

**OKANOGAN COUNTY  
Comprehensive Emergency Management Plan**

**EMERGENCY SUPPORT FUNCTION 5**

**EMERGENCY MANAGEMENT**

**RESPONSIBILITY SUMMARY**

**Primary Response**

Okanogan County Commissioners  
City/Town Mayors  
Okanogan County Department of Emergency Management

**Supporting**

The American Red Cross  
Okanogan County Emergency Medical Services  
Okanogan County Communications Center (Dispatch)  
Fire Services  
Law Enforcement  
Public Works Departments (City/Town/County)  
Amateur Radio Emergency Services/Radio Amateur Civil Emergency Service

Okanogan County Coroner/Prosecutor  
Okanogan County Auditor  
Okanogan County Assessor  
Okanogan County Treasurer  
Okanogan County Health Department District  
Okanogan County Central Services  
Okanogan County Planning Department  
Okanogan County Building Inspectors

**Plan Preparation & Maintenance**

Okanogan County Department of Emergency Management

**DIRECTION AND CONTROL**

**I. INTRODUCTION**

**Purpose**

The purpose of this portion of the Emergency Support Function (ESF) is to provide for the effective direction, control, and coordination of emergency management activities, during emergency or disaster operations and to ensure the continued operation of local government during and after emergencies and disasters.

## II. POLICIES

- A. If an emergency or disaster is beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative heads of the involved governments in accordance with RCW 35.33.081. If the emergency or disaster is beyond the normal capabilities of county government a local proclamation of emergency is made by the county commissioners in accordance with RCW 36.40.180. The county proclamation is usually prepared by Okanogan County Department of Department of Emergency Management (DEM), and is approved and signed by the commissioner(s) as an ordinance or resolution. The county proclamation is a prerequisite for state and federal assistance.
- B. All emergency operations in the county will be conducted utilizing the accepted concepts and principals of the Incident Command System (ICS) to assure functional and cooperative management of emergency operations.
- C. DEM coordinates local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. In addition, they provide the necessary liaison for state and federal assistance.

## III. SITUATION

**Authority.** The authority for the Direction and Control concepts and procedures as outlined in the Plan is derived from RCW 38.52 and other applicable state statutes and regulations; Okanogan County Emergency Management Interlocal agreement dated 1998 and policies promulgated under the authority of this Plan.

## IV. CONCEPT OF OPERATIONS

- A. **Legislative Authority.**
  - 1. **Board of County Commissioners.**
    - a. The legislative authority of Okanogan County is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
    - b. In the event a majority of the Board is not available, the remaining Commissioner may make decisions dealing with an occurring emergency or disaster.
  - 2. **Mayors and City/Town Councils.**
    - a. The legislative authority of each city/town is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
    - b. In the event a majority of the City Council is not available, the remaining Council member may make decisions dealing with an occurring emergency or disaster.

- B. Designation of Successors. Decision-making succession authority will occur if the senior elected or appointed official is not available to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease.
1. **County Board of Commissioners**
    - a. If the entire Board of Commissioners is not available, then this authority is assumed in this order.
      - (1) Sheriff (DEM)
      - (2) Director of Public Works
    - b. In the event no elected officials are available, emergency authority will fall to the Undersheriff or Chief Criminal Deputy.
  2. **City Government**

City government should designate a line of succession for times that senior elected officials are not available.

**C. Emergency Management responsibilities of successors acting as the legislative authority.**

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

**V. INCIDENT COMMAND SYSTEM (ICS)**

- A. Homeland Security Presidential Directive-HSPD-5 - Management of Domestic Incidents. This directive provides direction enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS).
- B. WAC 296-305-05001. Emergency fire ground operations – Structural. The fire department shall establish an Incident Command System (ICS) with guidelines applying to all members involved in emergency operations.
- C. WAC 296-824-50010, Labor and Industries. Employers must implement and maintain an ICS. They must make sure a single individual, acting as the Incident Commander (IC), is in charge of the site-specific ICS and acts within their designated role and training level.

