coordination and cooperation of emergency management activities to ensure the continued operation of government and essential services during emergencies.

Operational direction and control of response and recovery activities within local jurisdictions is conducted by on-scene incident commanders who report to the local jurisdiction’s elected officials and request resources through the local EOC. Requests for assistance after public, private and mutual aid or inter-local agreement resources from adjacent political subdivisions are exhausted should be requested by the county EOC to the SEOC. Although requests for assistance from cities independently recognized by the state as separate emergency management jurisdictions can be made directly to the SEOC, it is strongly recommended such requests be coordinated through the county EOC beforehand to verify if more timely assistance is available through the county.

Operational direction and control of emergency management response and recovery activities within state agencies is conducted by the agencies' on-scene incident commanders. Requests for medical assistance should be directed to the jurisdiction in which the facility is located. Damage to leased facilities should be reported and assistance requested from the owner of the building(s). Loss or disruption to utilities should be reported to the utility. All other requests for assistance should be through the state agency to the SEOC.

## Responsibilities

The following key positions in state and federal government direct and control emergency management activities during disasters and emergencies.

**The Governor** is responsible (statutorily and constitutionally) for providing general supervision and control of the emergency management functions, carrying out the provisions of Chapter 38.52 RCW and, in the event of disaster beyond local control, assuming direct operational control over all or any part of the emergency management functions within this state, as described in RCW 35.52.050(1). In performing his or her duties under Chapter 38.52 RCW, the governor is authorized to cooperate with the federal government, with other states, and with private agencies in all matters pertaining to the emergency management of this state and of the nation, as authorized in RCW 38.52.050(2). The Governor is further authorized and empowered:

- To make, amend, and rescind the necessary orders, rules and regulations to carry out the provisions of Chapter 38.52 RCW within the limits of the authority conferred upon him or her herein, with due consideration of the plans of the federal government. RCW 38.52.050(3)(a);
- On behalf of this state, to enter into mutual aid arrangements with other states and territories, or provinces of the Dominion of Canada and to coordinate mutual aid inter-local agreements between political subdivisions of this state. RCW 38.52.050(3)(b) and
- To cooperate with the President and the heads of the armed forces, the emergency management agency of the United States, and other appropriate federal officers and agencies, and with the officers and agencies of other states in matters pertaining to the emergency management of the state and nation. RCW 38.52.050(3)(e).

**The Director of the Washington Military Department** may employ personnel and make expenditures within the appropriation therefore, or from other funds made available for purposes of emergency management, as may be necessary to carry out the purposes of Chapter 38.52 RCW, as authorized by RCW 38.52.030(1). The director, subject to the direction and control of the Governor, is responsible to the Governor for carrying out the program for emergency management of this state. The director coordinates the activities of all organizations for emergency management within the state, maintains liaison with and cooperates with emergency management agencies and organizations of other states and the federal government and has such additional authority, duties and responsibilities authorized by Chapter 38.52 RCW, as may be prescribed by the Governor, pursuant to RCW 38.52.030(2).

The director, subject to the direction and control of the Governor, shall develop and maintain the CEMP for the state and is responsible to the Governor for carrying out the program for emergency management of the state, to include the procedures to be used during emergencies for coordinating local resources, as necessary, and the resources of all state agencies, departments, commissions and boards, as authorized by RCW 38.52.030(3). This includes preparing and administering a state program for emergency assistance to individuals within the state who are victims of a natural, technological or human caused emergency or disaster, as defined by RCW 38.52.010(6)(1). The program is to be integrated into and coordinated, to the extent possible, with federal disaster assistance plans and programs providing the state or, through the state, any political subdivision thereof, services, equipment, supplies, materials or funds by way of gift, grant or loan for purposes of assistance to individuals affected by a disaster.

**The Director of the Emergency Management Division (EMD)** ensures the state is prepared to deal with any disaster or emergency by administering the program for emergency management delineated by the Washington Military Department Director. The EMD Director is also responsible for coordinating the state's response in any disaster or emergency.

**The State Coordinating Officer (SCO)** is the authorized representative of the Governor to manage and coordinate state and local emergency response and recovery efforts. The SCO is authorized to commit any and all state resources necessary to cope with the emergency or disaster. The SCO also has the authority to direct all state, regional and local agencies, including law enforcement agencies, to identify personnel needed from those agencies to assist in meeting the needs created by this emergency. The Governor directs all agencies and departments to place all such personnel under the direct command of the SCO.

**The Governor's Authorized Representative (GAR)** is empowered by the Governor to execute all necessary documents for disaster assistance on behalf of the state, including certification of application for public assistance. The GAR also coordinates and supervises the state disaster assistance program to include serving as its grant administrator. The GAR is designated in the FEMA-State Agreement. In general, the SCO is designated the GAR. The exception is in the case of the FEMA State Fire Assistance Grant Program when the State Forester is designated as the GAR.

**The Director of Emergency Management for Political Subdivisions** is appointed by the executive head of the political subdivision, and has direct responsibility for the organization, administration and operation of the local organization for emergency management, subject to the direction and control of such executive officer or officers. The Political Subdivision Director performs emergency management functions within the territorial limits of the political subdivision within which it is organized and, in addition, conducts such functions outside of its territorial limits as may be required pursuant to the provisions of Chapter 38.52 RCW.

The political subdivision, in which any disaster or emergency occurs, as defined in RCW 38.52.010(6)(a), is authorized by RCW 38.52.070(2) to enter into contracts and incur obligations necessary to combat such disaster, protect the health and safety of persons and property and provide emergency assistance to the victims of the disaster. Each political subdivision is authorized to exercise these statutory powers in the light of the exigencies of an extreme emergency situation without regard to time-consuming

procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes and the appropriation and expenditures of public funds.

**The Federal Coordinating Officer (FCO)** coordinates federal assistance to a state affected by a disaster or emergency. The FCO will generally be assigned to the Joint Field Office (JFO) for the duration of the emergency and work with the SCO to coordinate the federal response. The FCO will be in unified command with the SCO throughout the event to coordinate requested federal assistance.

### Monitoring, Detection, Alert and Warning

The Alert and Warning Center (AWC) is a function of the Emergency Management Division (EMD) which provides 24-hour coverage for notifications, alerts and warnings of emergency events affecting the state of Washington. The AWC provides the state with a single point to disseminate information and warnings to governmental officials (federal, state and/or local) when a hazardous situation could threaten or is threatening the general welfare, health, safety, and/or property of the state's population or environment. As the Washington State Warning Point, the AWC provides the official notification mechanism for several governmental programs requiring notifications under specified conditions. In addition, the AWC provides continuous situational monitoring during non-emergency periods as well as in times of disaster and emergency. Daily actions include 24-hour monitoring of media outlets from various sources such as online news sites, television, online radio stations, online newspapers, etc. Continuous information flow also comes from a variety of sources such as emergency management officials, regional coordinators, county warning points, private citizens, National Weather Service, nuclear power plant, private industry, etc. The collected information is analyzed by the SEOOs on-duty in the AWC for state, regional, national and international threats.

The AWC maintains back-up dedicated voice and data systems which are linked to each county warning point, the four National Weather Service forecast offices serving Washington, the Emergency Alert System, local primary television and radio stations, each nuclear facility, the Umatilla Chemical Depot and the Washington Military Department Joint Operations Center. These systems are tested at least weekly to ensure operational readiness.

The SEOOs staffing the AWC follow established procedures outlined in the *Washington State Division of Emergency Management State Emergency Operations Officer Standard Operating Procedures* (SOP) in response to alerts and warnings. SEOOs may also respond to unique circumstances not specifically addressed in an SOP using independent judgment, experience and training to determine the best course of action. Once alerted or warned of a disaster or emergency, the SEOO immediately notifies the EMD Response Section Manager; EMD Programs, Mitigation, Response and Recovery Unit Manager; EMD Assistant Director and/or EMD Director or Acting Director, any of whom can activate the SEOC. The SEOO will contact The Adjutant General (Director, Washington Military Department), Governor's Staff Director and Press Secretary, potentially affected or responding state agencies, local governments, tribes, neighboring

states and provinces and requisite federal agencies and apprise them of the situation and recommend protective and/or response actions. Once the decision is made to activate the SEOC by the EMD Director or designated representative, a Disaster Manager (DM) and EOC Supervisor will be appointed and report to the SEOC. The DM and EOC Supervisor will then determine the sections and ESFs to be activated.

## Emergency Declaration/Proclamation Process

A Governor's proclamation of emergency is important for a number of reasons, not the least of which is the proclamation allows the state and local governments to mobilize their communities for impending or existing disasters and emergencies and facilitates response activities. The Governor, for example, routinely proclaims a state of emergency pursuant to RCW 43.06.010(12) to meet a variety of response and recovery needs, such as: 1) deploying response assets; 2) activating the National Guard in the event of a public disaster; 3) prohibiting activities to help preserve and maintain life, health, property or the public peace; 4) waiving or suspending certain state laws and regulations to facilitate response and recovery operations; 5) expanding social services; 6) providing assistance to disaster survivors and 7) managing elections disrupted by the emergency. The process of proclaiming an emergency is described in further detail below:

### **Authority to Proclaim a State of Emergency**

The Governor's authority to proclaim a state of emergency is identified in RCW 43.06.010(12). The executive heads of government at the local level (mayor, city manager, or board of county commissioners) may declare a local state of emergency in accordance with the provisions of their local codes, charters and/or ordinances. The Governor is empowered with this responsibility at the state level. The President of the United States declares an emergency or disaster at the national level.

### **Local Political Subdivision Emergency Declaration Process**

Impacted counties, cities or towns will coordinate the emergency response effort to an emergency or disaster within their political jurisdictions and should declare/proclaim a state of emergency in accordance with their local codes, charters and/or ordinances. When the event is beyond the capacity of the local government, the subdivision's emergency management agency will request state assistance through the SEOC.

### **State Emergency Proclamation Process**

The Governor may, after finding a disaster or emergency exists within the state or any part thereof affecting life, health, property or the public peace, proclaim a state of emergency in the area affected. The powers granted the Governor during a state of emergency will only be effective within the area described in the proclamation, in accordance with RCW 43.06.210(12). The proclamation by the Governor is also a prerequisite for accessing the full range of federal disaster recovery programs available to the state and is a precondition for requesting interstate mutual aid through the Emergency Management Assistance Compact (EMAC). The Governor's authority to proclaim an emergency and issue related orders and proclamations under Chapters 38.08, 38.52 and 43.06 RCW is a broad grant of police power to the Governor in times of emergency. The general process for proclaiming a state of emergency is as follows:

- The public is alerted to and/or warned of an imminent or actual event.

- The SEOC initiates response plans of the CEMP to manage the emergency or disaster.
- A political subdivision declares a local state of emergency.
- The MACG, Military Department Director, EMD Director and/or DM determine an emergency proclamation is required and verifies the specific, factual background and justification for the proclamation.
- The MACG, Military Department Director, EMD Director and/or DM recommends to the Governor that he or she proclaim a state of emergency. The SEOC prepares the Governor’s Proclamation and forwards it to the Governor’s Office for approval.
- The Governor approves and signs the proclamation and forwards it to the Secretary of State for attestation, affixation of the state seal, and filing. The proclamation is also dated and time stamped. Copies of the proclamation are forwarded to the SEOC, government agencies and Emergency Support Function 15 (External Affairs) for dissemination to the public.
- If federal assistance is requested, a copy of the Governor’s Proclamation is provided to the FEMA Region X Regional Administrator.

All proclamations shall indicate the nature of emergency, the area or areas threatened and the conditions which have brought the emergency about or which make possible its termination. The state of emergency shall cease to exist upon the issuance of a proclamation of the Governor declaring its termination. The Governor must terminate the proclaimed state of emergency when order is restored in the area affected in accordance with RCW 43.06.210.

**Presidential Emergency or Major Disaster Declaration**

Pursuant to Title 44, Code of Federal Regulations, Part 206, Subpart B, the Governor may request the President of the United States issue an emergency or a major disaster declaration. Before making a request, the Governor must proclaim a state of emergency and ensure all appropriate state and local actions have been taken.

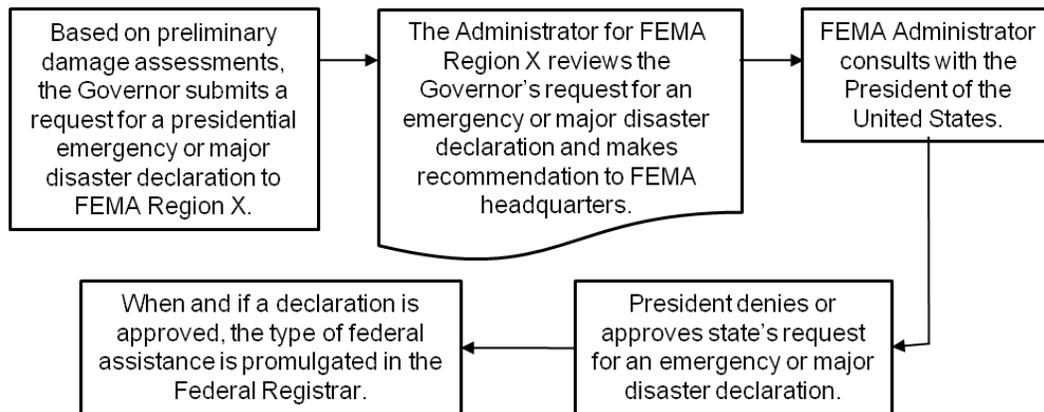


Figure 3 - Presidential Declaration Process

The two primary forms of presidential disaster declarations are an emergency declaration and a major disaster declaration.

The Governor's request for an emergency declaration must be based upon a finding the situation:

- Is of such severity and magnitude an effective response is beyond the capability of the state and the affected political subdivision(s); and
- Requires supplementary federal emergency assistance to save lives and to protect property, public health and safety, or to lessen or avert the threat of a disaster.

The Governor's request for an emergency declaration must also include:

- Confirmation the Governor has taken appropriate action under state law and directed the execution of the state emergency plan;
- Information describing the state and local efforts and resources that have been or will be used to address the emergency;
- Information describing other federal agency efforts and resources which have been or will be used in responding to the emergency; and
- Identification of the type and extent of additional federal aid required.

The Governor's request for a major disaster declaration must be based upon a finding the situation:

- Is of such severity and magnitude an effective response is beyond the capability of the state and the affected political subdivision(s); and
- Federal assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) is necessary to supplement the efforts and available resources of the state, political subdivisions, disaster relief organizations and compensation by insurance for disaster-related losses.

The Governor's request for a major disaster declaration must also include:

- Confirmation the Governor has taken appropriate action under state law and has directed the execution of the state emergency plan;
- Information describing the nature and amount of state and local resources that have been or will be used to address the consequences of the disaster;
- Certification by the Governor that state and local government obligations and expenditures for the current disaster will comply with all applicable cost sharing requirements of the Stafford Act;
- An estimate of the amount and severity of damages and losses, stating the impact of the disaster on the public and private sector; and
- Preliminary estimates of the type and amount of supplementary federal disaster assistance needed under the Stafford Act.

The completed request, addressed to the President, is sent to the FEMA Regional Administrator, who will evaluate the damage reports and other information and make a recommendation to the FEMA Administrator. The FEMA Administrator, acting through the Secretary of Homeland Security, may then recommend a course of action to the President.

The Governor's request for a disaster declaration may result in either a Presidential declaration of a major disaster or an emergency, or denial of the Governor's request. If the President declares an emergency or major disaster, the Governor and the FEMA Regional Administrator will execute a FEMA-State Agreement which states the understandings, commitments and conditions for federal assistance. This Agreement describes the incident and the incident period for which assistance will be made available, the area(s) eligible for federal assistance, the type and extent of federal assistance to be made available and the commitment of the state and local government(s) with respect to the amount of funds to be expended in alleviating damage and suffering caused by the major disaster or emergency. With the declaration, the President appoints a Federal Coordinating Officer (FCO) and the Governor designates a State Coordinating Officer (SCO). The FCO is responsible for coordinating all federal disaster assistance programs administered by FEMA. The FCO and the SCO will work together to ensure all assistance is provided in accordance with the Stafford Act.

### Mitigation Activities

Mitigation is an action to reduce or eliminate long-term risk to people, property, the environment and the economy from natural and technological hazards. The *Washington State Enhanced State Hazard Mitigation Plan* (SHMP) provides policy guidance for hazard mitigation in the state of Washington. The plan identifies hazard mitigation goals, objectives, actions and initiatives for Washington State government that will reduce injury and damage from natural hazards. The goal of the SHMP is to maximize the disaster resistance of Washington State citizens, communities, businesses and government through all-hazard planning and budgeting. The SHMP shows how to identify, develop, implement and evaluate strategies to reduce statewide vulnerability to natural hazards.

The SHMP incorporates the information gathered from state agencies, private sector and the public following disasters and emergencies. State agencies are required to:

- Review the SHMP annually.
- Coordinate the completion of recommendations for which they have lead responsibility and educate their staff regarding their agencies responsibilities.
- Report completed recommendations as soon as possible and provide an annual update, by August 31<sup>st</sup> of each year, on the progress of recommendations to the EMD Hazard Mitigation Strategist.
- Participate on the Hazard Mitigation Survey Team, as needed, following any Presidential Disaster Declaration.
- Conduct structural and non-structural hazard analysis of their facilities to identify and mitigate hazardous conditions.

## Preparedness Activities

Washington State agencies should develop operational capabilities that facilitate response in the event of a disaster or emergency. At a minimum, state agencies should consider the following preparedness activities:

- Conduct resource capabilities and needs assessment for disaster scenarios considering personnel, equipment, facilities, critical business functions and operations and materials for life and family protection safety.
- Develop and maintain a current resource inventory.
- Establish a method for resource coordination and integration among responding agencies, departments and individuals.
- Determine the need for mutual aid and memorandums of agreement, establish written agreements and reference or include these agreements in the agency's internal emergency management program.
- Development of procedures to document and report emergency or disaster-related expenditures to qualify for insurance, state or federal reimbursement.

## Organizational Roles and Responsibilities

Lines of authority should be identified and documented for continuity of government within each state agency. Individuals with departmental internal and external responsibilities during mitigation, preparedness, response and recovery phases should be identified and documented.

Roles and responsibilities, emergency operational procedures and checklists should be identified for each ESF in the plan.

Maintain the plan by conducting an annual preparedness training and education program to validate agency emergency plans and procedures.

## Response Activities

State agencies should establish response strategies and actions to be taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and to enhance the effectiveness of disaster recovery and business resumption. Specific state agency ESF response activities are listed in the various ESFs supporting this plan.

State agencies should, at the minimum, establish the following response activities:

- Implement notification and activation procedures for:
  - Processing emergency calls or information.
  - Activation of emergency operations procedures.
  - Notification of personnel who have response duties.
  - Mobilization or demobilization of services.
  - Continuity of government.

- Implement communications procedures, including data and voice, in support of emergency operations.
- Activate procedures to disseminate and respond to requests for disaster information involving the agency, employees, responders, the public, and the media.
- Implement procedures to authorize, initiate and accomplish evacuation or sheltering in place.
- Personnel Identification and Accountability
  - Control access to the area affected by the emergency or disaster.
  - Identify personnel engaged in activities at the incident.
  - Account for personnel engaged in incident activities.
- Implement procedures for providing or requesting mass care for personnel or populations affected by the emergency or disaster.
- Activate procedures to provide for mental health and physical well being of individuals affected by the emergency or disaster.
- Implement procedures to recover, identify and safeguard human remains.
- Implement procedures for maintaining the continuity of response activities while initiating and conducting recovery activities.
- Conduct and manage ESF primary and supporting agency responsibilities as reflected in this plan.
- Activate procedures to track and manage personnel time and expenditures related to the event.

## Recovery Activities

State agencies should establish comprehensive disaster recovery and business resumption strategies and activities to return vital systems to no less than minimum operating standards with additional long-term activities designed to return life and business operations to normal or improved levels. State agencies should conduct a business impact analysis in order to establish short and long-term recovery goals and objectives. These goals and objectives should recognize but not be limited by the following considerations:

- Health and safety of employees and clients.
- Continuity of operations and services.
- Environmental impact of disaster.
- Economic impact.
- Regulatory and contractual requirements.
- Good will.

- Conducting and managing ESF 14 – Long-Term Community Recovery, Recovery Task Force (RTF) and/or Washington Restoration Organization (WRO) responsibilities.

Short-term recovery goals should allow for:

- Identifying essential records, vital systems and operations.
- Establishing priorities for reinstatement of systems and operations.
- Establishing maximum acceptable downtime before reinstatement to an acceptable system and operational level.
- Identifying minimum resources needed to recover business operations.

Long-term recovery goals should consider:

- Strategic planning, to include, budgeting for structural and nonstructural repairs and mitigation.
- Management and coordination of recovery activities.
- Managing fiscal operations and recovery funding, to include capturing costs for reimbursement.
- Management of volunteer, contractual, mutual aid and agency resources.
- Development and implementation of mitigation goals and activities.

State agencies should identify recovery tasks and responsibilities to achieve short and long-term goals and objectives. State agencies should at minimum include the following recovery tasks and responsibilities in their internal emergency management program:

- Organization and staffing for continuity of government.
- Essential records maintenance.
- Resource procurement.
- Restoration of utility services.
- Damage assessment documentation and record keeping.
- Operation of business with either limited or no utility services in place.
- Agency, local jurisdiction, state and community resource coordination.
- Debris and waste removal.
- Restoration and salvage.
- Personnel reunification.
- Identification of recovery resources.
- Identification of recovery funding sources.

State agencies should conduct a post-disaster situation analysis, and an after-action report to review and determine the effectiveness of established operating procedures, assigned tasks, and responsibilities.

### III. RESPONSIBILITIES

#### State Government

##### **All Departments, Agencies, Institutes of Higher Education, Boards, Commissions and Councils**

All organizations within state government have responsibilities for supporting the four phases of emergency management. Activities undertaken may include but are not limited to:

- Preparing and maintaining a safe work place.
- Conducting individual and family preparedness training.
- Identifying and protecting essential records and data technology.
- Identifying key personnel and developing staffing notification and activation procedures for emergency situations.
- Testing, training and exercising the agency's internal emergency management program for continuity of government and operations, preparedness, response, recovery and restoration activities.
- Organizing and staffing internal emergency operations centers, if necessary during an emergency or disaster.
- Developing emergency operating procedures and checklists.
- Identifying personnel with requisite skills to augment the State Emergency Operations Center.
- Supporting the State Critical Infrastructure Program.
- Supporting the State Emergency Operations Center, as appropriate.

