

# KITTITAS COUNTY, WASHINGTON

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### APPENDIX 3

#### \*\* REFERENCES & AUTHORITIES \*\*

#### I. INTRODUCTION

##### A. Purpose

This appendix provides guidance to county agencies, local jurisdictions, and organizations on administrative matters necessary to support operations during emergencies or disasters and to preserve vital records

#### II. CONCEPTS OF OPERATIONS

A. County agencies and local jurisdictions or organizations with emergency management responsibilities will establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Department heads are responsible to ensure the preservation of vital records. Methods to preserve vital records include, but are not limited to:

1. Computer backups, kept off-site.
2. Fireproof file cabinets and vaults.

B. Reports are required from county agencies and local jurisdictions or organizations to provide the legislative authorities, the sheriff or director of emergency management, and other officials with information about the nature, magnitude, and impact of an emergency or disaster. The reports are also used to evaluate and provide the most efficient and appropriate response assets and services. Required reports include, but are not limited to:

1. Situation reports.
2. Requests for assistance.
3. Damage assessment reports.

Reports go to the county's Emergency Operations Center (EOC) or other locations determined by Kittitas County Emergency Management. It is the responsibility of the emergency management specialists to administer and disseminate this information appropriately.

C. Emergency workers will be used by Kittitas County Emergency Management according to state law. RCW 38.52.010(4) defines emergency workers, and RCW 38.52.310 outlines the rules and regulations. WAC 118.04 explains the Emergency Worker Program in detail.

- D.** Liability coverage
1. Kittitas County Emergency Management will obtain a state EMD incident number. State EMD incident numbers are assigned to local jurisdictions for all actions taken that are intended to protect life, property, and the environment during the incident period of any given event. They will be used for the duration of the incident and the recovery period.
  2. Equipment and vehicles should be used only by trained, qualified personnel. Personal property that is not relevant to the mission will not be considered for compensation coverage.
  3. Claims under a state EMD incident number will be coordinated through the sheriff or director of Kittitas County Emergency Management.
- E.** When emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or approved orally according to the following statutes and regulations:
1. Construction Projects in State Waters (Hydraulic Projects or Other Works), RCW 75.20.100.
  2. Forest Practices Act (Application for Forest Practices), RCW 76.09.060.
  3. Flood Plain Management (Processing of Permits and Authorizations for Emergency Water Withdrawal and Facilities to be Expedited), RCW 86.16.180.
  4. Shorelines Management Act (Shoreline Permits), WAC 173.14.040.(2).(3).
  5. State Environmental Policy Act (SEPA), (Exceptions for Emergency Actions), WAC 197.10.180.
- F.** Many structures, archaeological sites, or properties of historical significance are protected by law. Non-time-critical missions and recovery actions affecting such protected areas should be coordinated with the Department of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.

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

- A.** Emergency expenditures are not normally integrated into the budgeting process of local jurisdictions. Nevertheless, events may occur that require substantial and necessary unanticipated obligations and expenditures.
- B.** Local jurisdictions will incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2) and appropriate state statutes as follows:
1. Cities (under 300,000 population), RCW 35.33.
  2. Counties, RCW 36.40.

- C.** Records will be kept in such a manner to separately identify event related expenditures and obligations from general programs and activities of county agencies and local jurisdictions or organizations.
- Complete and accurate records are necessary:
1. To document request for assistance.
  2. For reimbursement under approved applications pertaining to declared emergencies or disasters.
  3. For audit reports. Detailed records to be kept from the onset of the event include, but are not limited to:
    - a. Work that is performed by force account.
      - (1) Appropriate extracts from payrolls, with any cross-references 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. Work that is contracted out.
      - (1) Copies of request for bids.
      - (2) The contract which is let.
      - (3) Invoices submitted by the contractor.
      - (4) Warrants authorizing check issuance.
    - c. Work that is done under inter-community agreements and mutual aid.
- D.** Disaster-related expenditures and obligations of county agencies and local jurisdictions and organizations may be reimbursed under a number of federal 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.
- E.** Audits of emergency expenditures will be conducted in the course of normal audit of 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. CEMP CHANGES, MAINTENANCE AND REVIEW PROCESS**

- A.** Plan changes will be published annually by reproducing the entire document, by replacing subsections, or by printing only those pages that have changed on a Record of Changes form.
- B.** The normal review period will be every four years. The intent of Kittitas County Emergency Management is to conduct a formal review of 25 percent of the plan each year and publish the appropriate changes annually.