

CLALLAM COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN EMERGENCY SUPPORT FUNCTIONS

ESF #1 - Transportation

ESF #2 - Communications

ESF #3 - Public Works & Engineering

ESF #3-1 - Clallam County Working Draft Debris Management Plan

ESF #4 - Firefighting

ESF #5 - Emergency Management

ESF #6 - Mass Care, Housing and Human Services

ESF #7 - Logistics Management and Resource Support

ESF #8 - Public Health, Medical, Mental Health Services & Mass Fatality Management

ESF #9 - Search and Rescue

ESF #10 - Oil and Hazardous Materials Response Plan

ESF #10-1 - Oil and Hazardous Materials Response Plan Appendix

ESF #11 - Agriculture and Natural Resources Cover Page

ESF #11-1 - Emergency Provision of Nutrition Assistance

ESF #11-2 - Animal and Plant Disease and Pest Response

ESF #11-3 - Assurance of Food Safety and Security

ESF #11-4 - Protection of Natural, Cultural and Historic Resources

ESF #11-5 - Safety and Wellbeing of Household Pets and Livestock

ESF #12 - Energy (Fuel) & Utilities ESF #13 - Public Safety and Security

ESF #15 - External Affairs

ESF #15-1 - Clallam County Joint information Center Plan

ESF #1 - Transportation

ESF Coordinator

Clallam County Public Works

Primary Agencies

Roads

Clallam County Public Works
Washington Department of Transportation
City of Port Angeles Public Works
City of Sequim
City of Forks Public Works
Municipal/Tribal Public Works

Aviation

Port of Port Angeles - William R. Fairchild Intl. and Sekiu Airport
City of Forks – Quillayute Naval Air Station, Forks Municipal Airport
Washington Department of Transportation – Aviation

Maritime

Port of Port Angeles – Port Angeles
US Coast Guard Stations, Sector Puget Sound - Port Angeles, Neah Bay and Quillayute River

Supporting Agencies

Clallam County Sheriff's Office (CCSO)
Municipal Tribal Law Enforcement Agencies
Clallam County Emergency Management
Municipal Emergency Management Offices
Clallam County School Districts
Clallam Transit System
Clallam County PUD #1
Municipal, Public, and Private Airports / Airfields
Private Transportation Services (Blackball, Tesoro Marine, Arrow Marine)
Transportation related NGOs (Back Country Horsemen, Humane Society, private busses,
DART, ATV & 4-Wheeler groups)
Puget Sound Pilots Association

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

Washington State Ferries
US Coast Guard Sector Puget Sound – Captain of the Port
US Navy (USNS Arrowhead and USNS Eagleview)
Federal Highways Administration (FHWA) - USDOT
Washington National Guard (Air Force and Army)

1. INTRODUCTION

A. Clallam County has a limited but diverse transportation network that includes land, air, and maritime elements:

- 1) Land Transportation - State Routes 101 and 112 east-west are the major roads that cross the county. Other major connecting routes include State Routes 110, 113 and 117.
- 2) Air Transportation - William R. Fairchild International Airport is the main airport for the county. FEMA designates it as a Federal Staging Area for Western Washington. A state staging area for Clallam County may be co-located with the federal site. Other airfields include Forks Municipal, Sekiu, Quillayute Airport, Diamond Point and Sequim Airports. The fields support general aviation and military service. Additional helicopter landing zones can be identified by GPS and LAT/LONG coordinates as required.
- 3) Maritime Transportation - The Port of Port Angeles operates a deep-water seaport capable of handling break bulk and limited containerized cargo.

B. Purpose

- 1) The purpose of ESF #1 Transportation is to provide organization, mobilization and coordination of transportation services when a disaster strikes Clallam County. These services include response and recovery for:
 - a) Reopening and restoring the highway supply chain.
 - b) Establishing an air bridge supply chain including air distribution of supplies within the county.
 - c) Establishing a maritime supply chain