##### **Department of Agriculture**

- Coordinating Agency for ESF 11.
- Assists in the coordination of interstate and international food safety activities through the SEOC MACG and the federal Food and Drug Administration (FDA), as appropriate.
- Checks food including milk products, feeds and other commodities for injurious contamination within processing and distribution areas.
- Provides inspection services following a disaster to ensure wholesomeness of farm products in accordance with statutory requirements during the recovery period.
- Provides the response for animal and pest/plant disease outbreaks within Washington State. Identifies, contains (isolation and quarantine) and eradicates animal and plant diseases impacting agriculture in Washington State.
- Coordinates animal disease and pest/plant disease operations with local jurisdictions, federal agencies and private organizations to ensure quick

identification, containment and eradication of animal and plant diseases in Washington State.

- An Assistant State Veterinarian or designated senior representative for the affected division represents the Washington State Department of Agriculture (WSDA) in the SEOC MACG.
- Provides current information on the disposal of contaminated crops and dead livestock. See *ESF 11*.
- Protects the public from consuming adulterated food through the implementation of food control measures in coordination with other agencies and local jurisdictions.
- Coordinates guidance for animal sheltering, evacuation planning and response.
- Coordinates with other government agencies and private organizations in combating farm animal disease during the recovery period.
- Coordinates with the United States Department of Agriculture (USDA) and other agencies to provide current information on farms, food crops, food processors and distributors and other agricultural data under WSDA authority.
- Provides current information for potentially affected areas on farms, food crops, food processors and distributors and other agricultural data under the department's authority.
- Provides pesticide disposal services as part of disaster recovery.
- Provides staffing to the affected jurisdiction(s) or facility EOC, the SEOC, Food Safety and Consumer Services Division, Commodity Inspection Division, Plant Protection Division, and/or Animal Services Division field offices and on scene to implement appropriate protective actions, as needed.
- Coordinates with affected jurisdictions to ensure expeditious assembly of field and laboratory data and issuance of agricultural advisories to protect the agricultural community.
- Provides public information officer support as needed to the Office of the Governor, ESF 15 or the lead state response agency during response and recovery activities, in accordance with ESF 15.
- Provides representation to the Washington Restoration Organization and Recovery Task Force (RTF) in accordance with ESF 14, as a core member.
- Provides Public Sector Lead to State Critical Infrastructure Program – Agriculture and Food Sector.

#### **Office of the Attorney General**

- Provides legal representation to state officers and state agencies.
- Reviews state officers' and agencies' agreements, contracts and other emergency or disaster-related documents as to form and content.
- Safeguards consumers from fraud and unfair business practices by enforcing consumer protection and antitrust laws.

- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force (RTF) in accordance with ESF 14, as a core member.

#### **Office of the State Auditor**

- Provides audit-related technical assistance as needed regarding internal controls and compliance with federal regulations governing grant programs.
- Prescribes accounting, reporting and technical guidance to local jurisdictions for federal and state grants, according to state law.
- Conducts audits of emergency or disaster assistance applications pursuant to the Office of Financial Management guidance and the Office of Management Budget Circular A-133. These audits take place at the state agency and local sub-recipient level for those receiving and expending the funding.

#### **Board for Community and Technical Colleges**

- Provides emergency or disaster analysis reports to the SEOC on the status of community colleges in affected areas.
- Provides for temporary use of community college facilities upon request and approval from the local community college board of trustees.
- Schedules damage assessment activities for community college sites and facilities.
- Coordinates Project Worksheet (PW) Team activities at affected community colleges.
- Documents and reports community college emergency or disaster-related expenditures to qualify for state and/or federal reimbursement.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.

#### **Department of Commerce**

- Primary Agency for ESF 12.
- Prepares and updates energy supply contingency plans for implementation in the event of energy shortages or emergencies.
- Provides information to the SEOC regarding location and quantity of petroleum supplies; location, extent and restoration status of electricity supply outages or disruptions and status of shortages or supply disruptions of natural gas.
- Apprizes the Office of the Governor when conditions exist which may warrant the declaration of a statewide or localized energy supply alert or emergency.

- Serves as a coordinator of energy availability and distribution issues during emergency or disaster situations.
- Develops an economic recovery strategy plan to support the financial recovery of the affected jurisdiction(s).
- Administers energy allocation and curtailment programs in accordance with the Governor's energy emergency power legislation.
- Administers long-term housing and financial assistance plan for persons displaced by a disaster or emergency.
- Administers the Public Works Trust Fund programs.
- Conducts a public relations campaign designed to reduce the negative national and international public perception of the situation resulting from the disaster to support quick resumption of normal trade and tourism activities.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation and support to the Washington Restoration Organization.
- Provides Public Sector Co-Lead for the State Critical Infrastructure Program – Energy Sector.

### **Conservation Commission**

- Provides outreach to the agricultural community through local conservation districts.
- Coordinates with all levels of government and the private sector to reduce or alleviate the affects of emergencies or disasters on renewable natural resources.
- Provides personnel resources to support emergency activities and disaster work.

### **Department of Corrections**

- Provides minimum-security inmate personnel for sandbagging, evacuation assistance, firefighting crews and other emergency or disaster work in accordance with ESFs 3 and 4.
- Provides shelter for emergency or disaster victims at correction facilities, if possible.
- Coordinates PW Team activities at affected facilities.
- Provides personnel and equipment to assist the Washington State Patrol (WSP) with special assignments in accordance with ESF 13.
- Coordinates the documentation and reporting of emergency or disaster-related expenditures to qualify for state or federal reimbursement.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.

- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.

### **Department of Ecology**

- Coordinating Agency for ESF 10. Joint Primary Agency for ESF 11.
- Serves as the lead agency for emergency environmental pollution response and cause investigation.
- Serves as the state lead agency for offsite cleanup of hazardous materials or wastes, including mixed wastes and suspect substances.
- Coordinates and manages the overall state effort to detect, identify, contain, clean up and dispose of or minimize releases of oil or hazardous materials.
- Acts as the state On-Scene Coordinator (OSC) for oil and hazardous substance spills and coordinates with the WSP, who assumes responsibility as the incident commander, for clean-up activities at spills occurring on state highways.
- Coordinates with the Department of Natural Resources (DNR), the EMD, Department of Fish and Wildlife (WDFW), Parks and Recreation Commission, the U.S. Coast Guard, the Environmental Protection Agency and local fire agencies as appropriate, for spills that may or will affect state waters.
- Participates in the maintenance of the *Northwest Area Contingency Plan* for oil and hazardous material spills.
- Provides meteorological and air modeling reviews upon request. Coordinates the measurement of ambient air concentrations for particulate materials, carbon monoxide, sulfur dioxide and other contaminants. Evaluates public health impacts in coordination with the Department of Health (DOH).
- Assists in flood control planning, flood fights and post emergency or disaster damage assessments. Provides reports regarding the condition and effectiveness of flood control facilities, in accordance with ESF 3.
- Administers the Flood Plain Management Program, in accordance with ESF 14.
- Coordinates drought planning, water supply loans and grants and the state Emergency Water Revolving Account.
- Manages the Dam Safety Program.
- Serves as a member of the Preliminary Damage Assessment (PDA) Team to provide damage assessments on the following:
  - Dikes, levees, dams, drainage channels and irrigation works.
  - Public and private non-profit utilities, such as sanitary sewage systems, storm drainage systems and dam systems.
  - Debris removal from river channels and lakes.
- Participates on PW Teams to conduct inspections of other state and local jurisdiction facilities damaged by an emergency or disaster.
- Provides non-radiological technical information regarding Hanford Reservation hazards and site operations.

- Monitors state waters suspected of contamination due to an emergency or disaster.
- Coordinates with and assists DOH and WSDA in developing and implementing procedures for sampling food crops, waterways and other environmental media that may be contaminated, in accordance with ESF 11.
- Provides staff support to the SEOC and local jurisdictions or facilities, as necessary.
- Provides telecommunications systems support to the SEOC within capabilities, in accordance with ESF 2.
- Reviews tank vessel prevention plans concerning vessel operations and management. Consults with the maritime industry and environmental interests to establish standards for vessel safety and environmental protection.
- Identifies potential high-risk vessels to determine if they present a substantial risk to public health, safety and the environment.
- Makes on-site inspections of spills and accidents involving marine vessels to determine the cause of the incident and makes recommendations for remedial actions.
- Provides maritime expertise and advice to the State OSC.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization in accordance with ESF 14, as a core member.
- Provides Public Sector Lead for State Critical Infrastructure Program – Dams and Chemical Sectors.

### **Employment Security Department**

- Serves as the lead agency in the SEOC for coordinating acquisition of emergency or disaster human resources.
- Provides reemployment interviewing and possible employer contacts for those unemployed as a result of an emergency or disaster in support of ESF 6.
- Assumes the responsibility for implementing and directing those federal human resource programs for which the department has a like program in the event the U.S. Department of Labor cannot function until federal direction is reestablished.
- Administers the Disaster Unemployment Assistance Program that provides compensation to eligible emergency or disaster victims in support of ESF 6.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.

- Provides representation to the Washington Restoration Organization and Recovery Task Force (RTF) in accordance with ESF 14, as deemed necessary.

### **Department of Financial Institutions**

- Maintains oversight of all financial institutions.
- Provides guidance to recovery and restoration efforts.
- Provides Public Sector Co-Lead for the State Critical Infrastructure Program – Banking and Finance Sector.

### **Office of Financial Management**

- Assists with the compilation of emergency or disaster related financial information.
- Assists other state agencies with funding aspects of emergency or disaster programs and funds.
- Coordinates with other state agencies for facilities inventory information.
- Coordinates state disaster funding obligations and requests, and prioritizes costs from appropriate funding sources.
- Distributes Federal Emergency Management Agency (FEMA) funds, if made available.
- Provides representation to the Washington Restoration Organization and Recovery Task Force (RTF) in accordance with ESF 14, as a core member.

### **Department of Fish and Wildlife**

- Joint Primary Agency for ESF 11.
- Provides personnel and equipment to reinforce the WSP for special assignments associated with ESF 13 and/or support SEOC communication systems requirements in accordance with ESF 2.
- Provide law enforcement support to Washington State Department of Transportation (WSDOT) for assignments associated with ESF 1.
- Provides personnel and equipment such as commissioned officers with 4 x 4 vehicles and boats and self-contained underwater breathing apparatus with the capabilities required to support ESF 9.
- Supplies water tank trucks and potable water at selected sites, as available.
- Provides initial damage assessment estimates on department, other state and local facilities as a member of the PDA Team.
- Participates on PW Teams to conduct inspections of department facilities damaged by an emergency or disaster.
- Reviews all approved PWs to assure compliance with the hydraulics permit requirements.
- Provides aerial reconnaissance of impacted areas in coordination with ESFs 1, 5 and 9.

- Provides air transportation upon request.
- Assists local jurisdictions in evacuating individuals or property from an emergency or disaster area in coordination with ESF 9.
- Makes recommendations for preventing and/or modifying public consumption of contaminated food from fisheries or wildlife habitats.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides information to the Washington Restoration Organization on the impact of recovery activities on the fish, aquatic for resources, fish and wildlife habitat, hunting and fishing seasons and the Department's resources.
- Provides representation to the Recovery Task Force in accordance with ESF 14, as a core member.

#### **Department of General Administration**

- Primary Agency for ESFs 3 and 7. Joint Primary Agency for ESF 11.
- Locates, procures and issues resources necessary to support response and recovery efforts (i.e., emergency relief supplies, space, office supplies and equipment, contracting services, telecommunications, communications and other emergency equipment).
- Obtains appropriate food supplies through governmental and non-governmental sources. Arranges for the transportation of food supplies to designated staging areas within the affected area(s).
- Provides food to recognized relief organizations for mass feeding and distribution after an emergency or disaster proclamation by the Governor of Washington State, the Secretary of the USDA or a declaration of emergency or disaster by the President of the United States.
- Provides initial damage assessment and estimates on state-owned buildings and/or facilities under the control of the Department of General Administration as a member of the PDA Team.
- Participates on the PW Team to conduct inspections of General Administration facilities damaged by an emergency or disaster.
- Provides damage assessment estimates on other state and local facilities as a member of the PDA Team.
- Coordinates relocation of state offices and acquisition of new office space when necessitated by an emergency or disaster.
- Provides engineering, architectural contract, and administration support for construction projects.
- Restores consolidated mail services as soon as possible after an emergency or disaster.

- Assists the SEOC in coordinating emergency or disaster donated goods and services.
- Assists state agencies' emergency recovery personnel in obtaining fuel.
- Provides appropriate motor vehicles to the SEOC and other response and recovery agencies on a priority basis during an emergency or disaster.
- Receives, accounts for and distributes relief supplies in accordance with the priorities established in the SEOC.
- Hosts all dignitaries visiting the emergency or disaster site in coordination with the SEOC.
- Provides oversight, coordination and contract support of ESF 3, including the debris removal mission.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force in accordance with ESF 14, as a core member.
- Provides Public Sector Lead for the State Critical Infrastructure Program – Government Facilities and Postal and Shipping Sectors.

#### **Office of the Governor**

- Proclaims, as necessary, a "State of Emergency" as prescribed in RCW 43.06.010 (12).
- Assumes direct control over an emergency or disaster operation from the primary SEOC, alternate SEOC or another location.
- Provides liaison to the governors of other states in emergency or disaster-related matters.
- Provides coordination to state agencies and local jurisdictions with tribal governments impacted by the event.
- Ensures actions are taken to preserve cultural resources of the Indian Nations and their members.
- Requests federal assistance from either the President or other appropriate federal agencies.
- Issues, amends or rescinds the necessary orders, rules and regulations to carry out emergency management operations.
- Designates the Governor's Communications Director to serve as the Emergency Public Information Officer for the state of Washington.
- Activates and provides leadership and direction to the state's catastrophic incident recovery organizations, including the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14.

**Department of Health**

- Primary Agency for ESF 8. Joint Primary Agency for ESF 11.
- Provides and coordinates comprehensive assessments of the public health impact of emergencies and disasters, to include describing the distribution levels and types of health impacts and effects on the department's continued ability to provide essential public health services.
- Provides liaison with the federal Centers for Disease Control and Prevention, and other states and provincial health agencies, as potential sources of consultation and/or direct assistance.
- Provides coordination and assistance to local health jurisdictions to determine the need for additional health care providers, medical equipment and medical supplies during an emergency or disaster.
- Assists local health authorities with the inventory and supply of medical equipment and facilities.
- Provides assistance to local health departments, public and private health care institutions and other local government agencies with identification, treatment and control of communicable and non-communicable disease risk threatening public health.
- Provides state laboratory services to support the detection, identification and analysis of hazardous substances that may present a threat to public health.
- 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.
- 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.
- Provides technical assistance and advice to local health agencies in dealing with public health issues concerning the sanitary control, handling and disposal of solid waste and other refuse during an emergency or disaster.
- Provides consultation to support local health agencies to assist in the identification, disease testing and control of small animal, insect and rodent populations that present potential and actual hazards to public health.
- Provides consultation to local health agencies on the public health aspects of the identification, processing, storage, movement and disposition of the deceased. Coordinate state mass fatalities planning.
- State lead agency for radiation detection and monitoring. In support of local authorities, provides technological assessment, toxicological analysis and radiological support services in emergencies or disasters.
- Inspects and supervises the establishment of emergency pharmacies and other places in which drugs or devices are stored, held, compounded, dispensed, sold or administered.
- Serves as the lead agency to manage emergencies involving drug and device tampering, to include drafting emergency regulations as needed.

- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.
- Provides Public Sector Lead for State Critical Infrastructure Program – Water and Healthcare and Public Health Sectors.

### **Governor's Office of Indian Affairs**

- Assists in providing notification to the tribes in the event of emergencies and disaster related matters.
- Facilitates and expedites state and federal emergency or disaster assistance to the tribes and promotes intergovernmental cooperation between the tribes and local jurisdictions in all emergency or disaster related matters.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as deemed necessary.

### **Department of Information Services**

- Coordinating Agency for ESF 2.
- Lead agency for support of state voice communication systems, wide-area networks and other IT related missions.
- Advises other state agencies regarding technical issues associated with business resumption planning.
- Reviews completed agency disaster recovery and business resumption plans.
- Assists the SEOC with the coordination and monitoring of telecommunications system restoration, in accordance with ESF 2.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as deemed necessary.
- Provides Public Sector Lead for the State Critical Infrastructure Program – Information Technologies Sector

**Office of the Insurance Commissioner**

- Oversees the verification of settlements paid to claimants covered in accordance with valid insurance policies through coordination with the insurance industry and the public.
- Determines if insurance, as required for federal financial assistance, relates to the type(s) of hazards described in the Presidential Disaster Declaration and determines if the type of and amounts of insurance being required are reasonable.
- Coordinates emergency and disaster response and recovery issues with the insurance industry.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.
- Provides Public Sector Co-Lead for the State Critical Infrastructure Program – Banking and Finance Sector.

**Department of Labor and Industries**

- Examines electrical installations, boilers, pressure vessels, manufactured housing and work establishments to assure work place safety compliance for all workers, including those involved in response and recovery activities.
- Determines when a facility/industry is safe for occupancy and resumption of activity.
- Provides support for evaluation of mobile homes for level of damage and occupancy during recovery activities.
- Provides state laboratory services and/or equipment to support the detection, identification and analysis of hazardous substances that may present a threat to public health.
- Provides worker safety support according to agency plans.
- Provides specific support in terms of certifying personal protective equipment as such equipment becomes available for use by state and local jurisdictions.
- Provides workers' compensation benefits to those injured on the job, including during an emergency or disaster.
- Provides medical care and lost earnings supplements to victims of crime who have no other coverage.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.

- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.

### **Department of Licensing**

- Verifies credentials of non-medical professions and technical personnel assisting in response and recovery activities, as required.
- Provides business and professional licensee information necessary to support emergency or disaster response activities.
- Provides verification of registered owner's title and registration information in the recovery phase for insurance purposes.
- Represents death care concerns of the state and provides a Funeral and Cemetery Unit Liaison to the DOH, in accordance to ESF 8.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.

### **Office of the Lieutenant Governor**

In the absence of the Governor from the state, or in the event of the Governor's removal from office, resignation, death or disability, the Lieutenant Governor can carry out all authority of the Governor, including but not limited to:

- Proclaims, as necessary, a "State of Emergency" as prescribed in RCW 43.06.010 (12).
- Assumes direct control over an emergency or disaster operation from the primary SEOC, alternate SEOC or other location.
- Provides liaison to the governors of other states in emergency or disaster-related matters.
- Requests federal assistance from either the President or other appropriate federal agencies.
- Issues, amends or rescinds the necessary orders, rules and regulations to carry out emergency management operations.
- May serve on the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14.

### **Liquor Control Board**

- Provides personnel to augment the WSP for special assignments.
- Provides telecommunications resources in support of statewide operational requirements, in accordance with ESF 2.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information office support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.

**Military Department**

- Primary Agency for ESFs 5, 14, 15 and 20. Joint Primary Agency for ESFs 2 and 9.
- Lead agency for support of state voice communications systems, local area networks and other information technology related missions supporting SEOC operations and activities.
- Establishes and maintains a statewide emergency communications capability.
- Identifies actual and planned actions of commercial telecommunications companies to restore telecommunications capabilities and services.
- Coordinates the acquisition and deployment of additional telecommunications equipment, personnel and resources necessary to establish temporary communications capabilities within the affected area(s).
- Provides Public Sector Lead for the State Critical Infrastructure Program – Telecommunications Sector.
- Provides staff to support the SEOC, to include security and Administration and Finance Section.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.

**Military Department – Emergency Management Division**

- Coordinating Agency for ESF 9. Primary Agency for ESFs 5, 14 and 15.
- Establishes the state emergency management organization, to include staffing for normal activities and emergencies or disasters, and assists local jurisdictions in developing emergency management organizations.
- Directs and controls the state response and recovery organization based on the NRF and NIMS involving broad participation from state, private and voluntary relief organizations.
- Serves as the lead state agency for the development and implementation of this plan. Reviews and analyzes this plan against national criteria to ensure compliance with goals, procedures and benchmarks guiding emergency management programs. Advises and assists other state agencies and local governments in the development of emergency or disaster plans and programs which are in compliance with applicable state and/or federal laws, rules, regulations and executive orders.
- Develops and implements programs or initiatives designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards and regulations.

- Provides emergency and disaster-related training and orientation to state and local officials to familiarize them with emergency or disaster-related responsibilities, operational concepts and procedures.
- Prepares and carries out Washington State plans and procedures to ensure public health and safety are restored and normal activities are resumed after a disaster.
- Provides liability coverage and indemnification to registered emergency workers of local jurisdictions operating in a good faith attempt to protect lives, property and the environment in accordance with RCW 38.52.180.
- Establishes and maintains a 24-hour per day statewide warning capability and provides warning of impending emergencies or disasters to at risk political subdivisions.
- Maintains continuous preparedness and response capabilities through a 24-hour State Emergency Operations Officer (SEOO) system.
- Maintains shelter status information for affected jurisdictions using live databases such as WebEOC or the National Shelter System (NSS).
- Assures the continuity of resources (technical, administrative and material) to support 24-hour operations for a protracted period.
- Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related resources and services.
- Provides Alternate Governor's Authorized Representatives (GAR) for the FEMA State Fire Management Assistance Grant Program when the State Forester is designated as the GAR.
- Coordinates state resources to support local jurisdictions in need of supplemental emergency or disaster assistance.
- Coordinates the provision of statewide search, rescue and recovery assets to supplement the efforts of local jurisdictions.
- Identifies critical industry and infrastructures that may be impacted by disaster or required for emergency response efforts.
- Establishes and maintains an Emergency Public Information Program in accordance with ESF 15 - External Affairs at the direction of and in collaboration with the Governor's Communications Office. Coordinates with local jurisdictions, as appropriate. Disseminates information to the public and the news media regarding personal safety or survival, emergency and state response actions and the details of disaster assistance programs. After an emergency or major disaster declaration by the President, state public information programs will be coordinated with those of the federal government.
- Prepares state disaster proclamations and the Presidential Disaster Request for the Governor's signature.
- Provides overall administration and coordination for the processing of applications for federal disaster assistance authorized by Public Law 93-288 and/or other enabling legislation.
- Coordinates the state's Homeland Security and Critical Infrastructure Programs.

