

KITTITAS COUNTY, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION 7

** RESOURCE SUPPORT **

PRIMARY AGENCY: Kittitas County Emergency Management

SUPPORT AGENCIES: Kittitas County Board of Commissioners
City Mayors / Councils
Public Works/Street Departments
R.A.C.E.S Amateur Radio Operators
Kittitas County Chapter of the American Red Cross
(KCC-ARC)

I. INTRODUCTION

A. Purpose

This support function ensures efficient use of resources during an emergency or disaster situation.

It provides for the effective conservation and/or allocation of existing and requested resources during and after local major emergencies or disasters.

B. Scope

This support function assists in obtaining and coordinating resources during an incident. It applies to all agencies with resources that could be used during a situation.

II. SITUATION

A. Emergency/Disaster Hazards and Conditions

1. Resource support could be affected by several disaster scenarios, such as earthquake, flood and/or wildfire. The main focus would be on a disaster situation that would isolate the County or certain areas of the County, which would prevent timely arrival of resource support. Due to this, the County as a whole and the Cities must be able to coordinate local resources for a period of time prior to the arrival of additional resources.
2. The following infrastructures and facilities are considered vital to the resource capabilities of the Kittitas county area:
 - a. Interstate 90 (Main route east and west — winter storms, slides, and fires could close this route and the link with western Washington.)

- b. State Route 97 & I-82 (Main link with I-90)
- c. Yakima and Cle Elum River bridges
- d. Columbia River Bridge
- e. Teanaway Bridge
- f. Bowers Field Airport (staging area)
- g. Kittitas County fairgrounds (staging area)
- h. South Cle Elum Ball Park (staging area)
- i. Burlington Northern Railroad main line
- j. Domestic water systems:
 - 1) City of Ellensburg.
 - 2) City of Kittitas.
 - 3) City of Cle Elum
 - 4) Snoqualmie Pass water district
 - 5) City of Roslyn

B. Planning Assumptions

1. Each responding organization has an established system for managing its own resources.
2. Public safety agencies and Public Works agencies are familiar with and utilize the National Incident Management System (NIMS)
3. Generally, sufficient resources necessary for an emergency operation are found locally.
4. Requests for and utilization of outside resources will often become necessary in a large scale emergency or disaster situation.
5. The State Fire Mobilization plan can be utilized to obtain additional resources upon the depletion of local and mutual aid resources.

III. CONCEPTS OF OPERATIONS

A. General

1. In the event of a proclaimed disaster or a major emergency impacting Kittitas County, use of local resources will be the first priority (RCW 38.52).
2. In a large scale multi-agency response a coordinating group of policy level officials will determine resource allocation, if necessary. This group may include, but not limited to the following: Legislative authorities; Public Utility Districts; Public Transit (KCAC); National Guard; Law Enforcement; Fire Services, and Emergency Management.
3. In an emergency operation, each responding entity will be responsible for conserving and controlling its own resources. Multi-agency response will follow the concepts of the NIMS.
4. Requests for additional outside equipment or other assistance must be a coordinated effort. Responding agencies should notify Kittitas County

Emergency Management or the EOC, if activated, all outside requests made for emergency resources. Resource coordination will be from either the Emergency Management office or EOC. The Emergency Management Specialists will act as resource coordinators.

5. Staging of incoming resources will be determined on a case by case basis, depending upon the situation.
6. Kittitas County Emergency Management Specialists or designees have overall responsibility for the coordination and allocation of existing and requested resources. A resource inventory list will be kept current by Emergency Management
7. The appropriate Board of County Commissioners, Mayor or City Commission has executive responsibility and authority to place economic controls, within legal constraints, into effect as the situation demands, or if contact with the state government is lost. If necessary, voluntary controls will be the preferred method of resource management, although mandatory controls may be required as a temporary measure.
8. When applicable, private agricultural, industrial, commercial, financial, or other service enterprises shall assist local government in an advisory capacity with development and support of emergency resource redistribution and mobilization policies or subsequent control programs.
9. Donated goods/money will be handled by local Community Service organizations with the Kittitas County Chapter of the American Red Cross (KCC-ARC) being the lead agency. Receiving points for donated goods will be determined by the KCC-ARC
10. Kittitas County R.A.C.E.S. organization will assist with communications for the coordination of resources, as appropriate.