C. Scope

- 1) Transportation involves facilitating the movement of people and goods over roads, bridges, transit services and through airports, and seaports in Clallam County. Activities within this scope include but are not limited to coordination of activities between CCEM, local, county, state, and federal agencies, political subdivisions, and other partners to:
 - a) Monitor, assess, and report the status of and damage to the transportation systems and infrastructures as a result of the incident or event to CCEM.
 - b) Identify temporary alternative transportation solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
 - c) Coordinate the reopening and restoration of transportation systems and infrastructure.
 - d) Coordinate transportation response support requests between agencies and jurisdictions.
 - e) Coordinate and support prevention, preparedness, response, reopening, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF #1 agencies.
 - f) Coordinate with WSDOT to implement appropriate air traffic and air space management measures over the County.
- 2) **FEMA ESFA** (January 2006) defines the ESF #1 scope of work as follows:
 - a) Aviation/air space management Transportation Safety
 - b) Restoration/recovery of transportation infrastructure Movement restrictions
 - c) Damage and impact assessment

2. POLICIES

- A. Agencies - During an emergency all ESF #1 Transportation Primary and Supporting Agencies will:

- 1) Conduct all emergency operations following the principles identified in NIMS.
 - 2) Utilize, to the greatest extent possible, the agencies' day-to-day policies to facilitate the integrity of their transportation systems and infrastructure; except when the situation requires exceptional policy changes or modifications.
 - 3) Provide services to the infrastructure and facilities under their respective jurisdictions.
 - 4) Provide CCEM with situational awareness as soon as possible.
 - 5) Support the coordination and information collection of transportation preliminary damage assessments.
 - 6) Inspect, repair and operate their own infrastructure or maintain the infrastructure of those agencies with which it has contractual agreements.
 - 7) Ensure that a continuity of operations plan is in place to maintain their essential services.
- B. Private property owners and associations with private roads and/or infrastructure are responsible for:
- 1) Construction, maintenance, and repair of infrastructure under their respective ownership.
 - 2) Meeting any associated government regulations related to such.

3. SITUATION

- A. The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 provides a summary of these threats based on known risk.
- B. Homeland Security's March 2019 Resiliency Assessment of Washington State Transportation Systems (Transportation RRAP) confirms the county hazard assessment for seismic and liquefaction hazards. The RRAP does not examine the landslide and Tsunami hazards detailed in the 2019 Clallam County Hazard Assessment. This ESF #1 uses the 2019 Clallam County Hazard Assessment for planning assumptions as follows:

- 1) Clallam County will periodically experience emergency and disaster situations, which will damage transportation infrastructure and disrupt communications which may inhibit mobility and restoration of essential public services.
- 2) Roadways, bridges, airports, seaports, and other transportation facilities and structures may be weakened or destroyed, necessitating repair, reinforcement, demolition or replacement to ensure safe operations.
- 3) Personnel, equipment, and material resources may be insufficient to meet demands. Additionally, equipment and material resources in the immediate area of the event may be inaccessible or damaged.

C. Planning Assumptions

- 1) **Level III Event** – Damage will be localized and reparable with resources on hand. The political subdivision affected by the event is responsible for traffic control and transportation response (reopening). Response (reopening) will be coordinated by the on-scene incident commander or a designated political subdivision department. The CCEM may be informed and may coordinate necessary action using CCEM staff.
- 2) **Level II Event** – Damage is more widespread and may temporarily impact ground transportation in one or more parts of the County. The political subdivision, or subdivisions, affected by the event is (are) responsible for traffic control and transportation response (reopening). Response (reopening) will be coordinated by the on-scene incident commander, designated subdivision department or Operations Area Command. Mutual aid may be required. The CCEM will be informed and, if requested, may coordinate necessary action with CCEM staff or activate the EOC.
- 3) **Level I Event** – Damage is widespread and transportation is impacted across some or all of the county. CCEM will activate the EOC. CCEM may activate Operation Area Commands. The county may be isolated from the I-5 supply chain. Each political subdivision affected by the event is responsible for traffic control and transportation response (reopening) in their area. Response (reopening) within the political subdivisions will be coordinated between the on-scene incident commander and the designated Operations Area Command. The Operations Area Command may need to request mutual aid.
- 4) RRAP confirms that local and regional transportation infrastructure may sustain severe damage in a Level 1 event. The type and degree of damage will determine how CCEM

will be able to coordinate response (reopening) and (restoration) recovery efforts within the impacted jurisdictions and the extent of additional assistance required of state and federal agencies. In particular, with respect to a Level 1 Event, the following should be assumed:

- a) Access to the impacted area will be dependent upon the re-establishment of ground connections and the extent of the damaged transportation infrastructure, the availability of skilled construction and engineering personnel and heavy equipment. The level of disrupted communications will greatly impact the timing of these ground re-establishment efforts. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts and restoration of mobility corridors. It may be necessary to establish temporary air and maritime supply chains while ground routes are repaired.
- b) All efforts to conduct a rapid assessment of damage in the impacted area will be made so as to determine critical (reopening) response time and potential recovery workload. Significant numbers of personnel with engineering and construction skills and construction equipment may not be available within the affected area.
- c) The immediate use of the transportation system for response and recovery activities may exceed the capabilities of the Clallam County, thus requiring assistance from the State and Federal governments to supplement efforts.
- d) Emergency ground supply to Clallam County is dependent upon state transportation response since the county is dependent on US 101, and State Routes 112, 110, 113, and 117.
- e) Delivery and distribution of supplies and evacuation of casualties or refugees could require air and maritime assets using the Strait of Juan de Fuca and Pacific Ocean to reach north coast and west end communities.
- f) Private boats may be needed to ferry supplies and personnel across streams until bridges can be repaired. Private boats may be needed to ferry supplies and personnel to and from vessels on the Strait of Juan de Fuca and the Pacific Coast.
- g) Disaster Air Response Team (DART) aircraft may be needed to move personnel and equipment within the County and Homeland Security Region 2.
- h) Each political subdivision (agency) and its contractors is responsible for the inspection, status reporting, repair and operation of its own facilities.

- i) The Blackball Ferry Coho may be operational.
- j) Puget Sound Pilot and Arrow Marine Services vessels may be operational.
- k) USNS Arrowhead, USNS Eagleview and USCG vessels in port may be operational.
- l) Washington State Ferries may provide service to Port Angeles in an emergency.
- m) Department of Defense assets may assist Clallam County in an emergency.
- n) The county may have to be supplied exclusively by air and maritime resources after a catastrophic event for an extended period of time.

4. CONCEPT OF OPERATIONS

A. General

- 1) Primary and support agencies are responsible for coordinating the transportation response and providing recovery support and services to assist in sustaining and repairing the Clallam County region's transportation system integrity.
- 2) Situational awareness reports and preliminary damage assessments (PDAs) for transportation systems and infrastructure will be performed as soon as possible and reported to the CCEM (or appropriate municipal ECC or Operational Area to be forwarded to the CCEM).
- 3) Identification of road closures and evacuation routes will be a coordinated effort among all affected/responsible agencies
- 4) Requests for transportation assistance shall be received and prioritized by local political subdivisions or Operations Area Command and forwarded to the CCEM for essential coordination between and among the various jurisdictions and agencies.
- 5) Additional transportation resources may be obtained from County/Municipal departments, private sector, volunteer organizations, and other local jurisdictions. Some of these resources may have costs associated with its use. If transportation resource requests exceed the capability of the jurisdictions and agencies, CCEM will coordinate additional transportation requests with WAEMD.
- 6) Clallam Transit, private transportation contractors and School District resources may be used to facilitate emergency mass transit or used in mass evacuation operations or supply distribution.
- 7) Clallam Transit's Paratransit system may support movement of people with Access and Functional Needs for movement to shelter facilities or evacuation from the county.
- 8) William R. Fairchild International Airport is the primary airfield for large aircraft transportation operations and may be used as a Federal and State Staging Area.
- 9) Clallam County Disaster Air Response Teams (DART) may assist with short take-off and landing (STOL) deliveries and evacuations throughout the county.

10) Marine assets with transport capabilities, such as the United States Navy, Coast Guard (USNS Eagleview and USNS Arrowhead), MV Coho, State Ferries, and private sector may be used to transport people and materials in the Strait of Juan de Fuca and Pacific Coast. The Port of Port Angeles facilities may be used to transfer cargo and personnel as needed.

B. Organization

- 1) Activation of this plan may be for an intense, localized event, or a regional catastrophic event. Because a wide-range of emergencies may require the implementation of this plan, the lead organization during those activations may shift depending on the incident and the coordination may require a collaborative lead involving “unified command (UC).”
- 2) The coordination of this ESF will rely heavily on the partnerships and collaborative efforts of all the primary and support agencies involved in this ESF. There will also be situations whereby federal agency influence will play a key role (i.e., terrorism event).

C. Procedures

- 1) Routine events will be handled by the agencies or departments affected. If the event is of a nature that disrupts transportation throughout Clallam County, assessment and operations will be coordinated cooperatively from the CCEM.
- 2) CCEM will normally coordinate Emergency Roadway Travel Restoration (Phase I) as follows:
 - a) The functional usage of existing roads in urban and rural areas in Clallam County is determined using WSDOT’s functional classification data available in map form at the following link:
<https://www.wsdot.wa.gov/mapsdata/travel/hpms/functionalclass.htm>.