**Military Department – National Guard**

- Primary Agency for ESF 20.
- Coordinates defense support to civil authorities.
- Provides:
  - Limited air and land transportation of personnel and equipment.
  - Armories, tents and available land.
  - Limited power generation capabilities.
  - Limited air traffic control functions.
  - Light urban search and rescue forces.
  - Limited water purification.
- Provides supplemental security forces to assist local governments and the WSP in patrolling damaged areas, establishing roadblocks and directing traffic for the preservation of law and order.
- Supplements state emergency communications systems requirements, within capabilities.
- Provides aerial reconnaissance, photographic missions and radiological monitoring, as required. Coordinates with WSDOT, in accordance to ESF 7, to provide aerial reconnaissance and photographic missions, as requested, within capabilities.
- Provides limited emergency medical assistance.
- Provides limited mass feeding and billeting to support the SEOC when activated for a disaster.
- Provides initial damage assessment estimates on Military Department facilities as a member of the PDA Team.
- Participates in PW Teams to conduct inspections of Military Department facilities damaged by an emergency or disaster.
- Provides radiological data from military and mobilization sites.
- Provides assistance for emergency traffic regulation, movement control.
- Provides public affairs officer support to the Office of the Governor, The Adjutant General, the EMD, the SEOC or the lead state agency during response and recovery activities.

**Department of Natural Resources**

- Coordinating Agency for ESF 4. Joint Primary Agency for ESF 11.
- The State Forester serves as the Governor's Authorized Representative (GAR) for the FEMA State Fire Management Assistance Grant Program.
- Provides Alternate GARs for the FEMA State Fire Management Assistance Grant Program when the State Forester is designated as the GAR.

- Serves in the SEOC as an ESF 4 agency responsible for coordinating emergency or disaster firefighting and suppression activities.
- Mobilizes personnel and equipment during emergency or disaster operations for suppression and control of wildland fires or other conflagrations.
- Provides initial non-fire related emergency or damage assessment estimates on facilities and lands managed by DNR as a member of the PDA Team.
- Participates on PW Teams to conduct inspections of the DNR facilities and lands, as well as other state and local facilities damaged by an emergency or disaster.
- Coordinates and/or conducts debris removal, land reclamation and road reconstruction on DNR administered and/or protected lands.
- Provides representation to the volcano event planning working groups and multi-agency coordination groups formed to manage volcanic events.
- Provides geologic technical assistance and resources for landslides and similar events.
- Provides radio equipped vehicles and personnel to reinforce WSP and SEOC communications systems requirements, in accordance with ESF 2.
- Provides emergency air and ground transportation for emergency personnel and equipment.
- Provides mobile field kitchens and shower units for mass care support of emergency or disaster workers and victims.
- Provides aerial reconnaissance, as required.
- Provides bulldozers, trucks and other heavy equipment in an emergency or disaster.
- Provides a geologist when requested to work in the SEOC as a technical specialist providing scientific, geological information.
- Provides Incident Management Teams when requested to support emergency management actions.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.

### **Parks and Recreation Commission**

- Joint Primary Agency for ESF 11.
- Makes state park facilities available as assembly, relocation and dispatch areas for emergency or disaster operations, mass care and temporary housing.
- Provides initial damage assessment estimates on state parks, recreation facilities, public marine facilities and other state facilities as a member of the PDA Team.

- Participates on PW Teams to conduct inspections of state parks, recreational facilities, public marine facilities and other state facilities damaged by an emergency or disaster.
- Provides enforcement personnel and equipment to the WSP for special assignments in support of ESF 13.
- Supports the SEOC telecommunications systems requirements, within capabilities, in accordance with ESF 2.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Recovery Task Force, in accordance with ESF 14, as deemed necessary.
- Provides Public Sector Lead for State Critical Infrastructure Program – Monuments and Icon Sector.

### **Department of Personnel**

- Interprets and consults with state agencies on personnel rules and policies governing the state's workforce.
- Adopts civil service rules governing the state's workforce.
- Advises state agency human resource leaders on personnel matters during emergencies and disasters in collaboration with the Attorney General's Office and the Labor Relations Office.
- Provides state agencies and employees confidential and professional help to resolve personal or work-related problems, including workplace consultations and critical incident management services, during and following emergencies and disasters through the Employee Assistance Program (EAP).
- Maintains functional payroll system.
- Support SEOC disaster staffing with current Department of Personnel employees.
- Provides assistance in training related to emergency or disaster work.

### **Department of Printing**

- Provides emergency printing upon request from the SEOC and other state agencies in support of emergency response and recovery activities.

### **Office of the Superintendent of Public Instruction**

- Coordinates information on availability of school buses and facilities for sheltering during an emergency or disaster.
- Collects information on initial damage assessment estimates on public schools, educational service districts and private schools as well as other state and local jurisdiction facilities. Makes collected information available to the SEOC.

- Provides commodities from the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS), to the extent possible, to support congregate care meal service during an emergency or disaster.
- Provides information to PW Teams during their inspections of educational facilities damaged by an emergency or disaster.
- Assists educational service districts and local school districts in repairing and/or replacing school facilities damaged by an emergency or disaster.
- Assists federal agencies in preparing emergency or disaster damage inventories and local educational agencies in repairing and/or replacing school facilities damaged by an emergency or disaster (Public Laws 81-815 and 82-874).
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Distributes emergency preparedness guidance to school districts.
- Provides representation to the Washington Recovery Task Force, in accordance with ESF 14, as deemed necessary.

#### **Department of Retirement Systems**

- Ensures the timely distribution of monthly retirement benefits to retirees in the form of warrants and direct deposits.
- Takes action to reduce or eliminate the potential effects of any emergency or disaster on the retirement records and systems.
- Restores retirement services at the earliest opportunity.
- Provides public information support to the affected persons on the status of retirement services benefits.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.

#### **Department of Revenue**

- Assists in compiling statistics related to the fiscal impacts of an emergency or disaster.
- Provides assistance to local jurisdictions for maintenance or reconstruction of tax records.
- Adjusts tax reporting/collection requirements to allow for business resumption.
- Assists in evaluating damage to forests in determining marketability and tax impacts.
- Assists in evaluating damage to real property, utilities, etc.

- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as deemed necessary.

### **Office of the Secretary of State**

- Coordinates the State's essential records protection program, including provision of a central records protection site.
- Assists state and local jurisdictions with prevention of damage to records and restoration of declared damaged records.
- Expedites processing of gubernatorial proclamations, executive orders and other documents pertaining to disasters.
- Identifies organizations as private non-profit for eligibility of federal disaster relief programs pursuant to Public Law 93-288.
- Assumes the Governor's duties in case of a vacancy in both the offices of the Governor and Lieutenant Governor.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.

### **Department of Social and Health Services**

- Primary Agency for ESF 6. Joint Primary Agency for ESF 11.
- Promotes integration of functional needs support services across all applicable emergency support services.
- Coordinates the state-level mass care, emergency assistance, housing and/or human services response when assistance is requested by one or more disaster impacted jurisdictions or tribes.
- Administers the Disaster Supplemental Nutrition Assistance Program (DSNAP) when the President declares a major disaster for individual assistance.
- Within available resources, may administer onetime cash assistance under the Disaster Cash Assistance Program (DCAP) to persons who do not have money to meet basic needs and who suffered losses due to the disaster that are not reimbursed by insurance in the same month.
- Provides intake services at shelter, reception center or other remote locations for basic food, medical and cash assistance.
- Provides a list of certified language interpreters and translators located throughout the state.
- Provides Medicaid paratransit brokerage services.
- Provides geographic information services to map location of DSHS facilities, staff and clients.
- Provides demographic statistical data and related maps to support jurisdictions' disaster response effort.

- Coordinates requests for comprehensive assessments of emergency or disaster impacts upon the delivery of essential human services, including an evaluation of the need for special assistance to meet unique human service demands.
- Administers the Disaster Mental Health grant program, upon receipt of a Presidential Declaration of Disaster, in support of ESF 8.
- Provides continuity in the delivery of all agency critical functions.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information office support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.

### **Washington State Patrol**

- Primary Agency for ESF 13. Joint Primary Agency for ESFs 4 and 10.
- Assists local authorities with law enforcement operations and the evacuation of persons and property.
- Coordinates and maintains liaison with the Department of Corrections, Department of Fish and Wildlife, Department of Natural Resources, Military Department, Department of Transportation, Liquor Control Board, Parks and Recreation Commission and Utilities and Transportation Commission for use of their available personnel and equipment for augmentation and special assignments.
- Assists the SEOC in receipt and dissemination of warning information to state/local government.
- Provides telecommunications resources in support of statewide operational requirements, in accordance with ESF 2.
- Coordinates law enforcement and traffic control throughout the state. Enforces highway traffic regulations.
- Assumes role of incident command agency for hazardous materials incidents on all state and interstate highways and in designated political subdivisions.
- Provides first responder-level radiological monitoring and detection until relieved by DOH assets.
- Provides aerial reconnaissance photographic missions.
- Provides support to ESF 8 with the identification of human remains.
- Assesses damages to major commercial and industrial properties as a member of the FEMA Support Team.
- Assists the State Fire Defense Committee, a committee of the Fire Protection Policy Board, with development of the Washington State Fire Services Resource Mobilization Plan, which includes procedures for the coordination of local, regional and state fire jurisdiction resources.

- Shares joint primary responsibilities in the SEOC, along with the Department of Natural Resources, for the coordination of disaster firefighting and suppression resources through ESF 4.
- Serves as state fire resource coordinator when the *Washington State Fire Services Resource Mobilization Plan* is activated.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as needed.
- Provide intelligence information to the SEOC through the Washington State Fusion Center.

### **Department of Transportation**

- Primary Agency for ESF 1. Joint Primary Agency for ESF 9.
- Prioritizes and/or allocates transportation resources.
- Determines the usable portions of the state transportation system and coordinates and controls emergency highway traffic regulations in conjunction with the Washington State Patrol, Military Department, National Guard and the Federal Highway Administration.
- Coordinates with WSP for traffic control on appropriate state routes.
- In coordination with WSP, provides available resources to supplement local jurisdiction requirements for traffic control on local roads, provided the WSDOT resources are not put at risk.
- Coordinates ground, air, rail and marine traffic, as outlined in ESF 1.
- Coordinates traffic issues with WSP and local jurisdictions.
- Assists in promptly identifying and removing impediments to movement on state highways and other routes, if agency resources allow.
- Provides barricades, road signs and highway rerouting information necessary to redirect traffic from relocation and food control areas, provided those resources are available.
- Reconstructs, repairs and maintains the state transportation system including designation of alternate routes in coordination with counties, cities and ports.
- Coordinates the mobilization of personnel and equipment required for engineering services as related to the state transportation system.
- Maintains liaison with the Washington State Chapter of the Association of General Contractors, the Association of General Contractors of America, construction companies and equipment rental companies.
- Conducts damage assessment to the state's transportation system and facilities as a member of the PDA Team.

- Inspects infrastructure and prioritizes repairs to the Washington State transportation system.
- Conducts damage assessment on the non-state transportation system and facilities as a member of the PDA Team.
- Conducts inspections of the state's transportation system and facilities and the non-state transportation systems and facilities as a member of the PW Team.
- Coordinates state air resources; conducts aerial reconnaissance and photographic missions as requested, provided those resources are available.
- Manages overall effort for aerial search and rescue in support of ESF 9.
- Provides communications resources in support of statewide operational requirements, in accordance with ESF 2, provided resources are available.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information officer support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as a core member.
- Provides transportation of high risk populations in support of ESF 6, when required.
- Provides Public Sector Lead for the State Critical Infrastructure Program – Transportation Sector.

#### **Office of the State Treasurer**

- Assists affected communities with short-term lending, as directed by the State Finance Committee.
- Expedites emergency or disaster payments.

#### **Utilities and Transportation Commission**

- Joint Primary Agency for ESF 2.
- Provides informational assistance and expedites processing of requests from utilities under commission jurisdictions for authority to provide specific services or take specific actions related to the emergency, to include debris removal and disposal operations.
- Provides informational assistance and expedites processing of applications for permits from transportation companies for authority to engage in common or contract carrier operations related to the emergency.
- Provides on-site response to significant interstate and intrastate natural gas and hazardous liquid pipeline breaks or potential breaks to assure operators follow safe procedures, to identify any need for rule waivers to effect emergency repairs and to preserve evidence for later evaluation. Hazardous liquids include petroleum, petroleum products, and anhydrous ammonia.

- Provides staffing and administrative support for the Energy Facility Site Evaluation Council (EFSEC) activities and responsibilities.
- Provides personnel with utilities experience to staff one position in the SEOC for ESF 3 or other ESFs as requested.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.
- Provides public information office support to the Office of the Governor, ESF 15 or the lead state agency during response and recovery activities.
- Provides initial damage assessment estimates identifying utility outages, their locations and probable restoration times for systems under the Commission's jurisdiction based upon information obtained from the affected utilities.
- Provides available personnel to assist the WSP with regulatory enforcement or other special assignments, as requested.
- Provides representation to the Washington Restoration Organization and Recovery Task Force, in accordance with ESF 14, as deemed necessary.
- Provides Public Sector Co-Lead for State Critical Infrastructure Program – Energy Sector.

#### **Utilities and Transportation Commission - Energy Facility Site Evaluation Council**

- Is authorized to monitor and take certain enforcement actions against facilities cited under Chapter 80.50 RCW.
- The Energy Facility Site Evaluation Council (EFSEC) Chair is part of the Columbia Generating Station Executive Decision Response Group.
- Sites and regulates major energy facilities including Energy Northwest's Columbia Generating Station on the Hanford Site.
- Supports the Nuclear Regulatory Commission's (NRC) Liaison Officer when requested.
- Supports the development of public information.
- Supports the development of recovery plans and procedures.
- Provides representation to the Washington Restoration Organization in accordance with ESF 14, for an event at the Columbia Generating Station.

#### **Department of Veterans' Affairs**

- Provides public information officer support to the Office of the Governor, the state EMD, ESF 15 or the lead state agency during response and recovery activities.
- Provides assistance to ESF 8 with medical and support personnel, as requested.
- Coordinates veterans organization volunteers to assist with disasters.
- Provides graphics and editorial support to the Office of the Governor, the SEOC or the lead state agency during response and recovery activities.

### Emergency Management Council

- Advises the Governor and the Director of the Military Department on all matters pertaining to state and local emergency management.
- Ensures the Governor receives an annual assessment of statewide emergency preparedness through established reporting systems.
- Convenes in special session and serves as the State Emergency Response Commission (SERC), a committee of the Emergency Management Council.
- Oversees the Seismic Safety Committee.
- Oversees the Committee on Homeland Security, which provides advice and recommendations on statewide homeland security policy and plans.

### Local Government

- Responsible for the public safety and welfare of the people in their jurisdiction.
- Responsible for coordinating local resources to address the full spectrum of actions to prevent, prepare for, respond to, mitigate and recover from incidents involving all hazards including terrorism, natural disasters, accidents and other contingencies.
- To the extent authorized by state and local law, waive compliance with certain legal requirements, direct evacuations and, in coordination with the local health authority, order quarantines.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses and organizations cope with the consequences of any type of domestic incident within the jurisdiction.
- Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource sharing.
- Requests state assistance through the SEOC when the jurisdiction's capabilities have been totally committed, exceeded or exhausted.
- Responsible for maintaining a program designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintains cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements.
- Responsible for developing and maintaining procedures to receive and shelter persons evacuating from hazards within their political jurisdiction and those persons evacuating from hazards outside into their jurisdiction with state assistance.
- Responsible for compliance with RCW 38.52.070, which directs the establishment of local organizations for emergency management, and development of a local CEMP consistent with the *Washington State CEMP*.
- Responsible for establishing and operating local staging areas and community points-of-distribution (CPOD) in support of delivery of emergency supplies.

## Tribal Nations

- Responsible for the public safety and welfare of their tribe.
- Responsible for coordinating tribal resources to address the full spectrum of actions to prevent, prepare for, respond to and recover from incidents involving all hazards including terrorism, natural disasters, accidents and other contingencies.
- Use extraordinary powers to suspend tribal laws and ordinances, direct evacuations and, in coordination with the local health authority, order quarantines.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses and organizations cope with the consequences of any type of domestic incident within the tribe's jurisdiction.
- Negotiates and enters into mutual aid agreements with other tribes and/or jurisdictions to facilitate resource sharing.
- Requests state assistance through the SEOC when the tribe's capabilities have been totally committed, exceeded or exhausted.
- Elect to deal directly with the federal government, although the Governor must request a Presidential Disaster Declaration on behalf of a tribe under the Stafford Act. Federal agencies may work directly with the tribe within existing authorities and resources.
- Responsible for maintaining a program designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintains cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements.
- Responsible for establishing and operating local staging areas and community points-of-distribution (CPOD) in support of delivery of emergency supplies.

## Federal Government

### General

- Provides emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Provides repatriation assistance to U.S. citizens evacuated from overseas areas.
- Responds to actual or potential major disasters or emergencies through the full or partial activation of NRF ESFs, as necessary.
- NRF ESFs serve as a coordination mechanism to provide assistance to state, local and tribal governments or to federal departments and agencies conducting missions of primary federal responsibility.

### **Department of Homeland Security**

- Responsible for coordinating federal operations within the United States to prepare for, respond to and recover from terrorist attacks, major disasters and other emergencies.
- The Secretary of Homeland Security is designated as the principal federal official for domestic incident management.
- Responsible for coordinating federal resources utilized in response to or recovery from terrorist attacks, major disasters or other emergencies if and when any of the following conditions apply:
  - The resources of state and/or local authorities are overwhelmed and federal assistance has been requested;
  - More than one federal department or agency has become substantially involved in responding to an incident; or
  - The Secretary of Homeland Security has been directed to assume incident management responsibilities by the President.

### **Department of Justice**

- The United States Attorney General is the chief law enforcement officer in the United States.
- Lead agency responsible for investigation of criminal and terrorist acts or terrorist threats within the United States.

### **Department of Defense**

- Provides resources, when available, to support the federal response to a major disaster or emergency.
- The Secretary of Defense authorizes the Defense Support to Civil Authorities (DSCA) for domestic incidents as directed by the President or when consistent with military readiness operations and appropriate under the circumstances and the law.

## **Nongovernmental (NGO) and Voluntary Organizations**

### **General**

- Provide resources to state and local jurisdictions to assist in the response and recovery phases of emergency or disaster operations.
- Participate as members of state and local jurisdiction planning teams.
- Support exercises and drills as participants and by including the state and local jurisdictions in business and industry activities.

### **American Red Cross**

The American Red Cross' role as the nation's largest mass care service provider is separate and distinct from its role in the *National Response Framework* and the *Washington State CEMP*. Red Cross emergency assistance is designed to minimize the

immediate suffering caused by a disaster by providing food, clothing, shelter, first aid and other assistance to address basic human needs. Red Cross emergency assistance may be provided either as mass care, individual assistance or a combination of the two, depending on the victims' needs. Mass care is provided through any combination of three integrated elements:

- Individual or congregate temporary shelters.
- Fixed or mobile feeding operations.
- Distribution of relief supplies.

Individual assistance is provided to individuals and families through the purchase of needed items and/or services or referrals to other agencies and organizations offering assistance to disaster victims at no charge. The Red Cross also processes welfare information requests. In addition to emergency assistance, the Red Cross participates in community recovery programs after major disasters.

The Red Cross acknowledges the role of the state in the *National Response Framework* and stands ready to support the state by collaborating on state planning efforts, providing technical guidance on mass care and assisting in determining needs for requests for support.

Following a disaster, the Red Cross provides the following services:

- **Food, Shelter and Emergency Supplies:** The Red Cross' first priority is to ensure people have a safe place to stay, food and emergency supplies. Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes emergency response vehicles from which disaster workers distribute food, water and essential clean-up items that might not be immediately available in the community.
- **Welfare Information:** Disasters often disrupt regular communication channels and can separate families. Family members may request welfare information regarding their loved ones through the Red Cross' nationwide network of chapters. The Red Cross "Safe and Well" website enables people within a disaster area to let their families and friends outside of the affected area know they are all right. Clients go to <http://redcross.org/safeandwell> to register on Safe and Well. Red Cross call agents at 1-800-RED-CROSS can register individuals without computers or connectivity.
- **Client Casework and Recovery Planning and Assistance:** The American Red Cross provides casework to families with verified disaster-caused needs. This process consists of an in-depth interview to assess the client's immediate needs. The caseworker can provide financial assistance, advocacy, bulk distribution and/or referrals to local resources. The caseworker also assists the client in developing a recovery plan. Red Cross caseworkers work closely with local, state and federal government to ensure clients have access to all available resources.
- **Disaster Health and Mental Health Services:** The Red Cross deploys licensed or certified health and mental health professionals who are trained to address

- disaster caused or exacerbated needs. This can include first aid, assessments, crisis intervention and replacement of medications or medical supplies. Red Cross Disaster Health and Mental Health Teams meet these needs through bulk distribution, financial assistance advocacy or referrals to community partners.
- Provides preliminary and detailed damage assessment of the affected area to determine the number of dwellings and public shelters damaged and the extent of damage based on Red Cross standards.
  - Coordinates, within its agreements, the provision of relief efforts by any volunteer organizations actively engaged in providing relief assistance to disaster survivors.
  - Coordinates its relief activity with participating and support agencies and affected counties through liaisons to the state and local jurisdiction EOCs.
  - Provides representation to the Recovery Task Force, in accordance with ESF 14, as deemed necessary.

#### **Washington Voluntary Organizations Active in Disasters (WAVOAD)**

- Provide a framework for coordination among voluntary agencies providing resources before, during and after disasters.
- Serve in the SEOC during activations as a liaison to voluntary agencies.