- D. All emergency operations in Okanogan County will be conducted utilizing the accepted concepts and principals of the ICS. The following outline generally describes the county emergency management system operational concept for direction and control during emergencies and disasters.
1. **Level 1 Response – Day to day emergencies.**
    - a. Command – IC is in charge of the incident.
    - b. Coordination – IC will coordinate all incident activities and operations.
    - c. Direction and Control – Will utilize department procedures for regular response.
  2. **Level 2 Response – Usually multiple agencies, jurisdiction or situation based incidents that are of the magnitude to be potential major emergencies.**
    - a. Command – The IC or Unified Command (UC) will manage the incident and establish an organization meeting the demands of the incident.
    - b. Coordination – The IC General Staff, with necessary liaisons or agency representatives, will coordinate incident activities and operations through an Emergency Management representative or provide a representative to the EOC, if activated.
    - c. Direction and Control – The IC will receive direction and control from the appropriate legislative authority of the jurisdiction, if necessary, and other agency administrators as appropriate. This may be direct to the IC or through the representative at the county EOC, if activated.
  3. **Level 3 Response – Major emergency or disaster.**

Command – Each IC or UC, if implemented, will manage the incident(s) and establish an IC organization (ICO) meeting the demands of the incident(s). The magnitude and scope of the situation may require multiple ICOs to be established.
  4. **For hazardous material incidents in Okanogan County the Washington State Patrol assumes IC jurisdiction in accordance with RCW 70.136.030.**
    - a. Coordination – Each ICO, with necessary liaisons or agency representatives, will coordinate individual incident activities and operations; and coordinate their operation with DEM or through the county EOC, if activated. During this level of response, resource management and the establishment of priorities is essential.
    - b. Direction and Control – The IC will receive direction and control from the appropriate legislative authority of the jurisdiction and other agency administrators through the DEM representative or the county EOC, if activated. Emergency actions will need to be coordinated and prioritized countywide.

5. If during an incident, fire mobilization is declared and if a Mobilization Incident Commander (MIC) is assigned to the incident, incident command may pass from the local incident commander to the MIC or UC may be established.

**E. Emergency Operations Center (EOC)**

1. EOC Activation. The following local government officials have the authority to activate the Emergency Operations Center:
  - a. County Commissioners.
  - b. Mayors.
  - c. Director of Emergency Management
  - d. Incident Commander(s), through DEM.
2. The primary EOC for Okanogan County is located at 123 5<sup>th</sup> Avenue North, in Okanogan. The Alternate Emergency Operations Center (EOC) is the Okanogan Public Health office, 1234 2nd Avenue South, Okanogan. Any public agency's facilities and equipment may be called upon and utilized during a declared emergency.
3. The organization of the EOC and procedures for operations is established and published in a Standard Operational Procedures (SOP), as separate document. Details on organization, operation and supervision are contained in this document.
4. EOC Personnel and Staffing
  - a. The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase. Staff alert and activation procedures are outlined in the EOC SOP.
  - b. During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions should provide personnel to support the EOC.
  - c. Persons assigned EOC duties must be prepared to respond during emergencies. They should also attend EOC Orientation and participate in scheduled exercises and training events, when offered.
5. Equipment
  - a. VHF radios – The representatives from respective response agencies must bring hand-held radios to the EOC for communication with their agency.
  - b. Comprehensive Emergency Management Net (CEMNET) Radio  
The Washington State DEM operates a statewide, very high frequency (VHF) low-band radio system, as the primary backup communication link between the WAEMD/WAEOC and local EOC's throughout the state.

- c. Amateur radios – The EOC has VHF voice and data amateur radio capability.
- d. Telephones – The EOC has telephones to be used in the event the center is opened. The incoming number is (509) 422-7348. There are five outgoing telephone lines, one of which may be used as an incoming line dedicated to an incident commander. The EOC also has fax capability at (509) 422-7217.
- e. Computers – The EOC has a laptop computer with email and internet capability. Staff members may bring additional laptop computers to the EOC. County LAN ports are available.
- f. The Emergency Alert System (EAS) –ALERT SENSE system, which activates EAS, is located in the DEM office and Okanogan Communications Center.