The WSDOT functional classification map for Clallam County is used to prioritize restoration work on urban and rural roads located in Clallam County. The WSDOT map depicts US 101 as an “Other Principal Arterial” road and SR 110, 112 and 113, and certain urban roads (e.g., Old Olympic Hwy, Carlsborg Road, Lauridsen Blvd) as “Major Collector” roads. The WSDOT map also depicts as a lesser functional priority “Minor Collector” roads and “Minor Arterial” roads. The key supply and evacuation route in Clallam County is US 101 and will be given restoration priority unless circumstances dictate otherwise. The next restoration priority will be Major Collector Roads unless circumstances dictate otherwise.

- b) During a debris management event, roadways will be cleared in a priority level that will be determined by the emergency or hazard incident. For example, WSDOT's priority during a snow event is to clear US 101.
- 3) State transportation response priority will be US 101, followed by SR 112 and SR 104 (including Hood Canal) that feeds supply into Clallam.
- 4) If State and/or Federal assistance is available then that assistance should be directed to roadways that connect Highway 101 with critical infrastructure.
- 5) When transportation requests exceed the capability of the jurisdictions and agencies, CCEM will coordinate transportation activities with the WAEMD.
- 6) During large, regional events the CCEM EOC will serve as the central location where various transportation representatives will assemble to assist in prioritizing and coordinating transportation response and recovery efforts.
- 7) Identification of road closure rerouting and evacuation routes will be a coordinated effort among all affected/responsible agencies.

5. RESPONSE ACTIVITIES BY PHASES – ALL AGENCIES

A. MITIGATION

- 1) Assess the communications capabilities of the various transportation vehicles and determine if additional communications and assets are needed. Develop resilience for the transportation system by identifying vulnerable infrastructure for hardening or retrofit.
- 2) Identify current procedures for the activation of transportation assets to include alternate (contract) transportation services and volunteer services.
- 3) Review the current level of training of personnel and identify additional or refresher training required.
- 4) Review and evaluate current Memorandums of Understanding to determine if revisions or additional memorandums are required.
- 5) Identify sources of hazard specific needs, resources, and equipment.

- 6) Review & update internal plans and ESF as necessary.
- 7) Identify and promote mitigation measures to reduce or eliminate potential disasters in the future, documenting any future mitigation opportunities.
- 8) Develop the county emergency Fuel Plan.

B. Preparedness Activities

- 1) Review & revise Emergency Action Plans including fuel plan regularly.
- 2) Update equipment and resource listings on a regular basis. Distribute these lists appropriately.
- 3) Participate fully in exercise and training events.
- 4) Review and analyze past and current disasters and identify common trends in other cities and states for their impacts on local government and the respective responses of municipalities.
- 5) Develop coordination processes that accelerate or enhance post disaster information gathering and information dissemination.

C. Response Activities

- 1) Notify personnel, mutual-aid partners, vendors to report to work.
- 2) Establish & maintain contact with CCEM for instructions.
- 3) Determine operational capacity of streets, roads & bridges and report to CCEM.
- 4) Begin clear documentation stream of all disaster related costs, actions, decisions and communications.
- 5) Implement the County Fuel Plan.
- 6) Establish refueling & maintenance schedules.
- 7) Receive & complete mission assignments appropriately.

- 8) Contact logistics for needs related to 24-hour operations.
- 9) Schedule personnel in shift; provide meals & necessary rest periods.
- 10) Consider staging & re-entry issues.
- 11) Coordinate and provide information to the public regarding closed and restricted routes.
- 12) Implement alternate routes around unsafe transportation nodes, particularly for key supply routes.
- 13) Assess key bridges, roadways, and port facilities. Close, detour, or restrict unsafe transportation sites.

D. Recovery Activities

- 1) Return equipment and personnel to regular schedules.
- 2) Offer Critical Incident Stress Debriefing (CISD) sessions to all personnel.
- 3) Assemble and index all incident documentation.
- 4) Coordinate all operational area finance sections with CCEM for calculation of damage assessments costs.
- 5) Survey all vehicles for damages related to incident.
- 6) Solicit performance feedback from response constituents.
- 7) Attend scheduled kickoff meeting for Public Assistance.
- 8) Meet with designated state and federal emergency management officials for the applicants briefing.
- 9) Complete required Public Assistance (PA) or FHWA ER (Federal Highway Administration Emergency Relief) applications; maintain detailed records for audit purposes.