#### **Washington Information Network (WIN) 2-1-1**

- Provides a network of public-accessible telephonic resource call centers and assists in distribution of information concerning state services.
- Provides a liaison to the SEOC during activations, when appropriate.

### **Private Sector**

- Support the *National Response Framework* and *Washington State CEMP* by:
  - Sharing information with the government.
  - Identifying risks.
  - Performing vulnerability assessments.
  - Developing emergency response and business continuity plans.
  - Enhancing overall readiness.
  - Implementing appropriate prevention and protection programs.
  - Participating in the State Critical Infrastructure Program
  - Donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an emergency or disaster.
- Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring and responding to an incident once it occurs.

- Serve as an active partner in local and state emergency preparedness, response and recover organizations and activities.
- Develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.

## Individuals

- Responsible for the safety and welfare of themselves and their family.
- Should prepare themselves and their family for disasters and emergencies within the community by:
  - Establishing and maintaining a family *Disaster Preparedness Plan*.
  - Creating an emergency supply kit for their home and workplace.
  - Be prepared to sustain themselves and their family for a minimum of three days (72 hours).
- Actively participate in local emergency preparedness and response organizations and activities such as Community Emergency Response Teams (CERT).

## IV. DIRECTION, CONTROL & COORDINATION

### Purpose

Provide for the effective direction, control and coordination of emergency management activities undertaken in accordance with the *Washington State Comprehensive Emergency Management Plan (CEMP)*. Ensure continued operation and continuity of state and local governments and their functions during and after emergencies or disasters. Ensure the preservation of public and private records essential to the continued operations of government and the private sector.

### Direction & Control

Direction and control of emergency management is the responsibility of the Governor, other elected state officials, and the executive heads of political subdivisions of the state, who may delegate operational functions to state and local jurisdiction emergency management directors or selected state emergency management personnel. The Governor usually delegates to the Director of the Washington State Military Department the responsibility for direction and control when proclaiming a disaster or emergency. The Director of the Washington State Military Department carries out these responsibilities in cooperation and collaboration with state agencies, local jurisdictions, volunteer organizations and the private sector. Figure 4, Emergency Management Operational Structure, depicts the control and coordination channels used during disasters and emergencies in Washington State.

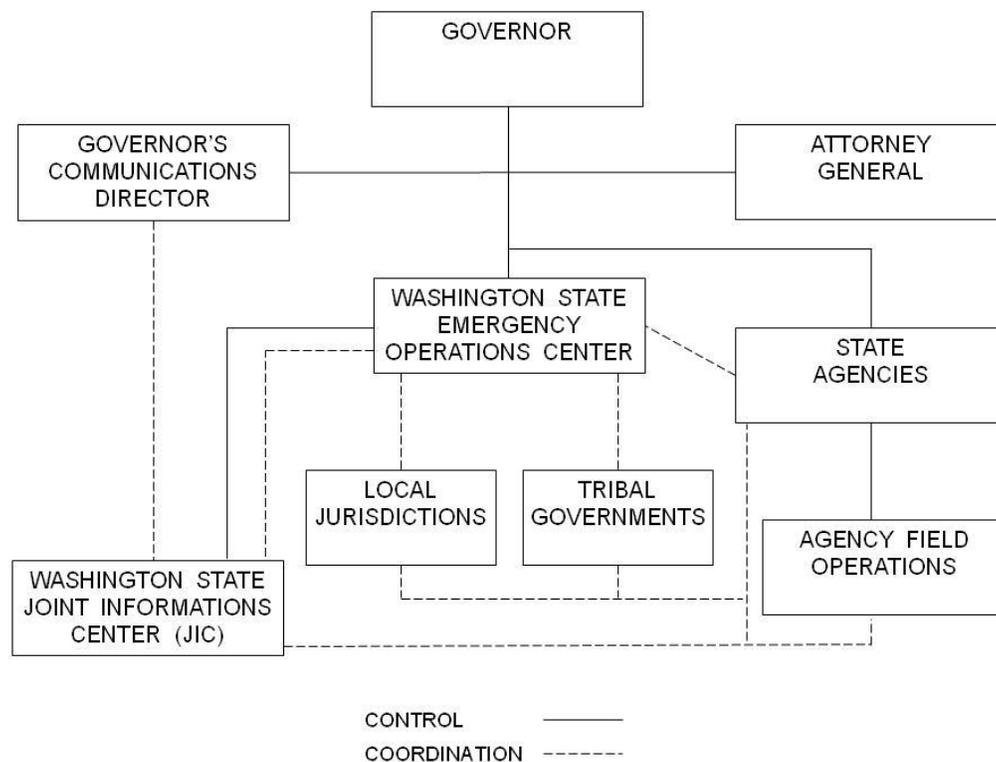


Figure 4 - Emergency Management Operational Structure

State agency and local government services and facilities may be used during the time of a disaster or emergency as described in RCW 38.52.110. The Governor or designee, directors of selected state agencies or their designees and other key individuals may operate during disasters and emergencies from the primary state Emergency Operations Center (EOC), a designated alternate state EOC or other site designated by the Governor.

Direction and control can be conducted using the existing emergency management communications systems or communications specifically established for disaster or emergency operations. See Emergency Support Function (ESF) 2 - Communication, Information and Warning Systems.

**Coordination**

State and local jurisdiction emergency management directors provide the means for coordinating capabilities, resources and assets necessary to alleviate the impact of disasters or emergencies on citizens and public entities. The day-to-day structure for coordinating these emergency management activities and mitigation and preparedness programs is depicted in Figure 5, Emergency Management Organizational Structure.

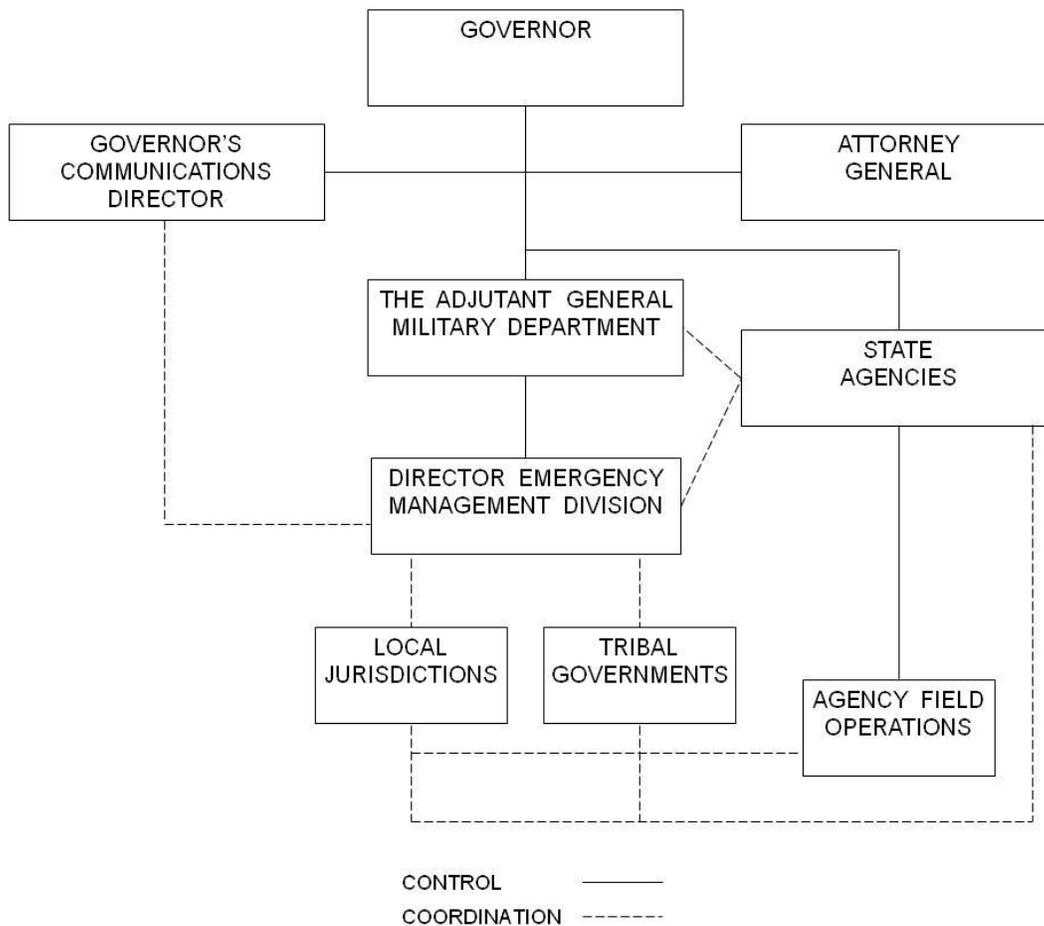


Figure 5 - Emergency Management Organizational Structure

The Governor, through the Director of the Washington State Military Department, provides liaison to federal agencies, using the ESF concept. Liaison is provided to British Columbia, other states and other entities based upon the scope of the disaster or emergency.

### **Continuity of Government**

The Washington State Constitution, Article III, Section 10 states the chain of succession for the Office of Governor should the office become vacant: "In case of the removal, resignation, death or disability of the governor, the duties of the office shall devolve upon the lieutenant governor; and in case of a vacancy in both the offices of governor and lieutenant governor, the duties of governor shall devolve upon the secretary of state." Provisions of Chapter 42.14 RCW shall apply if necessary.

Executive directors of state agencies will designate successors to ensure continuity of leadership and operations. Successors should be aware of their emergency responsibilities. Directors will ensure continuity of government, or business continuity plans are in place, are exercised and, if necessary, updated on an annual basis. Plans should clearly specify alternate business locations, emergency response procedures, and alternate means of communications. Employee safety is paramount in preparing and responding to emergencies.

State elected officials and appointed directors of government and governmental agencies will ensure essential records are identified, preserved and adequately protected in accordance with RCW 40.10.010, in order to provide for the continuity and preservation of civil government.

Under Article XI, Section 11 of the State Constitution, any county, city or town "may make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws." They are also charged with the responsibility for ensuring provisions are made for continuity of government during emergencies within their respective jurisdictions.

The Lieutenant Governor, accompanied by the designated representatives of state agencies, will activate and occupy an alternate state EOC upon request of the Governor.

### **Emergency Operations Centers**

State and local jurisdiction emergency management organizations coordinate actions or operations from a central location equipped with the communications capabilities required to conduct such activities. Procedures are maintained to ensure these facilities are adequately staffed and equipped to be immediately available when needed.

The state EOC (SEOC) is equipped with information display media and materials, internal communications, back-up electrical power and the additional supporting equipment, materials and supplies required to ensure efficient and effective emergency management 24/7. Local jurisdiction EOCs will be equipped, activated and staffed in accordance with local directives. State and local jurisdictions will conduct operations from internally established operations centers and those locations that agency directors deem necessary to fulfill their disaster and emergency responsibilities.

## Responsibilities

### General

The general responsibilities of state agencies are shown in the Appendix C, Agency ESF Responsibilities Matrix and listed in Section III, Organization & Responsibilities. The responsibilities of local jurisdictions are also listed in Section III and in Section II, Concept of Operations. The complexity of emergency management operations during a disaster or emergency requires that direction, control and coordination channels be formalized and understood by participants.

### State Agencies

The Director of the Washington State Military Department, subject to the direction and control of the Governor, shall be responsible to the Governor for carrying out the emergency management program for the state. The Director of the Washington State Military Department shall coordinate the activities of all organizations for emergency management within the state, maintain liaison with and cooperate with the emergency management organizations of other states and the federal government and have such additional authority, duties and responsibilities as prescribed by the Governor, as authorized in RCW 38.52.030(2). Direction and control is usually delegated to the Director of the Emergency Management Division (EMD), in cooperation with state agencies, local jurisdictions, volunteer organizations and the private sector.

State agencies shall assign a State Agency Emergency/Disaster Liaison Coordinator to the state EMD to coordinate agency emergency management activities.

The Governor appoints a State Coordinating Officer (SCO) after a Declaration of Emergency or major disaster by the President of the United States to collaboratively coordinate state and local jurisdiction disaster assistance efforts with those of the federal government. The SCO is the principal point-of-contact with the Federal Coordinating Officer (FCO) for coordination of federal assistance with state and local jurisdictions, using the ESF system.

## V. COMMUNICATIONS

### Purpose

Describe the Emergency Support Function (ESF) 2 - Communication, Information and Warning Systems supporting the SEOC's phased response to disasters and emergencies. This section also summarizes statewide application of WebEOC as a communications, collaboration and coordination resource.

### ESF 2 Organization

ESF 2 staffing normally consists of an ESF Lead, Telecommunications and Information Technology Support Staff, WebEOC Technician and a Radio Amateur Civil Emergency Services (RACES) Officer. Additional radio operators will augment the ESF 2 staff as dictated by the situation and associated communications challenges. Radio and telephone communications administrators/engineers from state agencies and the telecommunications industry may be required to augment ESF 2 during major incidents. The State RACES Station will be established per direction of the ESF 2 Lead.

### Concept of Operations

ESF 2 will be the main point of contact for any telecommunications issues and requests concerning the disaster/emergency.

State and local radio communications systems will operate under previously approved licenses. Requests for new licenses may be submitted to the SEOC, which will forward requests to the FCC and/or appropriate frequency coordinator for approval, as required.

State agency personnel responding to the SEOC to support the states response during Phase III and Phase IV activations must be prepared to establish radio communications with their parent organization if commercial telephone is not available.

### Responsibilities

#### ESF 2

- Operate and maintain telecommunications and automation systems in support of the SEOC during all phases of operation.
  - Ensure telecommunications capabilities (commercial telephone, cellular or mobile radio) are provided to support deployed liaison personnel.
  - Ensure toll-free number(s) are established for disaster/emergency operations and information.
- Coordinate and direct assistance to local government in support of their telecommunications needs.
- Coordinate the employment, integration and operation of the state, federal, commercial, local and private telecommunications systems to support the event.
- Continually assess the disaster's impact on state, local or commercial communications systems and make recommendations to decision makers concerning possible fixes.

- Coordinate and monitor restoration/provisioning status of telecommunications systems.
- Coordinate and prioritize requests for federal and/or commercial telecommunications support/assistance.
- Coordinate allocation, deployment and location of mobile/transportable telecommunications systems provided from state, commercial or federal resources.

**ESF 2 Support Agencies**

- Be prepared to provide staff to augment the SEOC ESF 2 staff during Phase III and Phase IV operations.
- Be prepared to provide technical assistance to restore and provision emergency management and local circuits through agency owned systems.
- Be prepared to identify and provide mobile, portable and/or transportable telecommunications equipment to support the emergency.

<b>SEOC Communications Capabilities</b>	
Commercial Telephone	Private lines, Centrex, Scan and Lakewood business lines
CEMNET	Comprehensive Emergency Management Network, VHF low band 2-way radio system
NAWAS	National Warning System, national to state/state to local, voice only
ACCESS	A Central Computerized Enforcement Service System, data circuit
SECURE	State Emergency Communications Using Radio Effectively, HF point-to-point radio using 8 discrete frequencies
RACES	Radio Amateur Civil Emergency Services
EAS	Emergency Alert System, national, local, state
Satellite Telephone	Telephone and radio through AMSC Satellite
FNARS	FEMA National Radio System, voice and teletype, federal to state
FNF and DOE-RL	Dedicated lines to FNF, 5 non-telco
HF/VHF/UHF Radios	STARC, GA 800 MHz, DOT 800 MHz, FEMA MERS Ops, Ground/Air
CSEPP	Dedicated lines to Benton County, 2 non-telco
Local Area Network	SUN Based Server
PC Workstations	LAN and WAN connectivity and Internet access

<b>Disaster/Emergency Communications Frequencies</b>	
Law Enforcement Radio Net (LERN)	155.370
National Law Enforcement Emergency Channel (NLEEC)	155.475
On-Scene Command and Coordination Radio (OSCCR)	156.135
Search and Rescue (SAR)	155.160
Hospital Emergency Administrative Radio (HEAR)	155.340, 155.280
Medical Emergency Delivery System (MEDNET)	462.950 - 468.175
Fire Communications (FIRECOM)	153.830
Comprehensive Emergency Management Network (CEMNET)	45.200, 45.360, 45.480
NOAA Weather Radio	162.550, 162.475, 162.400

**WebEOC**

The state of Washington maintains a crisis information management system, commonly referred to as WebEOC, to manage large-scale disasters and emergencies and to support and increase public safety information sharing. One of the primary objectives of WebEOC is to provide the State Emergency Operations Center (SEOC) with a platform to receive, process and manage information from the counties, cities, state agencies, tribal and federal governmental entities. WebEOC also serves as a collaborative tool for each entity to provide local incident commanders, command level personnel and senior leadership one common operating picture to maintain situational awareness of public safety operations and sensitive information.

WebEOC is also used as a gateway to share information among county/city EOCs, the SEOC and state, federal and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters/emergencies and supports statewide collaboration. WebEOC is also a means of communication between county/city EOCs and the SEOC.

The Washington Military Department (WMD) maintains access control to the State WebEOC site and limits such access to key personnel involved in emergency operations and/or those who have a need to communicate with a county/city EOC and/or the SEOC. All users are required to sign a User Agreement and attend the standard WebEOC class (webinar, classroom, or tutorial) prior to accessing and using the State WebEOC application. All users shall comply with the User Agreement. The WebEOC Administrator works with emergency managers statewide to create accounts for their own users. The State WebEOC Administrator is the only entity authorized to create or delete WebEOC user accounts. The WMD reserves the right to terminate use of the WebEOC system or an individual user at any time due to violations of policy, operational security or negligent use.

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## VI. ADMINISTRATION, FINANCE & LOGISTICS

### Purpose

To provide guidance to state agencies, local jurisdictions and organizations on administrative, financial and logistical matters necessary to support operations during disasters or emergencies and to preserve vital records.

### Concept of Operations

State agencies, local jurisdictions and organizations with emergency management responsibilities will establish, maintain and protect essential records in accordance with the record retention program as defined in RCW 40.10.010. Essential records are those needed in an emergency and for the reestablishment of normal operations after an emergency.

Reports are required from state agencies, local jurisdictions and organizations to provide the Governor, Washington State Military Department, Emergency Management Division (EMD) and other governmental officials with information concerning the nature, magnitude and impact of a disaster or emergency and for use in evaluating and providing the most efficient and appropriate distribution of resources and services during the response to and recovery from a disaster or emergency. The required reports should include, but are not limited to:

- Situation Reports.
- Proclamations of Emergency and requests for Proclamations of Emergency.
- Requests for Assistance.
- Damage Assessment Reports.

The EMD authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(4) while the rules and regulations concerning coverage, classification and registration of workers are addressed by RCW 38.52.310 and Chapter 118.04 WAC.

The SEOC may issue mission numbers (Disaster Incident or Search and Rescue Number Series) to local jurisdictions for actions taken with the intent of protecting life, property and/or the environment during the incident period of any given event. The mission number will be used by each local jurisdiction for the duration of the incident and the recovery period.

Equipment and vehicles should only be used by trained, qualified personnel. Personal property which is not relevant to the mission will not be considered for compensation coverage. When state agencies or local jurisdictions engage in repair or restoration of damaged facilities as part of their emergency response, some of the normal bidding, contracting, permitting and regulatory requirements may not apply or may provide for a streamlined process. Just a few such examples are:

- Emergency work impacting waters of the state, such as bridge repairs, triggers an expedited process for hydraulic project permits. RCW 77.55.011(6) and 77.55.021(8 – 12).
- Emergency work within shorelines may be exempt from shorelines permits. RCW 90.58.030(3)(e)(iii) and WAC 173-27-040(2)(d).
- Emergency work may be exempt from environmental review under Ecology rules carrying out the State Environmental Policy Act. WAC 197-11-880.

Even when regulatory statutes or rules provide exemptions for emergency work, those exemptions may apply only to repair of existing facilities or restoration of facilities to their pre-disaster condition. Emergency construction of new facilities or an expansion of or addition to an existing facility may require regulatory permits and environmental review.

Many structures, archaeological sites or properties of historical significance are protected by law. Statutes protecting Native American Indian cultural resources do not contain clear exemptions for emergency work that could impact such resources. Consult Chapter 27.53 RCW for additional guidance on this subject. Non-time critical missions and recovery actions affecting such protected areas will be coordinated with the Department of Archaeology and Historic Preservation.

### **Federal Assistance and Non-Discrimination**

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as defined in 44 Code of Federal Regulation (CFR) § 206.11. FEMA's own non-discrimination policies are set out in 44 CFR Part 7. As a result of this federal requirement, state and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination. This program will encompass all state and local jurisdiction actions to the Federal/State Agreement.

- All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, or national origin.
- As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.
- The provisions of Title 44 CFR, Section 206.11 concerning nondiscrimination in disaster assistance shall be included in this document by reference.
- State and local governments carrying out emergency response and providing disaster assistance shall also comply with all applicable non-discrimination provisions contained in Chapter 49.60 RCW, "Discrimination - Human Rights Commission," which provisions are included in this document by reference.

## Financial Management

Emergency expenditures are not normally integrated into the budgeting process of state and local jurisdictions. Nevertheless, events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures. State agencies will follow emergency procedures outlined in RCW 43.88.250, Emergency Expenditures. Whenever an emergency necessitates expenditures for the preservation of peace, health or safety, or for carrying on the necessary work required by law of any state agency for which insufficient or no appropriations have been made, the head of such agency shall submit to the Governor duplicate copies of a sworn statement setting forth the facts constituting the emergency and the estimated amount of money required. If the Governor approves such estimates, in whole or in part, the Governor shall endorse each copy of the statement, together with a statement of the amount approved as an allocation from any appropriation available for allocation for emergency purposes and transmit one copy to the head of the agency thereby authorizing the emergency expenditures.

Emergency purchases by state agencies shall be made in accordance with RCW 43.19.200.

Local jurisdictions will incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and their local codes, charters and ordinances, which include but may not be limited to the following:

- Emergency expenditures for cities with populations over 300,000. RCW 35.33.081.
- Emergency expenditures for towns and cities with populations less than 300,000. RCW 35.33.081.
- Emergency expenditures for code cities. RCWs 35A.33.080 and 35A.34.140.
- Emergency expenditures for counties. RCW 36.40.180.