6. Coordination

- a. The use and allocation of resources available in the County to support an emergency operation needs to be coordinated through the EOC.
- b. Requests for State, Federal, and other out of county resources should be made through the EOC, except for fire mobilization.

**F. Continuity of Government**

- 1. Each political subdivision shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions. (RCW 42.14.070)
  
- 2. All departments, agencies, and commissions should identify essential records and take actions to protect those records during a disaster or emergency operation. NOT – never been done!

**VI. RESPONSIBILITIES**

**A. General**

Operations of the Okanogan County Emergency Management Services Organization were established by the inter-local agreement between the County of Okanogan and the Cities/Towns Omak, Okanogan, Oroville, Tonasket, Brewster, Pateros, Conconully, Nespalem, Elmer City, Coulee Dam, Riverside, Twisp and Winthrop.

**B. County Board of Commissioners**

- 1. The Commissioners have the overall responsibility for the emergency preparedness of the county to include:
  - a. Establishment of a Department of Emergency Management and appointing a director to manage that department.
  - b. Designate a primary EOC and provide for its operational readiness.
  - c. Ensure that the County's Comprehensive Emergency Management Plan (CEMP) is maintained.

**C. Mayors and City/Town Councils**

The legislative authorities of each city/town are responsible for policy actions or decisions during an emergency/disaster and are responsible for the emergency preparedness of their jurisdiction, within the scope of their powers.

**D. Department of Emergency Management (DEM)**

The Emergency Manager is responsible for keeping the Commissioners and Mayors advised on the status of emergency preparedness of the county.

**E. Jurisdictional Responsibility**

1. Each jurisdiction needs to establish an SOP for their organization's use in time of an emergency operation to include a continuity of command.
2. If an emergency operation is impacting their jurisdiction they must assign a representative to the EOC.
3. Each jurisdiction has the responsibility of collecting all damage assessment estimates and relaying this information to county DEM.

**F. County Assessor and Building Inspectors**

1. The building inspectors may be part of damage assessment teams, which will be organized by the EOC and assigned to specific areas.
2. County assessors and building inspectors will normally become involved in the later stages of the response phase or at the beginning of the recovery phase with the mission of determining the extent and cost of the damage.

**G. Volunteer Groups**

1. The American Red Cross may be called upon to assist with feeding and sheltering victims, as well as damage assessments.
2. Groups such as radio operators, Search and Rescue, Community Emergency Response Team may be called upon to assist by participating on disaster assessment teams or disaster response and recovery activities.

## **INFORMATION ANALYSIS AND PLANNING**

### **I. INTRODUCTION**

#### **A. Purpose.**

The purpose of this portion of the ESF is to provide guidelines for collecting, analyzing, and sharing information about a potential or actual emergency/disaster in Okanogan County; to enhance response and recovery activities.

#### **B. Scope**

1. This portion of the ESF applies to agencies and jurisdictions that are expected to coordinate with, or receive assistance from DEM/EOC during an emergency or disaster.

- a. It is essential that all available emergency information is collected, processed and disseminated appropriately to provide for efficient and effective planning and reporting.
- b. It is critical to facilitate warning, public information, emergency response, disaster analysis, resource management, damage assessment and recovery operations and efforts.
- c. It is especially important in escalating incidents such as wildfires, severe weather, and flooding where forecasting plays a critical part in the response plan of action.
- d. The analysis and planning for every type of emergency or disaster is beyond the scope of this ESF.

### **II. POLICIES**

County DEM will disseminate current and accurate information and request the same from county agencies and volunteer organizations during disaster or emergencies.

1. DEM will only request information that is necessary to support response and recovery activities.
2. The analysis of this information is planning anticipated resources will occur in support of emergency or disaster response and recovery activities.