6. RESPONSIBILITIES

A. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support (meals, rest areas, etc.) to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration.
- 2) Provide an assessment of damages and operational status of transportation facilities and structures to the CCEM.
- 3) Assist in making temporary emergency repairs, alternate routes to provisionally restore transportation lifelines, facilities and structures.
- 4) Pre-determine and manage access to critical lifeline routes and communicate status to the CCEM.
- 5) Coordinate with local transportation agencies regarding lifeline routes and maintaining those routes by conducting debris clearing.
- 6) Assist other first responders (fire, police, emergency medical services, public works) with barricades and other traffic control resources.
- 7) Assist the Joint Information Center (JIC) when activated by providing transportation system status and situational awareness.
- 8) Return activities to normal levels as soon as possible following the emergency or disaster, unless involved with recovery activities.
- 9) Develop a disaster recovery plan that addresses the long-term restoration and continuity of transportation services and facilities following an emergency or disaster.

B. Primary Agencies

1) Clallam County Public Works – Roads:

- a) Provide operational personnel to the CCEM to coordinate emergency response and recovery activities.
- b) Coordinate with neighboring jurisdictions in support of this ESF (i.e., re-openings, reroutes, lifelines, restoration, etc.).
- c) Determine usable portions of the county's transportation system and coordinate and control emergency traffic regulations in conjunction with appropriate law enforcement agencies.
- d) Assist CCEM Logistics with implementation of Fuel Plan
- e) Report operational status and resource requirements to CCEM.
- f) Provide vehicles, equipment, materials, supplies and on-site vehicle repair necessary for the function of Clallam County government and, as resources allow, for other affected jurisdictions during an emergency or disaster.
- g) Coordinate public information and provide public information officer(s) and support personnel to the JIC when activated.

2) City of Port Angeles – Roads (HWY 101 in City Limits and lifelines)

- a) Provide liaison to CCEM to coordinate emergency response and recovery activities.
- b) Coordinate with neighboring jurisdictions in support of this ESF (i.e., re-openings, reroutes, lifelines, restoration, usable portions of the City of Port Angeles transportation system and coordinate and control emergency traffic regulations in conjunction with appropriate law enforcement agencies.
- c) Assist CCEM Logistics with implementation of Fuel Plan
- d) Report operational status and resource requirements to CCEM.
- e) Provide vehicles, equipment, materials, supplies and on-site vehicle repair necessary for the function of Port Angeles City government and, as resources allow, for other affected jurisdictions during an emergency or disaster.

- f) Coordinate public information and provide public information officer(s) and support personnel to the JIC when activated.

3) Port of Port Angeles – Airport/Maritime

- a) Coordinate with the Captain of the Port on access and emergency operations.
- b) Coordinate the response and recovery of sea and air transport by restoring port and airport services
- c) Report operational status and resource requirements to CCEM
- d) Provide liaison to CCEM to coordinate emergency response and recovery activities

C. Supporting Agencies

1) Clallam County Department of Emergency Management:

- a) Activate the EOC and JIC in support of emergency operations as appropriate.
- b) Identify and prioritize transportation needs. Coordinate the mobilization of emergency transportation vehicles.
- c) Coordinate the assessment of damages to the transportation infrastructure. Collect, analyze, evaluate and compile assessment information.
- d) Coordinate emergency transportation assignments of county owned vehicles when indicated and as resources allow.
- e) Develop agreements or contracts with transportation resources.

2) Washington State Emergency Management Division (WAEMD):

- a) Coordinate transportation resources as requested by the CCEM.
- b) Collect and compile damage assessments for transportation infrastructure as provided by the CCEM.

