

KITTITAS COUNTY, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

APPENDIX 1

** DEFINITIONS **

I. INTRODUCTION

A. Purpose

This appendix provides for effective direction, control, and coordination during an emergency or disaster operation.

B. Scope

This appendix provides for a clear line of authority, with provisions for local government succession of command and how the command structure works.

II. CONCEPTS OF OPERATIONS

POLICIES AND OBJECTIVES

- A.** In the event of a disaster that is beyond the normal capabilities of local government, a local proclamation of emergency shall be made by the legislative heads of the involved governments in accordance with the Revised Code of Washington (RCW) 36.40.180 for counties and RCW 35.33.081 for cities under 300,000 in population. This proclamation is prepared by the sheriff or director of emergency management, or a designee, and is approved and signed by the legislative heads of the effective government as an ordinance or resolution. This proclamation is a prerequisite for state assistance. Under RCW 70.05, the local health officer may declare a state of emergency in medical emergency situations.
- B.** The legislative heads of government, department heads, and other officials may operate from the emergency operations center (EOC) or an alternative command post during emergency or disaster situations. The concept is to coordinate information from the field through the EOC where policy decisions can be made by the elected and/or senior government officials.
- C.** Coordination of emergency procedures is the responsibility of elected officials and local authorities at all levels of government. This understanding is especially important for policy decisions and the responding organizations with operational responsibilities at the scene.
- D.** Emergency situations not requiring activation of the EOC but requiring coordination among several agencies to make decisions at the scene may be conducted from a command post. On-scene direction and control of emergency operations will follow concepts of the Incident Command System (ICS).

- E. Minor incidents that do not require significant coordination with other agencies may be managed from command vehicles at the scene, as appropriate.
- F. Kittitas County may acquire a helicopter from another agency to be used for special assistance and to provide direction and control of incidents that require aerial reconnaissance or special coordination due to geographical, topographical, economical, or time constraints.
- G. Control and management of the EOC are the responsibility of Emergency Management staff from the Kittitas County Sheriff's Office.
- H. All departments are responsible for providing trained personnel and resources to staff the EOC on a 24-hour basis for extended periods, when necessary.
- I. Kittitas County Emergency Management provides the means for coordinating the local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, Kittitas County Emergency Management will provide the necessary liaison for state and federal assistance.

LEGISLATIVE AUTHORITIES

- A. The Kittitas County Board of County Commissioners (BOCC) is the legislative authority of Kittitas County and is responsible for policy actions or decisions during an emergency or disaster, within the scope of its powers.

In the event a majority of the BOCC is not available, the remaining members may make decisions dealing with an occurring emergency or disaster.

- B. The mayor, mayor pro tem, and city council of cities within Kittitas County are the legislative authorities of their city and are responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.

In the event a majority of the council members and/or mayor is not available, the remaining members may make decisions dealing with an occurring emergency or disaster.

DESIGNATION OF SUCCESSORS

Succession takes place when no elected executive official is available to make policy decisions.

Upon the availability of any elected executive official, succession to non-elected personnel will cease.

- A. *County Government:* If the entire body of the legislative authority is unavailable, authority falls on the remaining elected county officials (except judges). The prosecutor will act as the chair of this body. The directors of Public Works and Emergency Management shall also be included in this body

In the event no elected officials are available, emergency authority falls to the senior prosecuting attorney present, with assistance from the director of Public Works and Emergency Management.

- B.** *City Government:* If the entire body of elected legislative authority (council/commission) is unavailable, authority falls on the available department heads, with the city administrator acting as chair of this body.

Executive policies and decisions will be made by the available department heads. In the event no department heads are available, the assistant department heads will assume authority.

- C.** *Non-Elected Successors:* Emergency management responsibilities of non-elected successors acting as legislative authority shall:
1. Abide by any and all procedures predetermined by the elected officials for their particular political subdivision.
 2. Make only those decisions necessary to support the emergency or disaster operations.
 3. Commit funds to the emergency/disaster operation as provided in the Revised Code of Washington.

III. EMERGENCY RESPONSIBILITIES

- A.** County commissioners and city mayors are responsible for:
1. Establishing the emergency policies and decisions throughout all phases of emergency management affecting their respective jurisdictions and coordinating these policies with all affected jurisdictions.
 2. Providing representation to the EOC or other command structure for legislative policy decisions, as appropriate.
 3. Communicating policies and goals to the incident commander (IC).
 4. Establishing a line of succession in the event they are not available during an event.
 5. Authorizing emergency expenditures.
- B.** Directors, supervisors, chiefs, and other heads of departments, agencies, and local political subdivisions are responsible for:
1. Appointing and training a line of successors to ensure adequate emergency operation in their absence.
 2. Developing standard operating procedures (SOPs) that are consistent with the overall emergency operations plan, including how the department will function in the event the department head is unavailable.
 3. Maintaining direction and control over their departments or agencies.