Records will be kept in such a manner to separately identify incident or event related expenditures and obligations from general programs and activities of state agencies and local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters and for audit reports. Detailed records will be kept from the onset of an incident or event to include, but are not limited to:

- Work that is performed by force account.
  - Appropriate extracts from payrolls, with any cross references needed to locate original documents.
  - A schedule of equipment used on the job.
  - Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
- Work that is contracted out.
  - Copies of requests for bids.

- The contract that is let.
- Invoices submitted by the contractor.
- Warrants authorizing check issuance.
- Work done under inter-community agreements and mutual aid.

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

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

## Logistics

The majority of today's consumables are distributed through just-in-time supply chains managed by the private sector. These supply chains may be disrupted as a result of damage to the transportation and communication infrastructure during a disaster or emergency. The affected areas will therefore be in need of emergency resources as well as everyday goods and services. While efforts are underway to reestablish private sector supply chains, governmental emergency logistics will be implemented to meet immediate disaster needs.

Emergency logistics will provide resource support through Emergency Support Function (ESF) 7 – Logistics Management and Resource Support to tribal and local governments once they have exhausted their supplies and capacity for the provision of services, personnel and commodities during the response and recovery phases of a disaster or emergency. The State Emergency Operations Center (SEOC) Logistics Section will coordinate emergency logistics activities through ESF 7 with the support of numerous regional and state agencies.

Resource requests will be tracked throughout their entire lifecycle, from the time they are submitted to the Logistics Section until they are filled. Elements of the emergency supply chain, such as state and local staging areas, reception and integration centers, a movement coordination center and movement control points will be activated as appropriate to the situation. State and local staging areas will serve as intermittent storage areas for the movement of resources to affected areas. Reception and integration centers will provide reception, integration, onward movement and accountability for out-of-state resources. The movement coordination center and movement control points will coordinate and track the flow of disaster relief convoys through and to affected areas, providing security escorts where needed. Out-of-state mutual aid resources will be requested through the Emergency Management Assistance Compact (EMAC) or the Pacific Northwest Emergency Management Arrangement (PNEMA).

ESF 7, Resources describes the concept of operations as well as the roles and responsibilities of the lead and support state agencies during the mitigation, preparedness, response and recovery phases. The reception and integration, state staging areas and movement coordination elements of the emergency supply chain are described in detail in separate appendices to ESF 7.

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## VII. PLAN DEVELOPMENT & MAINTENANCE

### General

The *CEMP Basic Plan* will be revised at a minimum of every four years from the date of last publication. Emergency Support Functions (ESF) and other Annexes will also be revised on a staggered four-year cycle.

The EMD Planning, Analysis and Logistics (PAL) Section is responsible for coordinating revisions and updates of the CEMP and its components. The CEMP is updated according to the instruction above or in response to a major revision of the NRF or its successors, Washington State Law (applicable RCW or WAC provisions) or upon direction from the Governor.

Notwithstanding the regular update schedule, EMD PAL Section staff will review the CEMP on an annual basis and collate suggested updates from other sources such as local, state and federal agencies.

The EMD Response Section reviews the CEMP to ensure full integration and compliance with the *National Incident Management System*.

CEMP sections are scheduled for rewrite, completion or update in the following years.

Section	2011	2012	2013	2014
Basic Plan				X
ESF 1	X			
ESF 2			X	
ESF 3		X		
ESF 4				X
ESF 5	X			
ESF 6		X		
ESF 7	X			
ESF 8				X
ESF 9				X
ESF 10			X	
ESF 11				X
ESF 12	X			
ESF 13	X			
ESF 14			X	
ESF 15		X		
ESF 20		X		
Terrorism - Annex A		X		
Catastrophic - Annex B			X	
Evacuation - Annex C			X	

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## VIII. AUTHORITIES & REFERENCES

### Authorities

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

#### Revised Codes of Washington (RCW) and Washington Administrative Codes (WAC)

- Chapter 09.73. RCW, Privacy, Violating Right of
- Chapter 38.08 RCW, Powers and Duties of Governor
- Chapter 38.12 RCW, Militia Officers and Advisory Council
- Chapter 38.52 RCW, Emergency Management
- Chapter 43.06 RCW, Governor
- Chapter 43.105 RCW, Department of Information Services
- Chapter 70.102 RCW, Hazardous Substance Information
- Chapter 70.105 RCW, Hazardous Waste Management
- Chapter 70.136 RCW, Hazardous Materials Incidents
- Chapter 80.01 RCW, Utilities and Transportation Commission
- Chapter 80.36 RCW, Telecommunications
- Chapter 80.50 RCW, Energy Facilities – Site Locations
- Chapter 82.14B RCW, Counties - Tax on Telephone Access Line Use
- RCW 43.21G.040, Governor’s Energy Emergency Powers – Energy Supply Alert – Construction of Chapter
- RCW 43.43.961, State Fire Service Mobilization
- Chapter 118-04 WAC, Emergency Worker Program
- Chapter 118-66 WAC, Enhanced 9-1-1 Funding
- Chapter 480-120 WAC, Telephone Companies
- Chapter 480-121 WAC, Registration of Telecommunications Companies
- Title 118 WAC, Military Department (Emergency Management)

#### Other Governing Law

- Homeland Security Act of 2002, Public Law 107-296
- Homeland Security Presidential Directive #5, Management of Domestic Incidents
- Code of Federal Regulations Title 44, Part 206
- Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- Public Law 96-342, Improved Civil Defense 1980
- Public Law 99-499, Superfund Amendment and Reauthorization Act
- Public Law 99-499, Title III - Emergency Planning Community Right-to-Know Act (EPCRA)
- Public Law 105-19, Volunteer Protection Act of 1997

- Public Law 109-295, Title VI - Post Katrina Emergency Management Reform Act of 2006
- Public Law 920, Federal Civil Defense Act of 1950, as amended

## References

*Emergency Management Council Statewide Emergency Preparedness 2009 Annual Report to the Governor*

*Emergency Management Division Disaster Assistance Guide for Local Governments, April 2009*

*Emergency Management Division Hazard Mitigation Grant Programs; Administrative Guidelines, Procedures and Grant Application, March 2008*

*Hazard Identification Vulnerability Analysis, November 2009*

*Integrated Fixed Facility Radiological and Chemical Protection Plan, 2008*

*Mount Rainier Volcanic Hazards Response Plan, July 1999*

*Mutual Aid Handbook, September 2009*

*National Infrastructure Protection Plan, 2009*

*National Response Framework, January 2008*

*Northwest Area Contingency Plan, 2010*

*Public Assistance Application Manual, 2010*

*Washington Homeland Security Strategic Plan 2009-2014, March 2009*

*Washington Infrastructure Protection Plan, February 2008*

*Washington State Emergency Operations Plan, April 2008*

*Washington State Enhanced Hazard Mitigation Plan, October 2010*

*Washington State Fire Services Resources Mobilization Procedures, April 2009*

## Appendix A – Acronyms & Definitions

### Acronyms

ACCESS	A Central Computerized Enforcement Service System
ACP	Access Control Point
ADA	Americans with Disabilities Act
AFRCC	Air Force Rescue Coordination Center
APHIS	Animal and Plant Health Inspection Services (USDA)
ANRC	American National Red Cross
ARC	American Red Cross
AVIC	Area Veterinary in Charge (USDA)
AWC	Alert and Warning Center
CAEC	County Animal Emergency Coordinator
CAIRA	Chemical Accident/Incident Response and Assistance
CAMEO	Computer Aided Management for Emergency Operations
CBP	U.S. Customs and Border Protection
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulation
CHS	Committee on Homeland Security
CIPS	Critical Infrastructure Protection Subcommittee
CLOREP	Chlorine Emergency Plan
CPOD	Community Point-of-Distribution
CSDP	Chemical Stockpile Disposal Program
CSEPP	Chemical Stockpile Emergency Preparedness Program
DCE	Defense Coordinating Element
DCO	Defense Coordinating Officer
DHS	U.S. Department of Homeland Security
DIS	Washington State Department of Information Services
DNR	Washington State Department of Natural Resources
DOD	U.S. Department of Defense
DOH	Washington State Department of Health
DOS	U.S. Department of State
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSCA	Defense Support to Civil Authorities
DSHS	Washington State Department of Social and Health Services
DSNAP	Disaster Supplemental Nutrition Assistance Program
EAP	Employee Assistance Program
EAS	Emergency Alert System
EElS	Essential Elements of Information
EFSEC	Energy Facility Site Evaluation Council
EICC	Emergency Information and Coordination Center (FEMA)
EMAC	Emergency Management Assistance Compact
EMC	Washington State Emergency Management Council

EMD	Emergency Management Division, WA State Military Department
EMT	Emergency Management Team
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPC	Emergency Processing Center
EPCRA	Emergency Planning Community Right-to-Know Act
EPI	Emergency Public Information
EPZ	Emergency Planning Zone
ESF	Emergency Support Function
EWAC	Emergency Worker Assistance Center
FAA	Federal Aviation Administration
FADD	Foreign Animal Disease Diagnostician
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHA	Federal Highway Administration
FIPS	Federal Information Processing Standards
FIRECOM	Fire Communications
FNS	Food and Nutrition Service (US)
FNSS	Functional Needs Support Services
FRMAP	Federal Radiological Monitoring and Assessment Plan
FSAHCS	Food Safety Animal Health and Consumer Services
FS&LI	Food Safety and Livestock Identification
GA	Washington State Department of General Administration
GAR	Governor's Authorized Representative
GSA	U.S. General Services Administration
HHS	U.S. Department of Health and Human Services
HIVA	WA State Hazard Identification and Vulnerability Assessment
HMP	WA State Hazard Mitigation Plan
HUD	U.S. Department of Housing and Urban Development
IA	Individual Assistance
IAO	Individual Assistance Officer
IC	Incident Commander
IFGP	Individual and Family Grant Program
ICS	Incident Command System
IMAT	Incident Management Assistance Teams
IMT	Incident Management Team
INS	Immigration and Naturalization Services
ISB	Washington State Information Services Board
JFO	Joint Field Office
JIC	Joint Information Center
JTF	Joint Task Force
LEPC	Local Emergency Planning Committees

LERN	Law Enforcement Radio Network
LNO	Liaison Officer
MEDNET	Medical Emergency Delivery Network
NAWAS	National Warning System
NCP	National Contingency Plan
NDMS	National Disaster Medical System
NERP	National Emergency Repatriation Plan
NEST	Nuclear Emergency Search Team
NGO	Non-Governmental Organization
NICC	National Information Coordination Center
NIMS	National Incident Management System
NPAC	National Poison Antidote Center
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRDA	National Resource Damage Assessment
NRF	National Response Framework
NSRP	National Search and Rescue Plan
NVOAD	National Volunteer Organizations Active in Disasters
NWACP	Northwest Area Contingency Plan
OFA	Office of Family Assistance
OIE	Office International des Epizooties
OSC	On-Scene Coordinator
OSCCR	On-Scene Command and Coordination Radio
PA	Public Assistance
PAD	Protective Action Decision
PAO	Public Affairs Officer
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PHS	Public Health Services
PIO	Public Information Officer
PPQ	Plant Protection and Quarantine
PSCDG	Primary State Core Decision Group
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
RCC	Rescue Coordination Center
READEO	Regional Animal Disease Eradication Organization (USDA)
ReVAC	Regional Veterinary Activities Commander
RFO	Recovery Field Office
RM	Radio Monitor
RPU	Remote Pick-Up Unit
RRCC	Regional Response Coordination Center (FEMA)
RRG	Recovery Resource Group
RRT	Radiological Response Team
RTF	Recovery Task Force

SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SARDA	State and Regional Disaster Airlift Plans
SATO	Scheduled Airline Traffic Office
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SECURE	State Emergency Communications
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SHMP	State Enhanced Hazard Mitigation Plan
SLA	State and Local Assistance
SSA	Social Security Administration
SSCDG	Secondary State Core Decision Group
TERC	Tribal Emergency Response Commission
UC	Unified Command
UHF	Ultra High Frequency
UMCD	Umatilla Chemical Depot
USA	Underground Service Alert
USCIS	U.S. Citizenship and Immigration Services
USDA	U.S. Department of Agriculture
US&R	Urban Search and Rescue
WAC	Washington Administrative Code
WADDL	Washington Animal Disease Diagnostic Laboratory
WARM	Washington Animal Response Management
WAVOAD	Washington Volunteer Organizations Active in Disasters
WEIC	Washington Emergency Information Center
WMD	Washington Military Department
WMD	Weapons of Mass Destruction
WNG	Washington National Guard
WRO	Washington Restoration Organization
WSDA	WA State Department of Agriculture
WSP	Washington State Patrol
WSDOT	Washington State Department of Transportation
WUTC	Washington Utilities and Transportation Commission

## Definitions

**A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)** - Statewide law enforcement data network controlled and administered by the Washington State Patrol. The system provides a capability to send warnings and notifications of emergencies from the state to local jurisdictions.

**ACCESS AND FUNCTIONAL NEEDS** – This term has replaced “special needs,” “vulnerable,” “high-risk” and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including but not limited to: maintaining independence, communication, transportation, supervision or medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are elderly, who are

children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking or who are transportation disadvantaged. (See *National Response Framework*)

**ACCESS CONTROL POINT (ACP)** – A road intersection or other logistically viable point on the relocation and food control boundaries, which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

**AERIAL RADIOLOGICAL MONITOR** - A radiological monitor utilizing aircraft and specialized aerial radiological instruments to acquire radiation exposure rate data on large areas at or between locations of special interest.

**AEROSOL** - Fine liquid or solid particles suspended in a gas such as fog or smoke.

**AIR FORCE RESCUE COORDINATION CENTER (AFRCC)** - The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Tyndall Air Force Base, Florida, serves as the single agency responsible for coordinating on-land federal SAR activities in the 48 contiguous United States, Mexico and Canada. The AFRCC formulates and manages SAR plans, agreements and policies throughout the continental United States.

**AIR SEARCH AND RESCUE** - Search and Rescue (SAR) operations for aircraft in distress, missing or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Chapter 47.68 Revised Code of Washington (RCW) and Chapter 468-200 Washington Administrative Code (WAC). Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. (See also *SEARCH AND RESCUE*)

**ANAEROBIC** - Pertaining to a microorganism that can live and grow in the absence of oxygen.

**ANIMAL** - Any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit or any other warm blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, exhibition purposes or as a pet. This term excludes: Birds; rats of the genus *Rattus* and mice of the genus *Mus* bred for use in research; horses not used for research purposes; other farm animals including but not limited to livestock or poultry used or intended for use as food or fiber; livestock or poultry used or intended for use for improving animal nutrition, breeding, management or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security or breeding purposes.

**ANTIBIOTIC** - A substance that inhibits the growth of or kills microorganisms.

**AUTHORIZED OFFICIAL** - An individual authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to direct the activities of emergency workers. These individuals include The Adjutant General of the Military Department or designee, the Director for the Emergency Management Division or designee, the director or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision or other such officials as identified in ESF 9 - Search and Rescue of a local comprehensive emergency management plan.

**AUTHORIZED ORGANIZATION** - A state or local agency authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to register and/or employ emergency workers. These agencies include the Military Department, Emergency Management Division, local

jurisdiction emergency management agencies and law enforcement agencies of political subdivisions.

**ANTHRAX** - An acute bacterial disease that usually affects the skin but which may also involve the intestinal or respiratory tract. *Bacillus anthracis*, the agent that causes Anthrax, is usually transmitted to humans through contact with infected animals or animal products. Depending on the mechanism of transmission, a cutaneous (skin) form (contact), a gastrointestinal form (food borne) or pulmonary form (airborne) may develop. Antibiotics are necessary for treatment.

**BACTERIA** - Single celled organisms that multiply by cell division and that can cause disease in humans, plants or animals, plural is bacterium.

**BIOLOGICAL WARFARE** - The intentional use of biological agents as weapons to kill or injure humans, animals or plants or to damage equipment.

**BLISTER AGENT** (vesicants) - Category of chemical warfare agents that damage any tissue they contact. Vapor can affect the eyes, respiratory tract, and blister the skin. They may be lethal, but skin damage is their main casualty-causing effect. All these agents are persistent and can poison food and water, make other supplies and installations dangerous, and restrict the use of contaminated terrain. Blister agents include mustards, arsenicals, and urticants.

**BLOOD AGENT** - Cyanide-containing compounds absorbed into the body primarily by breathing. The agent poisons the body's cytochrome oxidase system, preventing cell respiration and the normal transfer of oxygen from the blood to body tissues. Blood agents are rapid acting, causing effects within seconds and death within minutes. Typical agents include hydrogen cyanide (AC), cyanogen chloride (CK) and arsine (SA). All are highly volatile and therefore nonpersistent, even at low temperatures.

**BOTULINUM TOXIN** - Produced by the bacterium *Clostridium botulinum* and is one of the most lethal compounds known. There are three forms of botulism: food borne (the classic form), wound and intestinal (infant and adult) botulism. The site of toxin production is different for each of the forms but all share the flaccid descending paralysis. In its natural form, botulism toxin is most often found in improperly canned or undercooked foods. Ventilatory assistance is required for recovery and, if available, administration of the botulism antitoxin can aid treatment.

**BRUCELLOSIS** - A disease caused by one of several *Brucella* species that is characterized by fever, night sweats, anorexia, headache and back pain. *Brucella* is found naturally worldwide. Associated with infectious abortions in animals, the six species of *Brucella* are linked to chronic infections in animals and pose an occupational hazard to those who work with animals. Antibiotics are necessary for treatment.

**CATASTROPHIC INCIDENT** – Any natural or man-made incident, including terrorism, that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national moral and/or government functions.

**CENTRAL NERVOUS SYSTEM DEPRESSANTS** - Compounds having the predominant effect of depressing or blocking the activity of the central nervous system. The primary mental effects include the disruption of the ability to think, sedation and lack of motivation.

**CENTRAL NERVOUS SYSTEM STIMULANTS** - Compounds having the predominant effect of flooding the brain with too much information. The primary mental effect is loss of

concentration, causing indecisiveness and the inability to act in a sustained, purposeful manner.

**CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN** – The plan describes how an Army installation handles chemical material events. This on-post plan must be integrated with off-post plans.

**CHEMICAL AGENT** - A chemical substance intended for use in military operations to kill, seriously injure or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

**CHEMICAL STOCKPILE DISPOSAL PROGRAM (CSDP)** - The congressionally mandated program that requires the Army to dispose of all its unitary chemical agents. The preferred mode of disposition is on-post incineration.

**CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP)** – A federally funded program established by Congress in 1988 to provide the “maximum possible protection” for citizens near the nation’s eight chemical weapons storage sites, including the Umatilla Army Depot. This protection is provided through emergency planning, early warning systems and public education.

**CHOKING AGENT** - Compounds that injure an unprotected person, chiefly in the respiratory tract (nose, throat and, particularly, lungs). In extreme cases, membranes swell, lungs become filled with liquid and death results from lack of oxygen; thus, these agents “choke” an unprotected person. Choking agents include phosgene, diphosgene and chlorine.

**CLAIMANT** - The individual making a claim or their legal representative.

**COMMUNITY POINT OF DISTRIBUTION (CPOD)** A centralized location where those in need can obtain life sustaining commodities following a declared emergency or disaster.

**COMPREHENSIVE EMERGENCY MANAGEMENT** – (See *EMERGENCY MANAGEMENT*)

**COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET)** - Dedicated 2-way Very High Frequency (VHF), low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use and during a disaster and emergency. This is an emergency management net belonging to and managed by the Washington Military Department, Emergency Management Division.

**COMMON PROGRAM CONTROL STATION (CPCS)** - A broadcasting station in a local operational area having special communications links with appropriate authorities (e.g. National Weather Service, local jurisdiction Emergency Operations Centers). Provides common emergency program for its operational area.

**CONGREGATE CARE CENTER/FACILITY** - A predesignated public or private facility managed by the American Red Cross during an emergency where evacuated or displaced persons are housed and fed.

**CONSEQUENCE MANAGEMENT** - Measures to alleviate the damage, loss, hardship and/or suffering caused by emergencies. It includes measures to restore essential government service, protect public health and safety and provide emergency relief to affected governments, businesses and individuals.

**CONTAGIOUS** - Capable of being transmitted from one person to another.

**COUNTER-TERRORISM** - Strategic and/or tactical measures taken, in a collaborative effort, to prevent or respond to acts of terrorism.

**CRISIS MANAGEMENT** - Measures to identify, acquire and plan the use of resources needed to anticipate, prevent and/or resolve a threat, act or incident. In a terrorist incident, crisis management includes intelligence, surveillance, tactical operations, negotiations, forensics, investigation, agent identification, search, render safe procedures, transfer and disposal, limited decontamination and assurance of public health and safety.

**CUTANEOUS** - Pertaining to the skin.

**DECONTAMINATION** - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the hazardous material.

**DEFENSE COORDINATING OFFICER (DCO)** - Individual supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support Functions regarding requests for military assistance. The Defense Coordinating Officer and staff coordinate support and provide liaison to the Emergency Support Functions.

**DEPARTMENT OF NATURAL RESOURCES (DNR) EMERGENCY COORDINATION CENTER** - Site where DNR's Emergency Management Team accomplishes the duties assigned in the Department Emergency Management Plan. The primary office is the Fourth Floor Dispatch Office, 1111 Washington Street Southeast, Olympia, Washington.

**DEPARTMENT OF NATURAL RESOURCES EMERGENCY OPERATIONS ADMINISTRATOR** - The individual with the primary responsibility for the operations of the Department of Natural Resources Emergency Coordination Center and the mobilization of department assets.

**DEPLETED URANIUM AD-38** - Uranium with a concentration of Uranium-235 smaller than that found in nature (0.711 percent). It is largely a byproduct ("tails") of the Uranium enrichment process. This material is essentially not harmful to human health. It is often found in aircraft as counterweights and in boats as ballast material. It is also used in anti-tank or armor-piercing ammunition to enhance penetration.

**DIRECT EFFECTS** - The effect classified as "direct" includes flash, blast, thermal radiation, electromagnetic pulse and initial nuclear radiation.

**DIRECT FEDERAL ASSISTANCE** - Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from Federal Emergency Management Agency.

**DIRECTION AND CONTROL EXERCISE** - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

**DISASTER** - An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (2) reaches such a dimension or degree of destructiveness as to warrant the Governor proclaiming a state of emergency pursuant to RCW 43.06.010.