3) Washington State Department of Transportation (WSDOT):

- a) Provide a liaison or agency representative to Clallam County Emergency Management.
 - b) Provide for reopening, reconstruction, emergency repair, and maintenance of state highways and bridges. Assist in establishing and maintaining alternate routes when required. Assist the Washington State Patrol by: providing vehicle traffic control wherever possible or practical, providing access control, providing assistance in rerouting vehicle traffic around or away from the affected area, providing equipment and materials.
 - c) Provide traffic control assistance for hazardous materials incidents.
 - d) Perform damage assessment, determine the usable portions of the state highway network, and provide cost estimates for state highway facilities.
 - e) Coordinate public information and provide public information officer(s) and support personnel to the JIC, as required.
 - f) Provide ground transportation for state personnel.
 - g) Provide emergency maritime transportation services, as needed with WSDOT Ferries resources.
- 4) Municipal Public Works / Departments of Transportation:
- a) Coordinate with neighboring political subdivisions and businesses in support of this ESF (i.e., alternate routes, lifelines, restoration, etc.)
 - b) The usable portion of the transportation system and coordinate and control emergency traffic regulations in conjunction with appropriate law enforcement agencies.
 - c) Communicate transportation status and needs to its own jurisdictional ECC, which will in turn communicate to CCEM.
 - d) Support the County Fuel Plan
- 5) Washington State Patrol:

- a) Assist in emergency traffic controls.
 - b) Provide law enforcement resources to assist with special emergency or disaster requirements.
 - c) Provide air and ground assets to support response and recovery efforts following a disaster or emergency.
 - d) Assist with maintaining traffic flow and enforcing transportation usage priorities.
- 6) Law Enforcement Agencies in Clallam County:
- a) Assist in emergency traffic controls.
 - b) Provide law enforcement resources to assist with special emergency or disaster requirements.
 - c) Provide air, ground, and marine assets to support response and recovery efforts following a disaster or emergency.
 - d) Assist with maintaining traffic flow and enforcing transportation usage priorities.
- 7) Port of Port Angeles:
- a) Provide an assessment of damages and operational status of Port transportation facilities and structures to the CCEM as soon as possible.
 - b) Ensure the seaport remains a regional maritime cargo hub.
 - c) Manage air and maritime operations for relief supplies as requested and as resources allow.
 - d) Communicate transportation status and needs to own jurisdictional ECC or Operations Area Command, which will in turn communicate to CCEM.
- 8) Clallam Transit System:
- a) Coordinate and provide emergency bus transportation support and services with other public and private transportation providers and political subdivisions for the

movement of people, equipment, and supplies in Clallam County and other jurisdictions.

- b) Provide CCEM with a detailed assessment of highway conditions and the operational status of bus bases, transit facilities and equipment
- c) Make temporary emergency repairs or alterations to provisionally restore bus bases, transit facilities and equipment.
- d) Provide personnel, communication assistance, buses, non-revenue vehicles and equipment to assist Clallam County with emergency operations, in the response and recovery phases of a disaster.
- e) Coordinate public information and provide public information officer(s) and support personnel to the JIC, as required.
- f) Return transit services to normal levels as soon as possible following the emergency or disaster.

9) Clallam County Public School Districts:

- a) Provide support by coordinating school buses to assist in the movement of people and materials.

10) Clallam County PUD#1:

- a) Provide work crews to address downed power lines to assist in emergency response efforts.
- b) Provide a liaison or agency representative to CCEM.
- c) Coordinate response and recovery activity with CCEM.

11) Municipal and Private Airports:

- a) Conduct temporary repairs to provisionally restore airport operations.
- b) Support DART Operations
- c) Ensure priority air flights continue to operate, subject to safety procedures.

d) Provide, as needed, airport facilities and space for disaster staging areas.

12) Private Transportation Services:

a) Coordinate the use of available equipment and personnel resources to assist, as requested, with emergency or disaster requirements.

13) Private Businesses Related to Transportation Programs:

a) Support this ESF with available resources as requested.

14) Federal Transportation Agencies:

a) Provide air and surface related support during an emergency or disaster.

15) United States Coast Guard:

a) Provide air and surface related transportation support during an emergency or disaster.

6. REFERENCES

Clallam County Multi-Jurisdiction Hazard Assessment

Clallam County Public Works Roads Maintenance, Flood Plan

Clallam County Public Works Roads Maintenance, Snow and Ice Plan

Homeland Security Region 2 RRAP dated March 2019

WSDOT Functional Classification Map of Clallam County Roads

7. TABS

ESF #2 Communications

ESF Coordinator

Clallam County Department of Information Technology (IT)

Primary Agencies

Clallam County Department of Information Technology (IT)
City of Port Angeles Police Department – PENCOM (PENCOM)
Clallam County Emergency Management (CCEM)

Supporting Agencies

LAW/FIRE/EMS Agencies in Clallam County
Clallam County Hospital Districts
Clallam County School Districts
Clallam County Public Works Agencies (WORKS)
Clallam County Parks and Recreation (PARKS)
Clallam PUD (PUD)
Clallam Transit Service (CTS)
Cellular, Internet and Telephone Providers
National Weather Service
Regional Broadcasters
Amateur Radio Emergency Services/Radio Amateurs for Civil Emergency Service
(ARES/RACES)

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

For purposes of management, the following ESFs are the primary coordinators for utility services:

- ESF #2 (Communications) manages communication service coordination.
- ESF #3 (Public Works and Engineering) manages water/waste water coordination.
- ESF #12 (Energy/Utilities) manages electrical and propane gas service coordination.