### **III. SITUATION**

#### **A. Planning Assumptions**

1. Urgent response requirements during an emergency, disaster, or the threat of one are to plan for continuing response and recovery activities. As well as the immediate and continuing collection processing and dissemination of situational information.



2. Information, especially during the early phases of the event, may be inaccurate, ambiguous, conflict with information forms, other sources, or with previous information from the same source, or be limited in detail.
3. The Okanogan County EOC command post or other designated location will be used as the point-of-contact for all information coordination.
4. Individual jurisdictions and agencies will be very busy with the event and information and updates provided to the EOC will be delayed or overlooked.
5. Citizens and/or the media may be unknowingly or purposefully spreading speculation and rumors.
6. Information and reports to the EOC will improve as the situation/event progresses.
7. Information collection may be hampered due to many factors including, but not limited to: damage to communication systems, communication systems overload, damage to the transportation infrastructure, and effects of weather, smoke, and other environmental factors.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

1. Information will be coordinated from the Okanogan County EOC or other designated point, as appropriate to the incident.
2. Information will be used for planning purposes and to inform all involved agencies on the situation and actions.
3. The IC is responsible for providing situation reports and periodic updates.
4. Jurisdiction, agency, and volunteer organization representatives in the EOC will assist with meeting the information requirements of the DEM and EOC staff. This will include maintaining contact with their field representatives for reports and updates. Additionally, the EOC may need to request information from other local jurisdictions or agencies, as well as other governmental entities.
5. The EOC will be responsible to collect, analyze reports, and display the current information. From this information, action plans will be developed as needed.
6. Individual jurisdiction and agency representatives in the EOC will share information they receive from their field representatives by posting on boards, making announcements, routing messages to other EOC staff, or preparing periodic situation reports.
7. DEM/EOC shall provide situation reports to the WAEMD/EOC as appropriate. This includes transmission of local proclamations of emergencies. This will be done by the best means available.

**B. Organization**

1. DEM is the primary agency for the coordination, collection, and dissemination of information during EOC activations.
2. The EOC is organized under the basic concept of functionality, and consists of several functional areas. Sections or subsections may be added as needed. The various agency and jurisdiction representatives within the County EOC function in or are components of one or more of these sections or sub-sections.

**C. Procedures**

1. The EOC functions under a variety of laws and rules contained in the Revised Code of Washington, Washington Administrative Code and Public Laws. (See Basic Plan). Within the EOC, actions are guided by EOC Standard Operating Procedures (SOPs), maintained as a separate document.
2. Incident Commanders and support agencies will coordinate information with DEM/EOC. This will be accomplished by periodic situation reports that should include:
  - a. Time and date of report.
  - b. Contact person and call back number, etc.
  - c. Incident status and projected plan of action.
  - d. Area affected.
  - e. Resource status and needs.
  - f. Public information news releases

**D. Mitigation Activities**

1. **Primary Agency – Okanogan County DEM/EOC**
  - a. Develop and maintain the Okanogan County Multi- Hazard Mitigation Plan, **based on the** Okanogan County Hazard Identification and Vulnerability Analysis (HIVA). Ensure the plan is approved by Washington State DEM and FEMA Region X.
  - b. Maintain the Okanogan County Community Wildfire Protection Plan.
  - c. Coordinate with support agencies to develop projects to reduce the effects of hazards.
  - d. Provide public information on family, home, and business mitigation efforts.
2. **Support Agencies.**
  - a. Seek opportunities to implement projects identified in the Multi-Hazard mitigation plan and wildfire protection plan.
  - b. Recommend changes to these plans to DEM.
  - c. Provide public information on family, home, and business mitigation efforts.

**E. Preparedness Activities****1. Primary Agency – Okanogan County DEM/EOC**

- a. Develop and maintain liaison with support agencies. Encourage preparedness activities including training, drills and exercises.
- b. Assist support agencies with training, drills and exercises.
- c. Develop and maintain the process for information coordination during an emergency or disaster.
- d. Develop and distribute reporting formats and systems.
- e. Utilize various types and styles of maps and map boards, status and display boards and charts, providing standardized reporting formats, message forms, templates, and other resources to assist in displaying and sharing information.
- f. Maintain the readiness of the EOC to support field incident commanders. Ensure communication systems such as the fax, phone lines, and CEMNET radio and other radios as well as provide coordination with Amateur Radio for their communication assets.
- g. Provide training to designated EOC staff, as needed.