**DISASTER RECOVERY CENTER (DRC)** - A temporary facility established in a central location within or near the disaster area at which disaster victim (individuals, families or businesses) apply for disaster aid.

**DISASTER RECOVERY MANAGER (DRM)** - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

**DISASTER SEARCH AND RESCUE** – Large-scale search and rescue operations conducted as a result of a natural or technological (human-caused) disaster, emergency or catastrophe.

**DISASTER SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (D-SNAP)** - A food assistance program specifically for disaster survivors. The U.S. Department of Agriculture's Food and Nutrition Service (FNS) can authorize the issuance of D-SNAP when the President declares a major disaster for individual assistance. D-SNAP operates under a different set of eligibility and benefit delivery requirements than the regular Supplemental Nutrition Assistance Program (SNAP). Those who may not ordinarily qualify for SNAP may be eligible for D-SNAP, as the D-SNAP eligibility requirements take into account a household's out-of-pocket disaster-related expenses and count only take-home pay and accessible liquid resources. D-SNAP applications are generally accepted for a period of seven days, except in extraordinary circumstances. Eligible households are issued an allotment sufficient to meet their food needs for a 30-day period. Recipients accessing D-SNAP benefits use an Electronic Benefits Transfer (EBT) card, which operates much like a debit card.

**DOSIMETER** - A radiation detection device that can measure the accumulated, radiation dose. The device can be a film badge, thermo luminescent dosimeter (TLD) or an electrostatic pocket dosimeter. Different dosimeter designs are required to measure gamma radiation, neutron radiation, etc.

**EMERGENCY** - An event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences or (2) reaches such a dimension or degree of destructiveness as to warrant the Governor proclaiming a state of emergency pursuant to RCW 43.06.010.

**EMERGENCY ALERT SYSTEM (EAS)** - Established to enable the dissemination of emergency information to the public via the Commercial Broadcast System by the President and federal, state and local jurisdiction authorities. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

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

**EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)** – EMAC is a congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

**EMERGENCY OPERATIONS CENTER (EOC)** - The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

**EMERGENCY PLANNING ZONES (EPZs)** - The areas for which emergency plans are made to assure prompt and effective action can be taken to protect the public in the event of a radiological or chemical emergency. In Washington State, the first zone is the plume exposure emergency planning zone with an approximate radius of ten miles from the nuclear power plant or chemical depot. The second zone is the ingestion exposure EPZ with an approximate radius of 50 miles. Immediate Response Zone (IRZ) and Protective Action Zone (PAZ) are also associated with nuclear and chemical storage facilities.

**EMERGENCY PUBLIC INFORMATION (EPI)** – Information developed and disseminated in anticipation of, during or after an emergency to provide specific life-and health-saving information, including the severity of the situation and any action steps that individuals and communities should take.

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance a state and/or local jurisdiction is most likely to need, (e.g. mass care, health and medical services) as well as the kind of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**EMERGENCY WORKER** - Emergency worker means any person who is registered with a local emergency management organization or the Military Department and holds an identification card issued by the local emergency management director or the Military Department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

**ENDOGENOUS** - Produced or originating from within the cell or organism. Concerning spore formation within the bacterial cell.

**ENGINEER** - Any person who is an architect or professional engineer registered under Chapters 18.08 and 18.43 RCW, respectively.

**ENRICHED URANIUM** - Uranium in which the abundance of the Uranium-235 isotope has been increased above the natural amount (0.711 percent), Uranium-235.

**ESSENTIAL ELEMENTS OF INFORMATION** - The most critical information requirements regarding an emergency or disaster and related conditions or influences needed by decision makers to assist in reaching a logical decision.

**EVENT** - A planned, nonemergency activity (e.g., sporting event, concert, parade, etc.).

**EVIDENCE SEARCH** - An unscheduled, non-emergency training activity utilizing emergency worker skills to look for evidentiary materials resulting from criminal activity.

**EXOTIC ANIMAL** - Any animal not identified in the definition of "animal" provided in this part that is native to a foreign country or of foreign origin or character, is not native to the United States or was introduced from abroad. This term specifically includes animals including but not limited to lions, tigers, leopards, elephants, camels, antelope,

anteaters, kangaroos, water buffalo and species of foreign domestic cattle such as Ankole, Gayal and Yak.

**EXPLOSIVE ORDNANCE DISPOSAL (EOD)** - The detection, identification, field evaluation, rendering-safe and/or disposal of explosive ordnance which has become hazardous by damage or deterioration when the disposal of such explosive ordnance is beyond the capabilities of personnel assigned to routine disposal.

**FALLOUT PROTECTION FACTOR (FPF)** - Fallout Protection Factor is a numerical factor (ratio) of gamma radiation exposure at an unprotected location to exposure at a protected location. It is a calculated value suitable as an indicator of relative protection.

**FARM ANIMAL** - Any domestic species of cattle, sheep, swine, goats, llamas or horses, which are normally and have historically been kept and raised on farms in the United States, and used or intended for use as food or fiber, for improving animal nutrition, breeding, management, production efficiency or for improving the quality of food or fiber. This term also includes animals such as rabbits, mink and chinchilla when they are used solely for purposes of meat or fur and animals such as horses and llamas when used solely as work and pack animals.

**FEDERAL COORDINATING OFFICER (FCO)** - The official appointed by the President to execute Stafford Act authorities, including the commitment of FEMA resources and mission assignment of other federal departments or agencies. In all cases, the FCO represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the FCO is the primary federal representative with whom the State Coordinating Officer and other state, tribal and local response officials interface to determine the most urgent needs and set objectives for an effective response in collaboration with the Unified Coordination Group.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)** - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

**FEDERAL EMERGENCY MANAGEMENT AGENCY-STATE AGREEMENT** - A formal legal document between FEMA and the affected state describing the understandings, commitments and binding conditions for assistance applicable as a result of a declaration by the President. It is signed by the FEMA Regional Director and the Governor. The agreement establishes the disaster incident period, the state and local jurisdiction commitment and the financial grant requirements as administered by FEMA through the state.

**FEDERAL EMERGENCY RESPONSE TEAM** - An interagency team consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the FCO. The Emergency Response Team may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed.

**FEDERAL INFORMATION PROCESSING STANDARD (FIPS)** - Pre-assigned numbers by the federal government to identify local jurisdictions throughout the nation. The code for any location consists of eight (8) digits.

**FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN** - The plan describes the federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy or U.S. Department of Defense.

**FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN (FRMAP)** - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency. FRMAP was formerly known as the Interagency Radiological Assistance Plan.

**FIRE COMMUNICATIONS (FIRECOM)** - Statewide mutual aid firefighting frequency used by firefighters of different departments and districts for the command and coordination of fire suppression operations.

**FIRE SERVICES DEFENSE REGION** - One of nine regions within the state responsible for development and maintenance of the Washington State Regional Fire Services Resource Mobilization Procedures (WSFSRMP) and for ensuring consistency between local plans, WSFSRMP, CEMP and ICS. Administer the WSFSRMP as it applies within the region, maintain local liaisons and maintain inventories of equipment.

**FIRESET** – A system of components in a nuclear weapon that converts (if necessary), stores and releases electrical or chemical energy to detonate the weapon when commanded by the fusing system.

**FISH** - Finfish, mollusks, crustaceans and all other forms of marine animal and plant life other than marine mammals and birds. Under "Definitions" of the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, (as amended in October 1996).

**FISSILE MATERIAL** – This is a material (isotope) capable of sustaining a chain reaction after absorbing a neutron of any energy, either fast or slow. Fissile materials are Uranium-235, Uranium-233, Plutonium-239 and Plutonium-241. Uranium-235 is the only naturally occurring fissile isotope.

**FISSION** - The splitting of the nucleus of a heavy atom into two lighter nuclei. It is accompanied by the release of neutrons, X-rays, gamma rays and kinetic energy of the fission products.

**FISSION WEAPON** - A nuclear warhead composed of either Uranium or Plutonium that is brought to a critical mass under pressure from a chemical explosive detonation to create an explosion that produces blast, thermal radiation, and nuclear radiation through fission. The complete fission of one pound of fissionable materials has a yield equivalent to 8,000 tons of TNT.

**FOOD ACCESS CONTROL POINT (FACP)** - An access control point established along the food control boundary to ensure maintenance of food control measures. FACP is synonymous with Food Control Point.

**FOREST FIRE** - The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.

**FORMALIN** – A watery solution of 37 percent formaldehyde.

**FULL-SCALE EXERCISE** - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The SEOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

**FUNCTIONAL EXERCISE** - An activity designed to evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

**FUNCTIONAL NEEDS SUPPORT SERVICES** - These are services that enable individuals to maintain their independence in a general population shelter and include: reasonable modification to policies, practices, and procedures; durable medical equipment; consumable medical supplies; personal assistance services or other goods and services as needed. Children and adults requiring Functional Needs Support Services (FNSS) may have physical, sensory, mental health, cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders and people needing bariatric equipment. Planning for access and functional needs is not the sole responsibility of ESF 6. FNSS should be integrated in other emergency support functions, where applicable. (See FEMA's *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*, November 2010)

**FUSION** - The opposite of fission, in which two light nuclei atoms deuterium and/or tritium combine form a heavier nucleus with the release of a substantial amount of energy. Extremely high temperatures, resulting in highly energetic, fast moving nuclei, are required to initiate fusion reactions,

**FUSION WEAPON** - Two stage nuclear warhead containing fusion materials, such as Deuterium and Tritium, that are brought to critical density and temperature conditions by use of a primary fission reaction in order to initiate and sustain a rapid fusion process. This process in turn creates an explosion that produces blast, thermal radiation and nuclear radiation. This type of device is commonly known as hydrogen bomb and thermonuclear weapon.

**GAMMA RADIATION** - High-energy electromagnetic radiation emitted by nuclei during nuclear reactions or radioactive decay. These rays have high energy and a short wave length. Shielding against gamma radiation requires thick layers of dense materials, such as lead. Gamma rays or radiation are potentially lethal to humans, depending of the intensity of the flux.

**GOVERNOR’S AUTHORIZED REPRESENTATIVE (GAR)** - An individual empowered by the Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator and (4) identify, in coordination with the State Coordinating Officer, the state’s critical information needs for incorporation into a list of essential elements of information.

**G-SERIES NERVE AGENTS** - Chemical agents of moderate to high toxicity developed in the 1930’s. Examples are tabun (GA), sarin (GB), soman (GD) and GF.

**GUN-TYPE WEAPON** - A gun-barrel-shaped device in which two or more pieces of fissionable material, each less than a critical mass, are brought together very rapidly so as to form a supercritical mass that can explode as the result of a rapidly expanding fission chain reaction.

**HANFORD SITE** - A 560 square mile complex, located north of the city of Richland, Washington, under the direction of the U.S. Department of Energy.

**HAZARD MITIGATION GRANT PROGRAM** - A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**HEMORRHAGIC** - Pertaining to or marked by an abnormal, severe internal or external discharge of blood.

**HEMORRHAGIC FEVER** - Any of a diverse group of diseases characterized by a sudden onset of fever, aching, bleeding in the internal organs, petechiae and shock. They include Ebola, Lassa and Marburg viruses.

**HIGH-LEVEL WASTE (HLW)** – HLW is very radioactive nuclear power plant waste. This waste is usually (1) irradiated (spent) reactor fuel; (2) liquid waste resulting from the operation of the first cycle solvent extraction system and the concentration wastes from subsequent extraction cycles, in a facility for reprocessing irradiated reactor fuel; and (3) solids into which such liquid wastes have been converted. Most HLW in the United States is spent fuel discharged from commercial nuclear power reactors, but there is some reprocessed HLW from defense activities and a small quantity of reprocessed commercial HLW.

**HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR)** - Radio frequency for communications between emergency medical responders.

**IMMEDIATE RESPONSE ZONE (IRZ)** – The planning zone immediately surrounding each Army CSEPP installation. Generally, it extends to about 6 miles from the installation’s chemical storage area. At some installations it extends to about 9 miles.

**IMPLOSION WEAPON** - A spherical device in which a quantity of fissionable material, less than a critical mass at ordinary pressure, has its volume suddenly reduced by compression (a step accomplished by using chemical explosives) so it becomes supercritical and produces a nuclear explosion.

**INCAPACITATING AGENTS** - Produce temporary physiological and/or mental effects via action on the central nervous system. Effects may persist for hours or days and victims usually do not require medical treatment; however, treatment will speed recovery.

**INCIDENCE** – Frequency of disease occurrence.

**INCIDENT** - An occurrence or event, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**INCIDENT COMMAND SYSTEM (ICS)** - An all-hazards, on-scene functional management system that establishes common standards in organization, terminology and procedures. ICS provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility and accountability. ICS is a component of the National Interagency Incident Management Systems (NIMS).

**INCIDENT MANAGEMENT ASSISTANCE TEAMS (IMAT)** - An interagency national- or regional-based team composed of subject-matter experts and incident management professionals from multiple federal departments and agencies.

**INCIDENT MANAGEMENT TEAM (IMT)** - An incident command organization made up of the command and general staff members and appropriate functional units of an incident command system organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the “type,” or level, of IMT. IMTs are generally grouped in five types. Types I and II are national teams, Type III are state or regional, Type IV are discipline- or large jurisdiction-specific and Type V are ad hoc incident command organizations typically used by smaller jurisdictions.

**INDIVIDUAL AND FAMILY GRANT (IFG) PROGRAM** - The program is authorized under Section 408 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state or volunteer program. The grant program is normally seventy five percent federally funded and twenty five percent state funded. The state administers the program.

**INDIVIDUAL ASSISTANCE (IA)** - Supplementary federal assistance available under the Stafford Act to individuals, families and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief and other services or relief programs (See INDIVIDUAL AND FAMILY GRANT PROGRAM)

**INDIVIDUAL ASSISTANCE OFFICER (IAO)** - The individual who, under the direction of the Federal Coordinating Officer, monitors the Individual Assistance programs of all agencies and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

**INDUSTRIAL AGENTS** - Chemicals developed or manufactured for use in industrial operations or research by industry, government or academia. These chemicals are not primarily manufactured for the specific purpose of producing human casualties or rendering equipment, facilities or areas dangerous for use by man. Hydrogen cyanide, cyanogen chloride, phosgene, chlorine, chloropicrin and many herbicides and pesticides are industrial chemicals that also can be chemical agents.

**INFECTIOUS** – A disease capable of being transmitted with or without contact which produces an infection. Pertains to a disease caused by a microorganism.

**INGESTION** - The process of taking material (particularly food) into the gastrointestinal tract or the cellular process of taking in foreign particles.

**INGESTION EXPOSURE PATHWAY** - When human beings are exposed to radioactive or hazardous materials from a facility through the consumption of water and foodstuffs, including dairy products. Emergency planning and protective actions are designed in part to eliminate or reduce to the minimum exposures due to ingestion of contaminated materials in the area surrounding a facility.

**INGESTION PLANNING ZONE (IPZ)** – Per the 2008 *Integrated Fixed Facility Radiological and Chemical Protection Plan*, it is the Ingestion Exposure Pathway Emergency Planning Zone. The ingestion exposure pathway is the potential pathway of radioactive materials to the public through consumption of radiological contaminated water, food crops or dairy products. This planning zone extends 50 miles in radius from the nuclear power plant.

**INHALATION** - The act of drawing breath, vapor or gas into the lungs.

**INTERFACE AREA** - The area where residences are built in proximity to the flammable fuels naturally found in wildland areas such as forests, prairies, hillsides and valleys.

**INTERFACE FIRE** - Fire that threatens or burns the interface area and affects both the wildland areas and homes.

**INTERMIX FIRE** - Fire that threatens or has caused damage in areas containing both forestlands and structures.

**IONIZING RADIATION** - Any radiation displacing electrons from atoms or molecules and thereby produces ions. Examples: alpha, beta, gamma radiation, X-ray or short-wave ultraviolet light. Ionizing radiation may produce severe skin or tissue damage.

**IRRADIATION** - Exposure to neutrons in a nuclear reactor or more generally, exposure to any source of radiation.

**JOINT INFORMATION CENTER (JIC)** - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

**JOINT PRIMARY AGENCY** - Two state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested, from the state EOC. An example of Joint Primary Agency activities is the Department of Ecology and the Washington State Patrol for ESF 10 – Oil and Hazardous Materials Response.

**LAND SEARCH AND RESCUE** – (See *SEARCH AND RESCUE*)

**LAW ENFORCEMENT RADIO NETWORK (LERN)** - Statewide law enforcement mutual aid frequency controlled by the Washington Association of Sheriffs and Police Chiefs and Washington State Patrol.

**LESION** - An injury or wound. A single infected patch in a skin disease.

**LINE-SOURCE DELIVERY SYSTEM** - A delivery system in which the biological agent is dispersed from a moving ground or air vehicle in a line perpendicular to the direction of the prevailing wind. (See *POINT-SOURCE DELIVERY SYSTEM*)

**LIQUID AGENT** - A chemical agent that appears to be an oily film or droplets. The color ranges from clear to brownish amber.

**LOCAL DIRECTOR** - The director or designee of a county or municipal emergency management agency jurisdiction.

**LOCAL EMERGENCY MANAGEMENT AGENCY** - The emergency management or emergency services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** - The planning body designated in the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

**LYMPHATIC** - Of or pertaining to the alkaline fluid found in the lymphatic vessels.

**MAJOR DISASTER** - As defined in 44 Code of Federal Regulations, Section 206.2(17), is any natural catastrophe (including hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought) or, regardless of cause, and fire, flood or explosion in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, local governments and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.

**MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET)** - Dedicated two-way Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

**MILITARY DEPARTMENT** – An agency of Washington State government with four major operational divisions (Army and Air National Guard, Emergency Management Division and State Services) utilizing state and federal resources to perform homeland defense, homeland security and emergency mitigation, preparedness, response and recovery activities.

**MISSION** - A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster or search and rescue operation that occurs under the direction and control of an authorized official.

**MISSION ASSIGNMENT** - A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of federal assistance as well as direct federal assistance to state and local jurisdictions.

**MITIGATION** - Actions taken to eliminate or reduce the degree of long-term risk to human life, property and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statues and ordinances, tax incentives and disincentives, equipment or computer tie downs and stockpiling emergency supplies.

**MORBIDITY** - State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

**MORTALITY** - The condition of being mortal. The death rate; the ratio of the number of deaths to a given population.

**NATIONAL CONTINGENCY PLAN (NCP)** - “The National Oil and Hazardous Substances Pollution Contingency Plan” (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

**NATIONAL DISASTER MEDICAL SYSTEM (NDMS)** - A system designed to deal with extensive medical care needs in very large disasters or emergencies. The system is a cooperative effort of the U.S. Department of Health and Human Services, Federal Emergency Management Agency, U.S. Department of Defense, state and local government agencies and the private sector.

**NATIONAL INTERAGENCY COORDINATION CENTER (NICC)** – The NICC is the focal point for coordinating the mobilization of resources for wildland fire and other incidents throughout the United States. Located in Boise, Idaho, the NICC also provides Intelligence and predictive services related-products designed to be used by the internal wildland fire community for wildland fire and incident management decision-making.

**NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC)** – Advisory committee that reviews and approves or disapproves applications, in accordance with the National Public Safety Planning Advisory Committee Region 43 (Washington State), for use of a specific band of 800 megahertz (MHZ) frequencies within the state.

**NATIONAL RESPONSE CENTER** - A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.

**NATIONAL RESPONSE FRAMEWORK (NRF)** - Guides how the nation conducts all-hazards response. The framework documents the key response principles, roles and structures that organize national response. It describes how communities, states, the federal government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. It also describes special circumstances where the federal government exercises a larger role, including incidents where federal interests are involved and catastrophic incidents where a state would require significant support. It allows first responders, decision makers and supporting entities to provide a unified national response. The NRF establishes the basis for the provision of federal assistance to a state and local jurisdiction(s) impacted by a catastrophic or significant disaster or emergency requiring federal response assistance.

**NATIONAL SEARCH AND RESCUE PLAN (NSP)** - A United States interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

**NATIONAL WARNING SYSTEM (NAWAS)** - The federal portion of the Civil Defense Warning System used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional

Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding and other activities affecting public safety.

**NATURAL URANIUM** - Uranium as found in nature, containing about 0.711 percent of Uranium-235, 99.283 percent of Uranium-238 and a trace (0.0006 percent) of Uranium-234. It is mined as an ore in various regions of the world and is relatively inexpensive.

**NEBULIZER** - A device for producing a fine spray or aerosol.

**NERVE AGENT** – These agents are organophosphate ester derivatives of phosphoric acid. Nerve agents are potent inhibitors of the enzyme acetyl cholinesterase (AChE), causing a disruption in normal neurological function. Symptoms appear rapidly with death occurring as rapidly as several minutes. Nerve agents are generally divided into G-series agents and V-series agents. They include tabun (GA), sarin (GB), soman (GD) and VX.

**NEUROLOGIC** - Adjective relating to the branch of medicine dealing with disorders of the nervous system and its diseases.

**NEUROMUSCULAR** - Concerning both nerves and muscles.

**NEUROTOXIN** - A substance that attacks nerve cells.

**NON-PERSISTENT AGENT** – An agent that when released dissipates and/or loses its ability to cause casualties after 10 to 15 minutes. The agent has a high evaporation rate, is lighter than air and will disperse rapidly. It is considered to be a short-term hazard. However, in small and unventilated areas, the agent will be more persistent.

**NUCLEAR EMERGENCY SEARCH TEAM (NEST)** - A U.S. Department of Energy sponsored team trained to search for and identify lost or stolen weapons and special nuclear materials and to respond to nuclear bomb threats or radiation dispersal threats. The team is made up of personnel from many agencies and organizations.

**NUCLEAR REGULATORY COMMISSION (NRC)** – NRC is a federal agency that regulates and licenses commercial nuclear facilities.

**ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR)** - A frequency used by “on-scene” emergency responders from different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

**ORGANOPHOSPHORUS COMPOUND** - A compound, containing the elements phosphorus and carbon, whose physiological effects include the inhibition of neurotransmitters. Many pesticides (malathion and parathion) and virtually all nerve agents are organophosphorous compounds.