B. Organization

Kittitas County Emergency Management:

1. Is the coordination point for resource support. This coordination will be done from the EOC or other established point, as appropriate.
2. Is responsible for maintaining inventory listings of local resources.

C. Procedures

The management of local resources not regulated by federal or state law is the responsibility of local government.

The legislative authorities of the political sub-division are empowered to invoke controls on resources and establish resource allocation priorities during a state of emergency. Even though the legislative authority has the power to invoke controls during an emergency, continued operations of a free market economy and existing distribution systems should be utilized to the maximum extent possible.

D. Mitigation Activities

All Agencies:

1. Ensure that resources are kept in working order.
2. Ensure resources are provided with protection from being damaged due to a disaster event, to the extent possible.

E. Preparedness Activities

Kittitas County Emergency Management:

1. Develop and keep current a resource inventory list.
2. Assist other agencies in the maintenance of their resource plan.

All Agencies:

1. Develop Suggested Operating Procedures for Resource Support.
2. Ensure that all personnel are familiar with their roles during an incident.
3. Conduct training, at least on an annual basis.
4. Develop call up system for afterhours contact needs.

F. Response Activities

Kittitas County Emergency Management:

1. Activates EOC or other location for coordination of resources, as appropriate.
2. Establishes communications to organize resource support.
3. Emergency purchasing procedures:

Kittitas County Board of Commissioners:

1. Makes themselves available to the EOC or other coordinating location for duration of incident.
2. Establish price controls and/or rationing, as appropriate.
3. Prioritizes resource use, in cooperation with Emergency Management.
4. Ensures necessary funding for resource support is available, as appropriate for county resources.
5. Performs all responsibilities as required by RCW.

City Mayors/Councils:

1. Makes themselves available to the EOC or other coordinating location for duration of incident.
2. Prioritizes resource use, in cooperation with Emergency Management.

3. Ensures necessary funding for resource support is available, as appropriate for county resources.
4. Performs all responsibilities as required by RCW.

Public Works/Street Departments:

1. Ensure coordination with the EOC or other appropriate location.
2. Make available all necessary resources, to maximum extent possible.

R.A.C.E.S. Amateur Radio:

Provide communications support for the EOC and/or other coordination locations, as appropriate.

KCC-ARC

1. Activates their disaster plan, as appropriate.
2. Coordinates community resources needs with other service organizations.
3. Coordinates donated resources.

Ellensburg Catholic Church

1. Manages donations of goods and services from the community.
 - a. Whatever is not useable related to the situation is then given to St. Vincent's.

G. Recovery Activities

Kittitas County Emergency Management:

1. Coordinates with Public Works on damage assessments.
2. Supplies damage assessment figures to appropriate agencies, this includes any potential activities under the Stafford Act.

Kittitas County Board of Commissioners:

1. As necessary, establish priorities in the assignment and use of all resources including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services needed to provide effective recovery.
2. Coordinate recovery activities through Emergency Management and direct all county departments to cooperate with Emergency Management.

City Mayors / Councils:

1. As necessary, establish priorities in the assignment and use of all resources including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services needed to provide effective recovery.

2. Coordinate recovery activities through Emergency Management and direct all county departments to cooperate with Emergency Management.

KCC-ARC

1. Provide care and support to affected population as prescribed in their disaster plan.
2. Perform damage assessment, per KCC-ARC policies, and coordinate information with Emergency Management.

Public Works/Utilities:

1. Perform damage assessment and determine priorities in order to reestablish “normal” conditions as soon as possible.
2. Ensure that vital “systems” are prioritized in order that they are restored in the quickest manner.
3. Coordinate with Emergency Management actions taken in order that recovery efforts are done to meet the needs of the public.

IV. RESPONSIBILITIES**A. Primary Agencies****Kittitas County Emergency Management:**

1. Responsible for ensuring that local resources are inventoried and that this inventory is updated on an annual basis.
2. Responsible for coordination local resources through use of the EOC or other coordination points during an emergency or disaster event.
3. Responsible for coordinating requests for out of area resources, such as activation of the State Fire Mobilization Plan.