**2. Support Agencies**

- a. Develop and maintain procedures for information coordination during an emergency or disaster.
- b. Maintain readiness to respond, recover or support community incidences. Conduct training, exercises and drills.

**F. Response Activities****1. Primary Agency - Okanogan County DEM**

- a. Implement the information analysis and planning process.
- b. Analyze provided information and distribute to appropriate agencies.
- c. Coordinate and prepare periodic situation reports and other necessary information for local officials and the State DEM.
- d. Request special information from local agencies and volunteer organizations, as necessary.

**2. Support Agencies**

- a. Provide information to DEM/EOC.
- b. Keep DEM/EOC apprised of agency status.
- c. Collect information from their field representatives, and share that information with DEM/EOC staff, as appropriate.
- d. Analyze the information specific to their jurisdiction, agency, or organization, and make recommendations to DEM/EOC on actions to be taken.
- e. Provide information on the status of their facilities and programs to DEM/EOC, as necessary.

**G. Recovery Activities****1. Primary Agency - Okanogan County DEM**

- a. Prepare, maintain, and finalize situation reports and information displays, as required.
- b. Continues to gather and post information, as necessary.
- c. Continues to analyze information, assist with developing recovery plans, and maintains written records and documentation for the event and the Public Assistant Program.
- d. Implement Damage Assessment process per ESF 14 – Long Term Community Recovery and Mitigation.
- e. Assists the Commissioners/Mayors with preparing a written termination of the declaration of emergency or disaster, when appropriate.
- f. Coordinates after-action reports, and provides updates to WAEMD/EOC, as necessary.

**2. Support Agencies**

- a. Continue to collect and analyze information from field representatives regarding recovery, share that information with DEM/EOC, and make appropriate recommendations.
- b. Prepare situation reports, and after-action reports as requested.
- c. Assist in collection of damage assessment information and coordinate activities with DEM/EOC.
- d. Coordinate with field representatives and staff regarding demobilization/deactivation procedures and actions.

**V. RESPONSIBILITIES****A. Primary Agency - Okanogan County DEM/EOC**

1. Coordinate the collection, analysis, planning, and sharing of information about potential or actual emergencies or disasters that could affect Okanogan County. DEM/EOC assures that action plans are developed and implemented, as appropriate.
2. Provide timely and complete reports and updates to the WAEMD/EOC and other necessary agencies.

**B. Support Agencies**

1. Support the DEM/EOC in the collection, analysis and sharing of information about potential or actual emergencies. Contributes to the development of action plans, and assists with their implementation, as appropriate.
2. Provide all necessary incident information to DEM/EOC.
3. Participate in the analysis and planning functions.
4. Provide requested maps, property descriptions, forecasts, predictions, display information and other tools to DEM/EOC.

5. Incident Commanders will establish and maintain a planning section function for each incident and coordinate information with DEM/EOC.

**VI. RESOURCE REQUIREMENTS**

- A. Standard office machines, computer, printer, facsimile machine, charts, boards, maps, and other communication equipment.
- B. Jurisdiction, Agency, and Organization representatives or liaison personnel to support the county EOC.
- C. Communication links between DEM/EOC, support agencies not physically present in the EOC, and between the EOC and WAEMD/EOC.

**VII. REFERENCES**

- A. Comprehensive Emergency Management Plan, Emergency Support Function (ESF) 15 – Public Affair.
- B. ESF 14 – Long Term Community Recovery and Mitigation

## **ADMINISTRATION AND FINANCES**

### **I. INTRODUCTION**

**Purpose** This portion of ESF 5 provides guidance to jurisdictions, agencies, and organizations on administrative matters necessary to support emergency or disaster operations.