- C.** The sheriff or director of emergency management is responsible for:
1. Coordinating government activities to mitigate and prepare for, plan for, respond to, and recover from an emergency or disaster situation as provided in RCW 38.52.070.1.
- D.** The Public Safety Answering Points (PSAP) of the City of Ellensburg Police, City of Cle Elum Police, Central Washington University Police, and Roslyn Police are responsible for providing for capabilities to expand dispatch or operate as an EOC for the purpose of:
1. Direction and control of their operation for a localized incident.
 2. Acting as a secondary operations center for coordination with the County's EOC.
- E.** Upon notification of an actual emergency or disaster, responding governmental and volunteer organizations are responsible for:
1. Maintaining their internal emergency direction and control. However, this authority is subject to the overall direction and control of the executive heads of the political subdivision involved, and/or the local incident commander (IC) directing operations at the scene.

IV. ESSENTIAL ACTIVITIES

- A.** Essential services and activities to be directed, controlled, and coordinated include, but are not limited to:
1. Police and fire protection for the risk area.
 2. Search and rescue.
 3. Emergency medical services.
 4. Public works activities.
 5. Energy production or distribution.
 6. Production, processing, warehousing, and distribution of life-support essentials such as food, fuel, and medicines.
 7. Water and sewage treatment and solid waste disposal.
 8. Transportation.
 9. Public safety communications.
 10. The operation of essential financial institutions.

National Incident Management System (NIMS)

Management of an incident will follow the concepts of the NIMS. See the Direction and Control section (pp. 8–10) of the CEMP *Basic Plan* for information.

V. EMERGENCY OPERATIONS CENTER (EOC)**AUTHORITY TO ACTIVATE**

- A.** The decision to activate the Emergency Operations Center (EOC), in part or in full, is determined by appropriate response levels based on the severity of the incident. See RESPONSE LEVELS and IMPLEMENTING THE PLAN the Direction and Control section (pp. 8–10) of the CEMP *Basic Plan* for information.
- B.** Officials who have authority to activate the EOC, regardless of the level, are the:
1. Sheriff or director of emergency management, or a designee.
 2. Board of County Commissioners (BOCC).
 3. City mayors and city public safety agency heads have the authority to activate *their own* EOC and to request support from the county.

STAFFING NOTIFICATION

- A.** The need for emergency staff will expand and contract during various phases of a disaster. The response phase requires the largest commitment of personnel. Contact information and alerting procedures are outlined in the Kittitas County Emergency Management Duty Officer Book.
- B.** During a major emergency or disaster, the EOC may need to be staffed by various agencies and departments. This may include but is not limited to the following departments and/or personnel:
1. Emergency Management
 2. Sheriff's office, command level
 3. Public works/road department, road supervisor/foreman
 4. Kittitas County Chapter of the American Red Cross
 5. Building department, admin. Assistant
 6. Fire services
 7. Utilities
 8. Public transportation (KCAC)
 9. Legislative authorities of affected jurisdictions

Other staff may be required, as appropriate. All directors, supervisors, chiefs, and other heads of departments, agencies, and local political subdivisions are responsible for providing the requested personnel.

LEVELS OF ACTIVATION

- A.** *Limited Activation (Expanded Dispatch)*: When an ongoing emergency merits careful scrutiny, limited activation of the county EOC may be prudent. This is done by using the concept of expanded dispatch. Personnel from Kittitas County

Emergency Management will augment the 9-1-1 communication center (KITTCOM) to assist with incident and resource coordination

- B.** *Full Activation:* As centralized direction, control, and coordination of disaster response activities becomes necessary to manage large-scale or full disaster operations, the EOC will be activated. All components and sections will be staffed for the duration of the incident or for a period estimated to be from two days to two weeks.

PHYSICAL CHARACTERISTICS

- A.** *Location:* The Kittitas County EOC is located in the basement of the Kittitas County communications center, 700 Elmview Road, Ellensburg. The EOC is within the Kittitas County 9-1-1 center (KITTCOM), which houses communications for law enforcement and fire services.
- B.** *Equipment:*
1. Two way radios. The EOC is equipped with public safety radio communications capabilities and can communicate on all local public safety frequencies.
 2. Amateur radios. The EOC has an amateur radio room with complete radio capability, including packet radio for the transmission of hard copy information.
 3. Telephones. The EOC has a bank of telephones to be used in the event the center is opened. The EOC also has fax capabilities.
 4. EIS. The EOC has computer equipment and the state's Emergency Information System (EIS).
 5. Power generator. The EOC has a back-up generator that is tested monthly and under load quarterly. It has a 14-day fuel capacity.
- C.** *Back-up Communications Center:* The EOC serves as a back-up communications center. It is equipped with public safety radio communication capabilities and 9-1-1 telephones. The EOC is also physically connected with the Kittitas County 9-1-1 center (KITTCOM) so it can be operated in tandem with the 9-1-1 center, as appropriate.