**PATHOGEN** - Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi and viruses.

**PATHOGENIC AGENTS** - Biological agents capable of causing serious disease.

**PERSISTENT AGENT** - An agent which, when released, retains its causality-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-

term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

**PETECHIAE** - A petechia is a small (1-2mm) red or purple spot on the body caused by a minor hemorrhage (broken capillary blood vessels). It is one of the three major classes of purpuric skin conditions. Purpuric eruptions are broadly classified by size into three broad categories. Petechiae is generally used to refer to the smallest of the three classes of purpuric skin eruptions, those that measure less than 3 mm.

**PLAGUE** - A disease caused by *Yersinia pestis* which is usually transmitted occupationally or recreationally to humans through the bite of infected fleas but may also be disseminated by aerosol. Can result in three clinical forms Bubonic, Septicemic or Pneumonic with the later being the most common result of a bioterrorist event. Pneumonic plague is characterized by sudden onset of fever, headache, fatigue, muscle aches and cough progressing to pneumonia, respiratory distress and death, if untreated. Treatment with appropriate, sensitive antibiotics is necessary.

**PLUME** - Airborne material spreading from a particular source; the dispersal of particles, gases, vapors and aerosols into the atmosphere.

**POINT-SOURCE DELIVERY SYSTEM** - A delivery system in which the biological agent is dispersed from a stationary position. This delivery method results in coverage over a smaller area than with the line-source system. (See *LINE-SOURCE DELIVERY SYSTEM*)

**PRELIMINARY DAMAGE ASSESSMENT (PDA)** - The joint local, state and federal analysis of damage from a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs and other written information.

**PRELIMINARY DAMAGE ASSESSMENT TEAM** - An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state and local representatives to do an initial damage evaluation of sites damaged.

**PREPAREDNESS** - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to: continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel and warning systems.

**PRESIDENTIAL DECLARATION** – A formal declaration by the President a major disaster or emergency exists. The declaration is made upon the request for such a declaration by the Governor and with verification of the Federal Emergency Management Agency preliminary damage assessments.

**PRIMARY AGENCY** - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the SEOC. An example of a primary agency is the Department of Transportation for ESF 1 - Transportation.

**PRIVATE BRANCH EXCHANGE (PBX)** - A telephone switch system owned and operated by the user.

**PROJECT WORKSHEET** – Detailed record of an on-site inspection of disaster damage to property of the state and local jurisdictions.

**PROJECT WORKSHEET TEAMS** - Teams of federal, state and local jurisdiction experts, typically architects or engineers, who conduct detailed on-site inspections of disaster damage to property of state and local jurisdictions. The team determines costs and categories of repair work needed for accessible damages. The results are used to prepare Project Worksheets in conjunction with a Presidential Disaster Declaration request.

**PROPHYLAXIS** - Observance of rules necessary to prevent disease, protective treatment for or prevention of disease.

**PROTECTION** - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings and vehicles.

**PROTECTIVE ACTION DECISION (PAD)** - An action or measure taken by public officials to prevent or minimize radiological or chemical exposures to people.

**PROTECTIVE ACTION RECOMMENDATION (PAR)** - A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and foodstuffs.

**PUBLIC ASSISTANCE (PA)** - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans or eligible private, nonprofit organizations.

**PUBLIC ASSISTANCE OFFICER (PAO)** - A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

**PULMONARY** - Concerning or involving the lungs.

**Q FEVER** - A disease caused by the rickettsia (*Coxiella burnetii*) characterized by fever, malaise and muscular pains. The average incubation period is 2 to 3 weeks but may be less depending on the dose. Q-fever is rarely transmitted from person to person. Antibiotics are necessary for treatment.

**RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)** – A public service provided by licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

**RADIOGRAPHIC** - Adjective relating to the process of producing an image on a radiosensitive surface like photographic film with radiation other than visible light, especially by x-rays passed through an object.

**RADIOLOGICAL CALIBRATION** - A procedure utilizing radioactive sources to measure the accuracy of radiological instruments.

**RADIOLOGICAL CONTAMINATION** - Radioactive material deposited on the surface of structures, areas, objects or persons following a release of any radioactive material.

**RADIOLOGICAL COUNTERMEASURES** - Protective action taken to reduce the effects of any nuclear incident or, including fallout, on the population. Example: decontamination.

**RADIOLOGICAL PROFILE (RADPRO)** - A computer file containing records from each of the local jurisdictions having a radiological defense system. Each record has 38 data fields

containing specific information about the jurisdiction. The file is maintained by the state Radiation Safety Officer.

**RADIOLOGICAL MONITOR (RM)** - An individual trained to measure, record and report radiation exposure and exposure rates and to provide limited field guidance on radiation hazards.

**RADIOLOGICAL RESPONSE TEAM (RRT)** - A community-based, radiological defense cadre consisting of members from the community emergency services, vital facilities and essential services. This cadre trains and exercises on an ongoing basis and provides a baseline radiological defense capability which can be used for surge training and to assist in the rapid build-up of community radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

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

**RECOVERY RESOURCE GROUP (RRG)** – The group constituted by the Governor, at the request of the senior locally elected official, to assist with recovery activities for the Chemical Stockpile Emergency Preparedness Program. The RRG will be chaired by the senior locally elected official or designee and composed of a representative from the local jurisdiction, state and federal governments. The group will coordinate recovery activities of the members' respective government and provide advice to the chairperson on recovery issues.

**RECOVERY TASK FORCE (RTF)** - In the wake of a catastrophic disaster, the Governor may direct the formation of the RTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RTF will determine the extent of economic impacts on citizens, businesses as well as the ecological impacts on land and property.

**REGIONAL DIRECTOR, FEMA (RD)** – The individual in the federal government who responds to the Governor's request for a Presidential declaration by organizing and coordinating the preliminary damage assessment and makes the regional analysis and recommendation as to whether the situation warrants a Presidential Disaster Declaration. If the President declares a major disaster or emergency, the Regional Director administers the Public Assistance Program and monitors the Individual and Family Grant Program under Public Law 93-288. The Regional Director is a presidential appointee and manages one of ten federal regions.

**REMOTE PICK-UP UNIT (RPU)** - A radio transmitter and receiver used in conjunction with the Emergency Alert System to provide communications between the Primary Emergency Alert System (EAS) station and the local emergency operations center.

**REPROCESSED URANIUM** - Uranium recovered from spent fuel rods. It typically contains small amounts of Uranium-234 and Uranium-236 in addition to Uranium-235 and Uranium-238.

**RESCUE COORDINATION CENTER (RCC)** – At the federal level, the RCC is the entity responsible for promoting efficient organization of search and rescue services and coordinating conduct of search and rescue operations within a search and rescue region (National Search and Rescue Plan). In Washington State, the RCC is an extension of the SEOC activated in an emergency or disaster to support local search and rescue operations by coordinating the state, out-of-state and federal search and rescue resources responding to the incident. The RCC may be co-located with the EOC or deployed to a location in the proximity of the incident site.

**RESPONSE** - Actions taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to: emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization and warning systems activation.

**RICIN** - A toxin extracted from the castor bean. The symptoms of ricin poisoning present about 3 hours after exposure through inhaling, ingesting or injecting. The symptoms include coughing, tightness of the chest, difficulty breathing, nausea and muscle aches. This could progress to death from respiratory or circulatory collapse within 36-48 hours. No vaccine or anti-toxins are available, only supportive treatment.

**ROENTGEN MAN EQUIVALENT (REM)** - The unit of exposure expressed as dose equivalent. The amount of ionizing radiation needed to produce the same biological effect as one roentgen of high-penetration x-rays.

**ROUTE OF EXPOSURE (Entry)** - The path by which a person comes into contact with an agent or organism, e.g., through breathing, digestion or skin contact.

**SAXITOXIN** - A potent neurotoxin produced by certain dinoflagellates. It accumulates in shellfish feeding on these organisms and consequently causes paralytic shellfish poisoning in human beings who eat the contaminated shellfish. Development of this illness is extremely rapid with initial symptoms such as numbness or tingling in the lips, tongue and fingertips followed by a general lack of muscle coordination. At high doses, death from respiratory paralysis may occur within less than 15 minutes.

**SEARCH AND RESCUE** - The act of searching for, rescuing, or recovering by means of ground, marine or air activity any person who becomes lost, injured or is killed while outdoors or as a result of a natural, technological or human-caused event, including instances of searching for downed aircraft when ground personnel are used. This activity includes disaster, urban and wildland search and rescue. Search and Rescue (SAR) is differentiated into activities related to land search and rescue and air search and rescue. Land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. (See *AIR SEARCH AND RESCUE*)

**SELF-PROTECTION MONITORING** - A capability that provides personnel from emergency services, vital facilities and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in peacetime emergency response and post-attack recovery operations.

**SERVICE ANIMAL** - Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or

other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. A person accompanied by a service animal cannot be required to provide proof of disability or the service animal's benefit.

**SHELTER MONITORING** - A capability providing the means to detect, measure and assess, in public fallout shelters, the radiation hazards from fallout following a nuclear accident or attack. The fallout shelter is the primary countermeasure in the radiological defense system to protect people from radiation.

**SMALLPOX** - An acute, highly contagious, sometimes fatal, disease caused by *Variola Major* virus. Symptoms include a high fever and successive stages of severe widespread skin eruptions (papules) that eventually blister, suppurate, and form pockmarks. Smallpox can be spread by direct contact or through the airborne route.

**SPILL RESPONSE** - All actions taken to carry out the responsibilities of the Washington State Department of Ecology during spills of hazardous materials. These actions include and are not limited to: receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery and program development.

**SPORE** - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage."

**STAFFORD ACT** - The common shortened name for federal legislation providing disaster assistance to state and local governments. This act was first promulgated under the name "Disaster Relief Act of 1974" as Public Law 93-288. In 1988, the act was significantly amended and renamed the "Robert T. Stafford Disaster Relief and Emergency Assistance Act," Public Law 100-707. The Stafford Act has been amended numerous times since 1988, and most of the laws from the act are codified in Title 42 of the United States Code, Sections 5121 – 5208 (current through 2009). The act describes the programs and processes by which the federal government provides disaster and emergency assistance to state and local governments, tribal nations, eligible private nonprofit organizations and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events.

**STATE AND REGIONAL DISASTER AIRLIFT PLAN (SARDA)** - A plan prepared by Washington State Department of Transportation, Aviation Division to provide overall policy and guidance for aviation support in time of emergency.

**STATE COORDINATING OFFICER (SCO)** - The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor's Authorized Representative.

**STATE EMERGENCY OPERATIONS OFFICER (SEOO)** - An individual designated as the initial point-of-contact for state level emergency response and coordination activities for all hazards (natural or human made) that could adversely affect life safety, property, environment and/or the economy of Washington State. SEOOs staff the SEOC Alert and Warning Center.

**STATE FIRE DEFENSE COMMITTEE** - A committee of the Fire Protection Policy Board which develops the *Washington State Fire Services Resource Mobilization Plan*, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources and provides guidance for the approval of reimbursement requests.

**SUPPORT AGENCY** - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary agency. An example of a support agency is the Department of Agriculture for ESF 8 – Public Health and Medical Services.

**SURGE/INCREASED READINESS** - A strategy for moving from a pre-established or existing base capability to a higher level of capability. Per the Federal Emergency Management Agency, civil defense surge and increased readiness are not concepts that can be separated into different and distinct compartments. State and local increased readiness actions might be taken before, during and after the initiation of a civil defense surge and may be part of the surge. Surge may be thought of as a federally supported enhanced form of increased readiness.

**SURVIVABLE CRISIS MANAGEMENT (SCM)** - The operational capability to survive a catastrophic disaster and be able to direct, control and coordinate emergency operations within the state and in coordination and cooperation with other states and the federal government.

**SYNDROME** - A group of symptoms and signs of disordered function related to one another by means of some anatomical, physiological or biochemical peculiarity which provides a frame of reference for investigating an illness.

**TABLETOP EXERCISE** - An activity in which officials, key staff and/or others with emergency responsibilities gather to informally discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

**TEAR** (riot control agents) - Produce irritating or disabling effects that rapidly disappear within minutes after exposure ceases.

**TERRORISM** - As defined under the Homeland Security Act of 2002, any activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or

coerce the civilian population or influence or affect the conduct of a government by mass destruction, assassination or kidnapping.

**THERMONUCLEAR WEAPON** - A nuclear weapon (also referred to as a hydrogen bomb) in which the main contribution to the explosive energy results from fusion of light nuclei such as Deuterium and Tritium. The high temperatures required for such fusion reactions are obtained by means of an initial fission explosion.

**TITLE III** - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC), a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. The law requires site-specific planning for extremely hazardous substances, participation in the planning process by facilities storing or using hazardous substances and notifications to the SERC or LEPC of releases of specified hazardous substances. It also provides a mechanism for information sharing on hazardous chemicals and emergency plans for hazardous chemical events to the public.

**TOXICITY** - A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

**TOXIN** - A substance, in some cases produced by disease-causing microorganisms, that is toxic to other living organisms. Numerous organisms including bacteria, fungi, algae and plants produce toxins. Many toxins are extremely poisonous, with a toxicity that is several orders of magnitude greater than nerve agents. Since toxins have low volatility, they are dispersed as aerosols and then taken up primarily through inhalation.

**TRAINING EVENT** - A planned, non-emergency activity for the development, maintenance or upgrading of emergency worker skills.

**TRIAGE** - The screening and classification of sick, wounded or injured persons during disasters to determine priority needs for the efficient use of medical and nursing personnel, equipment and facilities. Triage is also done in emergency rooms and acute care clinics to determine priority of treatment. The use of triage is essential to save the maximum number of lives specifically during an emergency situation that produces many more sick and wounded individuals than the available medical care facilities and personnel can handle.

**TRIGGER LIST** - A list of sensitive items to which export controls are to be applied. The Zangger Committee (INFCIRC 209) and the Nuclear Supplier Group (INFCIRC 254) each have trigger lists.

**TULAREMA** - A disease caused by the bacterium *Francisella tularensis* and characterized by an abrupt onset of fever, chills, headaches, muscle aches and non-productive cough. The average incubation period is 3 to 5 days but can range from 1 to 21 days. Tularemia is usually transmitted occupationally to humans through infected animals, animal products or tick bites. Tularemia is not transmitted from person to person. Antibiotics are necessary for treatment.

**UMATILLA CHEMICAL DEPOT (UMCD)** – An ordnance storage facility of the U.S. Army located in northeastern Oregon, formerly known as the Umatilla Depot Activity (UMDA). The depot began operating as a storage site for conventional Army ammunition, bombs, artillery shells and landmines in 1942. It is now a storage site for blister agent.

**UNPROTECTED LANDS** - Lands that are not protected by any fire suppression agency. There is private property without fire protection from rural fire districts but protected by the Department of Natural Resources. This protection is for wildland and forest fires and not for protection of structures.

**URANIUM DIOXIDE** - The chemical form of Uranium most commonly used in power reactors. It is also known as “Brown Oxide” even though it is nearly black when pressed into pellets.

**URANIUM OXIDE** - The generic name for a group of uranium compounds that includes Uranium Dioxide (UO<sub>2</sub>, Brown Cycle), Uranium Trioxide (UO<sub>3</sub>, Orange Cycle), Uranus-Uranium Oxide (U<sub>3</sub>O<sub>8</sub>, Black Cycle) and Uranium Peroxide (UO<sub>4</sub>.2H<sub>2</sub>O).

**URBAN FIRE** - Fires primarily found within the boundaries or limits of a city.

**URBAN SEARCH AND RESCUE (USAR)** - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

**URBAN SEARCH AND RESCUE TASK FORCES** - Organizations sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task forces are trained and equipped to conduct heavy urban search and rescue and are capable of deployment to any disaster site nationwide.

**V-SERIES NERVE AGENTS** - Chemical agents of moderate to high toxicity developed in the 1950s. They are generally persistent. Examples are VE, VG, VM, VS and VX.

**VACCINE** - A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

**VAPOR AGENT** - A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground. If lighter than air, the cloud will rise and disperse more quickly.

**VENEZUELAN EQUINE ENCEPHALITIS (VEE)** - VEE is a mosquito-borne arbovirus. In nature, VEE infects animals and is transmitted to humans through mosquitoes that fed on the infected animals. The disease is characterized by sudden onset of headache, chills and fever, nausea and vomiting, muscle and bone aches and encephalitis occurring in a very small portion of cases.

**VENOM** - A poison produced in the glands of some animals such as snakes, scorpions and bees.

**VESICLE** - A blister-like, small elevation on the skin containing fluid or a small sac or bladder containing fluid. Vesicles may vary in diameter from a few millimeters to a centimeter. They may be round, transparent, opaque, or dark elevations of the skin.

**VIRUS** - An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 20 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell.

**VITRIFICATION** - The solidification process to bind hazardous waste indefinitely. Hazardous waste is melted with a mixture of sand and reground fusing materials (a frit) to form a glass for ease of handling and storage.

**VOLATILITY** - A measure of how readily a substance will vaporize.

**VOMITING AGENTS** - Produce nausea and vomiting effects and can also cause coughing sneezing, pain in the nose and throat, nasal discharge and tears.

**WASHINGTON PUBLIC POWER SUPPLY SYSTEM** - A public corporation planning the construction and operation of three nuclear facilities in the state of Washington. The name changed to Energy Northwest in 1998. Two facilities (WNP-1 and WNP-2) are located on land leased from the U.S. Department of Energy, Hanford Site, and one facility (WNP-3) is located in Grays Harbor County. WNP-2, renamed Columbia Generating Station, is the sole operating plant.

**WEAPONS GRADE MATERIAL** - Nuclear material considered most suitable for a nuclear weapon. It usually connotes Uranium enriched to above 90 percent Uranium-235 or Plutonium with greater than 90 percent Plutonium-239.

**WEAPONS OF MASS DESTRUCTION (WMD)** (Title 18 USC, Section 2332a) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary or poison gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

**WILD ANIMAL** - Any animal now or historically found in the wild or in the wild state within the boundaries of the United States, its territories or possessions. This term includes but is not limited to animals such as deer, skunk, opossum, raccoons, mink, armadillos, coyotes, squirrels, fox and wolves.

**WILDLAND** - An area in which development is essentially non-existent except for roads, railroads, power lines and similar transportation facilities. Used in place of wilderness, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

**WILDLAND FIRE** - Fire that occurs in wildland areas made up of sagebrush, grasses or other similar flammable vegetation.

**WILDLAND SEARCH AND RESCUE** - Search and rescue conducted in wildland areas. Due to the increasing wildland/urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. (See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE and URBAN SEARCH AND RESCUE)

**WIND (DF) MESSAGES** - Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

**YELLOWCAKE** - A concentrated form of uranium ore known as uranium diuranate.

## Appendix B – Emergency Support Functions (ESF)

### Purpose

This appendix provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs and the basic content contained in each of the ESFs. The ESFs describe the roles and responsibilities of state departments, agencies, institutes of higher education, boards, commissions and councils as ESF primary and support agencies.

### Background

The ESFs provide the structure for coordinating interagency support for a state response to an emergency or disaster. They are mechanisms for grouping functions most frequently used to provide state and federal support to local jurisdictions and tribes for proclaimed states of emergencies in accordance with Chapter 38.52 RCW.

The Incident Command System is flexible in assignment of ESF and other stakeholder resources according to their capabilities, taskings and requirements to augment and support the state and federal response to incidents in a collaborative manner.

While ESFs are typically assigned to specific agencies within the SEOC, resources may be assigned anywhere within the incident command structure. The primary and support agencies for an ESF work in conjunction with the SEOC Operations and Logistics Sections to ensure appropriate planning and execution of missions occur.

ESF	Scope of Responsibilities
ESF 1 – Transportation	<ul style="list-style-type: none"> <li>• Aviation/airspace management and control</li> <li>• Transportation safety</li> <li>• Restoration/recovery of transportation infrastructure</li> <li>• Movement restrictions</li> <li>• Damage and impact assessment</li> </ul>
ESF 2 – Communication, Information and Warning Systems	<ul style="list-style-type: none"> <li>• Coordination with telecommunications and information technology industries</li> <li>• Restoration and repair of telecommunications infrastructure</li> <li>• Protection, restoration, and sustainment of national cyber and information technology resources</li> <li>• Oversight of communications within the Federal incident management and response structures</li> </ul>
ESF 3 – Public Works and Engineering	<ul style="list-style-type: none"> <li>• Infrastructure protection and emergency repair</li> <li>• Infrastructure restoration</li> <li>• Engineering services and construction management</li> <li>• Emergency contracting support for life-saving/sustaining services</li> </ul>
ESF 4 – Firefighting	<ul style="list-style-type: none"> <li>• Coordination of Federal firefighting activities</li> <li>• Support to wildland, rural, and urban firefighting operations</li> </ul>
ESF 5 – Emergency Management	<ul style="list-style-type: none"> <li>• Coordination of incident management and response efforts</li> <li>• Issuance of mission assignments</li> <li>• Resource and human capital</li> <li>• Incident action planning</li> <li>• Financial management</li> </ul>

<b>ESF</b>	<b>Scope of Responsibilities</b>
ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	<ul style="list-style-type: none"> <li>• Mass care</li> <li>• Emergency assistance</li> <li>• Disaster housing</li> <li>• Human services</li> </ul>
ESF 7 – Logistics Management and Resource Support	<ul style="list-style-type: none"> <li>• Comprehensive, national incident logistics planning, management, and sustainment capability</li> <li>• Resource support (facility space, office equipment and supplies, contracting services, etc.)</li> </ul>
ESF 8 – Public Health and Medical Services	<ul style="list-style-type: none"> <li>• Public health</li> <li>• Medical</li> <li>• Mental health services</li> <li>• Mass fatality management</li> </ul>
ESF 9 – Search and Rescue	<ul style="list-style-type: none"> <li>• Life-saving assistance</li> <li>• Search and rescue operations</li> </ul>
ESF 10 – Oil and Hazardous Materials Response	<ul style="list-style-type: none"> <li>• Oil and hazardous materials (chemical, biological, radiological, etc.) response</li> <li>• Environmental short- and long-term cleanup</li> </ul>
ESF 11 – Agriculture and Natural Resources	<ul style="list-style-type: none"> <li>• Nutrition assistance</li> <li>• Animal and plant disease and pest responses</li> <li>• Food safety and security</li> <li>• Natural and cultural resources and historic properties protection and restoration</li> <li>• Safety and well-being of household pets and service animals</li> </ul>
ESF 12 – Energy	<ul style="list-style-type: none"> <li>• Energy infrastructure assessment, repair, and restoration</li> <li>• Energy industry utilities coordination</li> <li>• Energy forecast</li> </ul>
ESF 13 – Public Safety and Security	<ul style="list-style-type: none"> <li>• Facility and resource security</li> <li>• Security planning and technical resource assistance</li> <li>• Public safety and security support</li> <li>• Support to access, traffic, and crowd control</li> </ul>
ESF 14 – Long-Term Community Recovery	<ul style="list-style-type: none"> <li>• Social and economic community impact assessment</li> <li>• Long-term community recovery assistance to States, local governments, and the private sector</li> <li>• analysis and review of mitigation program implementation</li> </ul>
ESF 15 – External Affairs	<ul style="list-style-type: none"> <li>• Emergency public information and protective action guidance</li> <li>• Media and community relations</li> <li>• Congressional and international affairs</li> <li>• Tribal and insular affairs</li> </ul>
ESF 20 – Defense Support to Civil Authorities	<ul style="list-style-type: none"> <li>• Coordination with Dept. of Defense for military resources</li> <li>• Coordination with FEMA Region X Defense Coordinating Office</li> <li>• Resource tasking to Washington National Guard and State Guard</li> </ul>

### **ESF Activation**

The SEOC activates individual ESFs based on the scope and magnitude of the emergency or disaster. SEOCs notify ESF primary agencies of the SEOC and ESF activation and time to report to the SEOC.