### **II. CONCEPT OF OPERATIONS**

- A. Jurisdictions and organizations with emergency management responsibilities are required to establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Records include, but are not limited to, files of directives and forms.
- B. All county, city, and town services and facilities may be utilized during a declared disaster or emergency. (RCW 38.52.110)
- C. Immediate reports of damage losses, and requests for assistance, must to be sent, or called in to the DEM/EOC in order for the County Commissioners to have a basis for declaring an emergency. The county needs to forward damage reports to the WAEMD/EOC in order for the Governor to have a basis for declaring a state of emergency. The state needs to declare an emergency before requests for federal assistance and a Presidential Declaration can be made. In other words, requests for assistance must start at the lowest level and work their way up. If there is a delay in requesting assistance there could also be a delay in receiving any outside assistance that might be available.
- D. An "Emergency Worker" is defined in RCW 38.52.010(4). Rules and regulations concerning workers are established by RCW 38.52.310. Chapter 118.04 of the WAC covers the Emergency Worker Program in detail. It is expected that many persons will volunteer as emergency workers. Their advance registration will reduce the administration required during an actual event.
- E. **Liability Coverage**
  - 1. The WAEMD/EOC will assign a mission number to a local jurisdiction any time they declare a disaster. If the state declares a state of emergency, or a disaster, then all counties that are impacted may be included under the same number. This number will be used through the response and recovery phases of the incident. When a mission number has been obtained there is some coverage for injuries and loss of equipment of registered "Emergency Workers".
  - 2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be

considered for compensation coverage.

- F. Replacement, repair, and restoration of damaged facilities may require environmental review or a permit prior to final project approval for state and/or federal funding. Statutes and regulations that apply include, but are not limited to the following:**
1. Chapter 75.20 RCW, Construction Projects in State Waters.
  2. Chapter 76.09 RCW, Forest Practices.
  3. Chapter 86.16 RCW, Flood Plain Management.
  4. Chapter 173.14 WAC, Permits for Substantial Developments on Shorelines of the State.
  5. Chapter 197.11 WAC, State Environmental Policy Act.
  6. Chapter 75.20.100-160 RCW, Hydraulic Permit.
- G. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be exempted by the agency with jurisdiction. Details can be found in the same statutes and regulations listed in Paragraph F above.
- H. Many structures, archaeological sites, or properties of historical significance are protected by law. Non-time-critical missions and recovery actions affecting such protected areas will be coordinated with the Department of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.
- I. The state's program of non-discrimination in disaster assistance will be carried out in accordance with Title 44 Code of Federal Regulations (CFR), Section 205.16. This program will encompass all state and local jurisdiction actions to the Federal/State Agreement.
1. Federal financial assistance to the state and local political jurisdictions will be conditional on full compliance with Title 44 CFR, Part 205.
  2. 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.
  3. As a condition of participation in the distribution of assistance or supplies under Public Law 93-288, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the Administrator of the FEMA and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of

FEMA deems necessary for the effective coordination of relief efforts.

4. The provisions of Title 44 CFR, Section 205.16 concerning nondiscrimination in disaster assistance are included in this document by reference.
5. The provisions of Chapter 49.60 RCW, "Discrimination - Human Rights Commission," shall be included in this document by reference.

### **III. EMERGENCY FINANCIAL MANAGEMENT OPERATIONS**

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

1. Cities under 300,000 populations - Chapter 35.33 RCW.
2. Optional Municipal Code - Chapter 35A RCW.
3. Counties - Chapter 36.40 RCW.