B. Support Agencies**All support agencies are responsible for:**

1. Ensuring that their resources are kept in operating condition.
2. Providing updates of resources to Emergency Management, when appropriate.

**RESOURCE SUPPORT: PERSONNEL, SUB-ELEMENT C
[As required by WAC 118-30-060(2) (i)]****I. INTRODUCTION****A. Purpose**

This sub-element provides for the effective use and management of local or requested personnel resources

II. POLICIES AND OBJECTIVES

1. The Kittitas County Emergency Management Organization or applicable municipal organizations including county and municipal departments, state and federal agencies, local political subdivisions, volunteer and other their personnel, services and facilities will be utilized as the emergency management staff (RCW 38.52.110).
2. Locally organized and trained volunteer groups will provide the majority of specialized emergency personnel resources for areas such as damage assessment, shelter operations, mass care and feeding, handling donated goods and the like. These groups include, but are not limited to:
 - a. KCC-ARC
 - b. Salvation Army.
 - c. Local church groups.
 - d. Local school districts.
 - e. Law enforcement reserve groups.
 - f. Kittitas County Sheriff's Office Reserve Association.
3. Any additional personnel assistance will be coordinated through State Emergency Operation Center (SEOC).
4. Local personnel resources will be utilized on a first priority basis.
5. Responding agencies shall notify Kittitas County Emergency Management of all requests for additional personnel.
6. The commander of a military installation has the authority to respond to immediate life-threatening emergencies. Such requests may be made directly to that installation. Other requests are to be made through the State duty officer at EMD at Camp Murray. The National Guard is available primarily after activation by the Governor's office. Local government must demonstrate that the need is indeed beyond local capability.

III. CONCEPTS OF OPERATIONS

A. Emergency Responsibilities.

1. The EOC is the lead agency for the recruitment and allocation of additional personnel and may assist departments in identifying employees who can be released to assist in the disaster. Additional employee needs may be met by hiring temporary help.

The EOC will manage the tracking and coordination of the employees who possibly will be required to work “out of class” during a disaster.

The Director of the EOC may designate a Human Resources Coordinator during EOC operations to coordinate personnel needs and act as a liaison between volunteer groups and employees.

Trained volunteers from organized SAR groups and CERT teams provide initial emergency man power for field operations. These organized and trained volunteers may be used as team leaders for untrained volunteers who would be assigned to them to perform specific tasks.

It is expected that during a disaster large numbers of local persons will volunteer to assist. Staging areas may be designated where persons will be able to register to assist.

2. Kittitas County Emergency Management is responsible for coordinating emergency personnel. This involves:
 - a. Identification and registration of available personnel resources as emergency workers. (RCW 38.52.310).
 - b. Using temporary emergency workers by registering and classifying them according to their abilities and skills. This should be done in conjunction with the KCC-ARC volunteer resource capabilities.
 - c. Coordination of training requirements for emergency workers, as necessary.
 - d. Calling out registered emergency workers.
 - e. When necessary, initiating requests for additional personnel assistance through the SEOC.
 - f. Processing emergency worker liability or other claims, if necessary (RCW 38.52.210).
3. In an actual emergency, Kittitas County, and city departments or agencies, private and volunteer organization are responsible for:
 - a. Administrative Functions - Documenting all emergency- or disaster-related expenditures and obligations for auditing and reimbursement purposes.
 - b. Support Functions - Providing personnel as agreed upon, contracted for, or designated in mutual aid agreements.

IV. RESPONSIBILITIES

Each department assigned a position in the Emergency Management organization will find a checklist of assigned responsibilities in the following section (ESF-8). All departments other than the executive group are listed in this section, including such organizations as KCC-ARC, law enforcement, and the health department.

Each section is set up to include a checklist indicating the responsibilities of each department named. These responsibilities are not all inclusive and may change as the situation dictates. Not all items listed will need to be implemented, as each emergency situation will differ.

The department for which the incident most resembles the normal day-to-day operations will take the lead on developing, carrying out, and updating their responsibilities as listed in the section. For example: the law enforcement is normally responsible for traffic control; this responsibility would carry through as traffic control is needed during an evacuation.