ESF primary agencies notify and activate support agencies as required for the emergency or disaster, to include activation of agency EOCs and support to specialized

teams. Each ESF is required to develop standard operating procedures (SOPs) and notification protocols and to maintain current rosters and contact information.

### **ESF Responsible Agencies**

Each ESF identifies the coordinating, primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple appendices, with primary agencies designated for each basic ESF and appendix to ensure seamless integration of and transition between preparedness, response and recovery activities. ESFs with multiple primary agencies may designate an ESF coordinating agency for the purposes of pre-incident planning and coordination of primary and supporting agency efforts throughout the emergency or disaster. Following is a discussion of the roles and responsibilities of the ESF coordinating, primary and support agencies.

#### **Coordinating Agency**

The ESF coordinating agency is the entity with management oversight for a particular ESF. The role of the ESF coordinating agency is carried out through a collaborative approach as agreed upon collectively by the designated primary agencies and, as appropriate, support agencies. Responsibilities of the ESF coordinating agency include:

- Coordination before, during and after an emergency or disaster, including pre-incident planning and coordination.
- Maintain ongoing contact with ESF primary and support agencies.
- Conduct periodic ESF meetings and conference calls.
- Coordinate efforts with corresponding private-sector organizations.
- Coordinate ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

#### **Primary Agencies**

An ESF primary agency is normally a state agency with significant authorities, roles, resources or capabilities for a particular function within an ESF. ESFs may have multiple primary agencies and the specific responsibilities of those agencies are articulated within the relevant ESF. A state agency designated as an ESF primary agency serves as an executive agent of the SEOC to accomplish the ESF mission. When an ESF is activated in response to an emergency or disaster, a primary agency is responsible for:

- Support the ESF coordinating agency and the other primary and support agencies.
- Orchestrate state support within their functional area for affected local jurisdictions and tribes.
- Provide staff for the operations functions at fixed and field facilities.
- Notify and request assistance from support agencies.
- Manage mission assignments and coordinate with support agencies, as well as appropriate local and tribal officials, operations centers, and agencies.

- Work with appropriate private-sector organizations to maximize use of all available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities through the SEOC.
- Conduct situational and periodic readiness assessments.
- Coordinate contracts and procurement of goods and services through the SEOC Logistics and Administration/Finance Sections.
- Ensure financial and property accountability for ESF activities.
- Plan for short- and long-term response and recovery operations.
- Maintain trained personnel to support interagency emergency response and support teams.

### **Support Agencies**

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF. When an ESF is activated, support agencies are responsible for:

- Participate in planning for short- and long-term response and recovery operations and the development of supporting operational plans, SOPs, checklists or other job aids, in concert with existing first-responder standards.
- Assist in the conduct of situational assessments.
- Furnish available personnel, equipment or other resource support as requested by the SEOC or the ESF primary agency(s).
- Provide input to periodic readiness assessments.
- Maintain trained personnel to support interagency emergency response and support teams.

## Appendix C – Agency ESF Responsibilities Matrix

ESF	1 – Transportation	2 – Communication, Information & Warning Systems	3 – Public Works & Engineering	4 – Firefighting	5 – Emergency Management	6 – Mass Care, Emergency Assistance, Housing & Human Services	7 – Logistics Management & Resource Support	8 – Public Health & Medical Services	9 – Search & Rescue	10 – Oil & Hazardous Material Response	11 – Agriculture & Natural Resources	12 – Energy	13 – Public Safety & Security	14 – Long-Term Community Recovery	15 – External Affairs	20 – Defense Support to Civil Authorities
<b>Responsibilities:</b> C = Coordinating Agency JP = Joint Primary Agency P = Primary Agency S = Support Agency																
<b>Department of Agriculture</b>	S	S	S		S	S	S	S		S	C			S	S	
<b>Office of the Attorney General</b>		S	S		S		S			S	S			S	S	
<b>Office of the State Auditor</b>		S	S		S		S							S		
<b>Board for Community and Technical Colleges</b>		S	S		S		S							S	S	
<b>Department of Commerce</b>	S	S	S		S	S	S			S	S	P		S	S	
<b>Conservation Commission</b>		S	S	S	S		S				S			S		
<b>Department of Corrections</b>	S	S	S	S	S		S			S			S	S	S	
<b>Department of Ecology</b>		S	S	S	S		S	S	S	JP	JP	S		S	S	
<b>Employment Security Department</b>		S	S		S		S							S	S	
<b>Department of Financial Institutions</b>					S									S		
<b>Office of Financial Management</b>	S	S	S	S	S	S	S					S		S		
<b>Department of Fish &amp; Wildlife</b>		S	S	S	S		S		S	S	JP	S	S	S	S	
<b>Department of General Administration</b>	S	S	P		S	S	P	S	S		JP	S		S	S	
<b>Office of the Governor</b>		S	S		S		S							S		
<b>Department of Health</b>		S	S		S	S	S	P	S	S	JP			S	S	
<b>Governor’s Office of Indian Affairs</b>		S	S		S		S							S	S	
<b>Department of Information Services</b>		JP	S		S		S							S	S	
<b>Department of the Insurance Commissioner</b>		S	S		S		S							S	S	
<b>Department of Labor and Industries</b>		S	S		S		S	S		S	S			S	S	
<b>Department of Licensing</b>		S	S		S		S	S						S	S	

ESF	1 – Transportation	2 – Communication, Information & Warning Systems	3 – Public Works & Engineering	4 – Firefighting	5 – Emergency Management	6 – Mass Care, Emergency Assistance, Housing & Human Services	7 – Logistics Management & Resource Support	8 – Public Health & Medical Services	9 – Search & Rescue	10 – Oil & Hazardous Material Response	11 – Agriculture & Natural Resources	12 – Energy	13 – Public Safety & Security	14 – Long-Term Community Recovery	15 – External Affairs	20 – Defense Support to Civil Authorities
AGENCY																
Office of the Lieutenant Governor		S	S		S		S							S		
Liquor Control Board		S	S		S		S						S	S	S	
Military Department	S	JP	S	S	P		S	S	JP	S	S	S	S	P	P	P
Emergency Management Division	S	S	S	S	C	S	S	S	C	S		S	S	P	P	S
National Guard	S	S	S	S	S		S	S	S	S			S	S	S	P
Department of Natural Resources		S	S	C	S		S		S	S	JP	S	S	S	S	
Parks and Recreation Commission	S	S	S	S	S		S		S	S	JP		S	S	S	
Department of Personnel		S	S		S		S							S		
Department of Printing		S	S		S		S							S		
Office of Superintendent of Public Instruction	S	S	S		S		S							S	S	
Department of Retirement Systems		S	S		S		S							S	S	
Department of Revenue		S	S		S		S							S		
Office of the Secretary of State		S	S		S		S							S	S	
Department of Social and Health Services		S	S		S	P	S	S			JP			S	S	
Washington State Patrol	S	S	S	JP	S		S	S	S	JP			P	S	S	
Department of Transportation	P	S	S	S	S		S		JP	S	S	S		S	S	
Office of the State Treasurer		S	S		S		S							S		
Utilities & Transportation Commission	S	JP	S		S		S					S	S	S	S	
Energy Facility Site Evaluation Council		S	S		S		S			S				S		
Department of Veterans' Affairs		S	S		S		S							S	S	
American Red Cross					S	S	S		S		S			S	S	

## Appendix D – Training & Exercise

### Purpose

Establish training and exercise responsibilities for building the skills of individual state staff. Stress the cohesion of state agency efforts to maximize support for local jurisdictions during the response and recovery phases of a state emergency or disaster.

Training and exercises are two critical activities of preparedness. Training activities range from familiarization of plans to their practical application. Exercises include discussion-based exercises (seminars, workshops, tabletops and games) and operation-based exercises (drills, functional, and full-scale) in order to test the full spectrum of state preparedness.

### Scope

This appendix outlines a comprehensive preparedness strategy and considers an all-hazards approach to emergency preparedness on the basis of the risk described in the *Washington State Hazard Identification and Vulnerability Assessment (HIVA)*. It identifies training and exercise responsibilities to support activation of the state EOC and state emergency support functions (ESFs), as well as state agency responsibilities in preparation for disaster response and recovery.

Washington State adopted the *Homeland Security Exercise and Evaluation Program (HSEEP)* as the standard for its exercise program. HSEEP is a federal standard put forth by the *FEMA National Exercise Program*. It provides the tenets for exercise design and outlines improvement activities to ensure an effective corrective action program (CAP). The state requires local jurisdictions to follow HSEEP in their design, conduct and evaluation of an emergency management exercise. Under HSEEP, exercises are documented in an after action report and corrective actions are identified and assigned in an improvement plan.

The state training program supports local preparedness objectives, state strategic plans and implementation of the *National Incident Management System (NIMS)*. This includes training activities designed to meet requirements outlined by the state CEMP, support of local emergency management and *Incident Command System (ICS)* training and, when applicable, integration of the *National Response Framework (NRF)*.

This appendix applies to all state agencies, commissions, boards and councils which support state activities in the four phases of emergency management: mitigation, preparedness, response and recovery. Additionally, the appendix integrates the roles of federal agencies, local jurisdictions, tribal governments, private sector and non-government organizations into the state's preparedness activities.

### Assumptions

In accordance with Chapter 38.52 RCW, local jurisdictions, counties, cities and tribes have the responsibility for organizing and training local staff to competently respond to local emergencies and disasters.

State government will support local preparedness to the best of its ability with applicable training and exercises, based on local and state agency assessments of response and recovery capabilities.

The state training and exercise programs follow the tenets of the preparedness cycle: capabilities assessment; planning and analysis; staffing; equipping; training to appropriate emergency response standards; exercises to test plans, systems, staff, and processes; and implementation of improvements.

Training and exercise needs are identified as part of the capabilities-based planning structure. Generally, jurisdictions at all governmental levels conduct assessments of capabilities through an after action/improvement planning process. This includes lessons learned from activations, exercises, planning initiatives and jurisdictional emphasis.

Training state EOC staff, including state agency executives, primary ESF leads and support ESF agencies, is critical to effective support of local jurisdictions during emergencies. Training assists state agencies in meeting preparedness responsibilities as outlined in the Basic Plan.

Exercising the state EOC and state agency operation centers support of ESF activities will ensure plans, processes, personnel and systems are validated and shortfalls are identified.

State agencies have sufficient authority to implement response and recovery measures during an emergency or disaster within their mandated agency missions. State agencies with primary and support ESF responsibilities will lead training and exercise efforts to improve the preparedness of the state within their functional parameters.

Each state agency is responsible for its own training to support response and recovery activities subject to its own authorities. Primary ESF agencies are responsible for developing plans and training to provide effective state response and recovery within their functional area as outlined by the Basic Plan. Support ESF agencies are responsible for ensuring trained personnel are available to meet their responsibilities.

Training activities are based on needs and capabilities assessments. Training is perishable; sustainment of skills is critical. The state establishes priorities through cyclical planning based on risk; identified shortfalls; health and safety of the public; mitigation of damages to communities and property; and recovery of individuals, families, businesses, government activities, the economy and the environment.

The intent of exercises is to provide evidence of effectiveness in response and recovery activities and to identify areas requiring correction. State agencies must establish corrective action programs to ensure improvement of their plans, processes, systems and staff knowledge.

State agencies are responsible for supporting local jurisdictions' efforts to comply with Chapter 38.52 RCW and Title 118 WAC through state training and exercise programs.

State agencies are responsible for requesting federal support for local training and exercises and utilizing appropriate training programs, such as those offered by FEMA and other federal agencies.

## Concept of Operations

### General

The training program is designed to develop personnel proficiency in general emergency management subjects and to train personnel for their roles under emergency management operational plans and procedures. These activities take place at every level of government, as well as in non-governmental organizations and private businesses.

Training needs are identified at all levels of government, non-governmental organizations and the private sector using capability assessments based on community emergency response services, hazard risks and vulnerability factors.

Initial training is primarily accomplished through program orientations, EOC section training, state agency ESF training and non-governmental organization (NGO) support training. Specific technical training is conducted by the lead agency for the activity, e.g., the dedicated program responsible for responding to a Columbia Generating Station radiological release.

Corrective Action Program – Exercise activities validate the operational concepts and resource preparations needed to carry out emergency functions. The key to improvement is an agency or organization corrective action program. Agencies and organizations identify necessary improvements via exercise evaluation and actual disaster response after action reports. The resultant after action report should identify planning needs, staffing requirements, process refinement, equipment shortages and training needs. The improvement plan outlines the need, provides a prioritization, identifies resources required, assigns the corrective action and monitors completion.

Multiyear Planning – The foundation document to guide a successful training and exercise program is a multiyear training and exercise plan (TEP). The TEP identifies an entity's priorities as articulated in the entity's strategy, and identifies the capabilities most relevant to achieving those priorities. It then outlines a multiyear schedule of training and exercises the entity will undertake to enhance and validate its capabilities. It also graphically illustrates a multiyear schedule for training and exercise activities supporting those priorities.

Dedicated Emergency Preparedness Programs – Washington State is responsible for several dedicated preparedness programs that require exercises to test state and local response capability. For example, the Nuclear Regulatory Commission and the Federal Emergency Management Agency govern the Columbia Generating Station (CGS), a nuclear power plant operating near Richland, Washington. Periodic exercises are federally mandated to meet certain laws and regulations, including the testing of community response capability and plans. The state uses the CGS full-scale exercise and other dedicated program exercises as an integral component in its testing and validation of its all-hazards preparedness plans, processes, systems and staff knowledge.

**Building Block Approach** – Agencies and organizations are encouraged to use a building block approach in meeting their training and exercise needs and/or requirements. A multiyear plan employs a building block approach in which training and exercise activities focus on specific capabilities in a cycle of escalating complexity. For instance, prior to assuming a planning initiative, the agency may participate in a seminar or workshop to explore all aspects and impacts of the initiative. Drills typically are designed to involve only one response function. To add complexity, functional and full-scale exercises test multiple functions at several levels.

**Integration** – Integration of training and exercises enhances the performance of the staff to respond to an emergency or disaster. Training priorities should be based on strategic guidance and lead to testing and validation of staff knowledge, processes and systems through targeted exercises.

### **Planning of Overall Training and Exercise Activities**

The planning process and methodology for the Washington State Training and Exercise Programs follows a capabilities-based planning structure and entails three phases:

- **Capabilities Assessment** – Each level of government or non-governmental organization conducts a capabilities review to determine how well they can respond to and recover from a disaster. The outcome is a “needs” assessment based on a review of current capabilities, applicability of capability to the jurisdiction and risk of hazard requiring capability. The *Target Capabilities List* (TCL) published by the U.S. Department of Homeland Security defines the prevention, protection, response and recovery capabilities needed to achieve national preparedness.
- **Improvement Planning** – Improvement planning can include a variety of sources to ensure a thorough understanding of the jurisdiction’s or organization’s requirements; lessons learned from prior disaster activations, evaluated exercises, observation of routine operations aligned to disaster response, strategic planning workshops or executive guidance. The goal of improvement planning is to identify capability shortfalls and prioritize improvement activities by hazard and community risk. Each capability should be analyzed by elemental effectiveness, i.e., identification of the specific capability shortfalls by element (planning, training, exercise, equipping, leadership or staffing need). The two outcomes of improvement planning at the state level are the identification of statewide training needs and exercise priorities in alignment with the *Washington Statewide All-Hazards Emergency Preparedness Strategic Plan*.
- **Training and Exercise Planning** – The state conducts an annual Training and Exercise Planning Workshop (TEPW). The result of the workshop is a multiyear training and exercise plan. The schedule for the first year provides specific detail on training and exercise activities for the coming year while the second- and third year schedules provide a focus and strategic vision for long-term planning and resourcing.

### **State EOC Staff Training**

The state EOC staff-training program has five components.

- **EOC Familiarization and Independent Study** – All personnel staffing the state EOC and state agency ESF staff are required to attend an eight-hour, general

EOC orientation training. Topics include the CEMP, Emergency Operating Procedures (EOP), roles and responsibilities of each command and general staff section, description of each ESF and the overall responsibilities of the state in its support of local disaster response. Required independent study includes NIMS, NRF and ICS training courses.

- Section Training – Units within EMD are responsible for providing training for each of the EOC Command & General Staff sections.
- Emergency Support Function and Liaison Training – State agencies and non-governmental organizations having ESF responsibilities determine and provide appropriate ESF training to their staffs.
- All-Hazards Tabletop Exercises – EMD typically conducts applicable tabletops and workshops in preparation for the fire (spring) and flood (autumn) seasons. ESF primary and support agencies participate, as appropriate.
- State Cabinet and Elected Officials – The state conducts an annual executive level exercise to ensure the preparedness of cabinet and state elected officials. Training is provided prior to or integrated into the exercise. The executive exercise program refreshes the knowledge base of senior leaders and provides them an opportunity to familiarize themselves with their agencies emergency or disaster-related responsibilities as well as operational concepts and procedures.

## Responsibilities

### **Washington Military Department, Emergency Management Division**

- Develop and manage the state training program to support the four phases of emergency management.
- Develop and manage the state exercise program to test the preparedness of state, local, tribal and private sector entities.
- Provide emergency and disaster-related training and orientation to state and local officials to familiarize them with emergency or disaster-related responsibilities, operational concepts and procedures.

### **State Agencies**

- Conduct employee and employee family preparedness training to enhance the agency's ability to provide essential public services after an emergency or disaster and support the state's disaster response and recovery mission.
- Train and exercise the agency's continuity of government and operations plans as well as preparedness, response, recovery and restoration activities as part of an agency comprehensive emergency management program.
- Train staff to provide agency and local disaster response, as required by applicable RCW.
- Train staff to ensure capability to meet the requirements of assigned primary and/or support ESF responsibilities within the state EOC and as outlined by the Basic Plan.
- For agencies with internal operational centers, ensure their staffs are trained to provide a coordinated agency and state EOC response.

- Support ESF activities across the state. Train agency staff to understand and utilize federal ESF support to supplement and complement state response and recovery activities.
- Provide applicable preparedness training to local government counterparts.
- Establish or participate in an exercise program designed to test plans, processes, systems and staff knowledge in order to minimize the impacts of an emergency or disaster.

### **County, City and Tribal**

- Ensure the public safety and welfare of its citizens with preparedness training and applicable exercises.
- Ensure a trained response force is available to meet the challenges of the most likely disasters to affect the community and produce the greatest loss.
- Ensure the local chief public official and local agency executive is knowledgeable of his or her emergency responsibilities. This includes the enactment of extraordinary powers under local ordinances in response to a disaster.
- Determine training and exercise needs on the basis of capabilities assessments as part of capabilities-based planning.
- Ensure local leadership has the tools and training to provide key public messaging appropriate to the level of disaster.
- Ensure trained staff is able to coordinate, request, procure, negotiate or acquire resources to support the response and recovery activities.

### **Federal**

- Provide available federal, based training to the state from agencies such as: U.S. Departments of Homeland Security; Defense; Justice; Health & Human Services; Agriculture; Education; Housing & Urban Development; and Energy, to support local response.
- Include federal partners in local and state exercises, as applicable to the federal emergency support functions, to test federal response and federal, state, local and tribal collaboration.
- Key federal ESF agencies will directly support state agency counterparts in training and exercise participation within their areas of expertise.

### **Non-governmental and Voluntary Organizations**

- Identify disaster response related capabilities needed to meet organizational roles and responsibilities and support training and exercise programs necessary to produce required capabilities.
- Provide support to emergency support functions like ESF 3 - Public Works and Engineering, ESF 6 - Mass Care, Emergency Assistance, Housing and Human Services and ESF 11 - Agriculture and Natural Resources supporting communities and economic recovery.

- Provide trained support staff to the state EOC to assist in disaster response and recovery.
- Coordinate and manage a network of volunteers and volunteer agencies through facilitated training and exercises.
- Enhance preparedness through participation in state and local exercises. Encourage state, local and tribal participation in non-governmental and voluntary organizational training and exercises.

**Private Sector**

- Support training for the staffs of critical infrastructure agencies, utilities, businesses and distribution system to enhance prevention, protection, disaster response, and long-term recovery capabilities.
- Provide trained support to the state EOC to enhance disaster response and recovery capabilities.
- Provide support to emergency support functions focused on the recovery of communities and the economy, e.g., ESFs 2-Communication, 6-Mass Care, 10-Hazardous Materials Response and 15-External Affairs.
- Conduct exercises to test interdependencies, communication, protocols and processes supporting community response and long-term recovery.
- Participate in state and local exercises to enhance preparedness. Encourage state, local and tribal participation in business, private sector and/or industrial training and exercises.