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

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



- C. Disaster-related expenditures and obligations may be reimbursed under a number of federal and state programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.
- D. Audits of state and local jurisdiction emergency expenditures may be conducted in the course of normal audits of state and local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

#### **IV. PLAN CHANGES, MAINTENANCE, AND REVIEW PROCESS**

- A. Proposed changes to this plan will be accepted at any time, especially after a major emergency, disaster, exercise or anytime a key element changes.
- B. Plan changes will be published either using an entire new publication, by subsection, or by publishing only those pages that have changes. The changes are to be recorded on the Record of Revisions form.
- C. The normal review period will be every four years. It is the intent to conduct a formal review of 25 percent of the plan each year and publish the appropriate changes annually. It is the responsibility of the EMD to schedule and coordinate the reviews and to publish any changes that may be necessary.
- D. DEM will coordinates changes to the Basic Plan, Appendices and Emergency Support Functions (ESFs) with the agencies and organization impacted by the particular Appendix or ESF.

### Levels of Emergency Operations Center (EOC) Activation

Level	Description	Minimum Staffing Requirements
3 (Monitor)	<ul style="list-style-type: none"> <li>▪ Small incident or event</li> <li>▪ One site</li> <li>▪ Two or more agencies involved</li> <li>▪ Potential threat of:                             <ul style="list-style-type: none"> <li>▪ Flood</li> <li>▪ Severe storm</li> <li>▪ Interface fire</li> <li>▪ Escalating incident</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ EOC Manager</li> <li>▪ Public Information Officer</li> <li>▪ Liaison Officer</li> <li>▪ Operations Section Chief</li> </ul>
2 (Partial)	<ul style="list-style-type: none"> <li>▪ Moderate event</li> <li>▪ Two or more sites</li> <li>▪ Several agencies involved</li> <li>▪ Major scheduled event (e.g., conference or sporting event)</li> <li>▪ Limited evacuations</li> <li>▪ Resource support required</li> </ul>	<ul style="list-style-type: none"> <li>▪ EOC Manager</li> <li>▪ Public Information Officer</li> <li>▪ Liaison Officer</li> <li>▪ Section Chiefs (as required)</li> <li>▪ Limited activation of other EOC staff (as required)</li> </ul>
1 (Full)	<ul style="list-style-type: none"> <li>▪ Major event</li> <li>▪ Multiple sites</li> <li>▪ Regional disaster</li> <li>▪ Multiple agencies involved</li> <li>▪ Extensive evacuations</li> <li>▪ Resource support required</li> </ul>	<ul style="list-style-type: none"> <li>▪ EOC Manager</li> <li>▪ Policy Group</li> <li>▪ All EOC functions and positions (as required)</li> </ul>

This illustration is based on the EOC activation levels according to the principles of ICS. Levels of staffing may vary based on the method of EOS organization, the number and types of high-risk, high-impact hazards, and other factors.

<ul style="list-style-type: none"> <li>• Full staffing,</li> <li>• All Emergency Support Functions And interagency Liaisons</li> </ul>	<ul style="list-style-type: none"> <li>• Mid-level staffing</li> <li>• Most but not all Emergency Support Functions and liaisons</li> </ul>	<ul style="list-style-type: none"> <li>• Moderate Staff</li> <li>• Only Select Emergency Support Functions and interagency liaisons</li> </ul>
Level 1	Level 2	Level 3

## Authority References for Emergency Situations

<u>Type of Action</u>	<u>Authorities</u>
Emergency expenditures for cities under 300,000	RCW 35.33.081 and RCW 35.33.101
Emergency expenditures for counties	RCW 36.40.180 and RCW 36.40.190
Contract for construction work	RCW 38.52.390
Use emergency service workers	RCW 38.52.010(5) and RCW 38.52.310 and WAC 118-04
Use of public facilities	RCW 38.52.110(1)
Impressment of citizenry	RCW 38.52.110(2)
In emergency situation the requirements for environmental reviews and permits may be waived or orally approved per the following statutes and regulations:	
State Environmental Policy Act (Environmental Review)	RCW 43.21C.110
Hydraulics Act (Permits)	RCW 77.55.100
Shorelines Management Act (Permits)	WAC 173-26 and RCW 90.58.140
Flood Control Zones by State (Permits)	RCW 86.16

**SEE ALSO APPENDIX 3 – REFERENCES AND AUTHORITIES**

**This page intentionally left blank.**