A. Purpose

The primary purposes of ESF #2 are:

- 1) to establish and maintain the continued operation of all communications systems necessary for the direction and control of any emergency situation;
- 2) to carry out the emergency notification of key public officials and the general public of an impending or occurring emergency or disaster; and
- 3) coordination with telecommunications service providers for the repair and restoration of tele-communications infrastructure and service.

B. Scope

FEMA ESFA defines the scope of ESF #2 to include:

- 1) Oversight of emergency communications within the Federal Incident Management and response structure (ICS and EOC). This ESF will address emergency communications and warning operations separately:
 - Communications Operations – This includes the organization, establishment, operation and maintenance of communications capabilities necessary to meet the emergency communications requirements of the County. This includes radio, cellular, satellite and landline phone, email, amateur radio, social media, texting options, loudspeaker and door to door notification.
 - Warning Operations – This applies to the organization, establishment, operation and maintenance of warning resources with the County and emergency use of those resources. Resources include, but are not limited to radio, video, teleconferencing, E911, voice and data links, as well as satellite, landline, and cellular telephone systems. Additional local and state resources include CodeRED, the National Warning System (NWAS), AHAB, the Emergency Alert System (EAS), Integrated Public Access Warning System (IPAWS) and amateur radio.
- 2) Coordination of the restoration and repair of communications infrastructure – This defines the responsibility for agencies and civilian industry to restore and repair the communications infrastructure.
- 3) Coordination with communications and information technology industries – This defines the responsibility for IT to coordinate operation and maintenance of County communications equipment.

- 4) Protection, restoration, and sustainment of national cyber and information technology resources – This defines the responsibility for IT to monitor cyber security of County communications.

2. POLICIES

- A. Clallam County and political subdivisions will utilize their organic communications resources as much as possible during an emergency. Some needs may be met by reprioritizing day-to-day frequency use to special use. The County will make a reasonable effort to respond to an emergency and will only call for mutual aid or state assistance when resources are in imminent danger of being overwhelmed.
- B. The priority in establishing communications with the County is life safety, followed by the protection of property, the environment, the economy and the re-establishment of critical government functions.
- C. Peninsula Communications (PENCOM) is the 911 Public Safety Answering Point (PSAP) and dispatch center for Clallam (except Neah Bay and Washington State Patrol). PENCOM receives 911 calls, communicates with LAW/FIRE/EMS assets, tracks the status of resources, and acts as the initial point of contact for mutual aid services requested by first responders. The single PSAP/dispatch system facilitates maintenance of an interoperable redundant communications system.
- D. Clallam County disseminates emergency information using a variety of outlets including:
 - 1) The Emergency Alert System (EAS) and Integrated Alert Public Warning System (IPAWS).
 - 2) NOAA Weather Radio.
 - 3) CodeRED: A subscription-based messaging system to disseminate important or otherwise critical information by Clallam County Public Safety agencies.
 - 4) All Hazards Alert Broadcast (AHAB): all hazard warning sirens that can be activated by the State EMD Duty Officer or locally as needed. Sirens are tested monthly with tsunami warning messages.
 - 5) Media: Further information dissemination is conducted by local media outlets KONP, KSQM, KSTI, KBDB, KNWU and WAVE Cable Network. During a catastrophic event,

news releases may involve longer range broadcasters outside of Clallam County, including Canadian Radio stations.

- 6) Social media platforms.
- E. County and city agencies, departments and operational area sites use their organic communication facilities to pass non-emergency Essential Elements of Information (EEI) to their CCEM liaisons to develop situational awareness and create a common operating picture (COP).
- F. In the event damage to the communications infrastructure interrupts emergency communications, LAW/FIRE/EMS and county services will revert to line-of-sight SIMPLEX communication and CB/HAM radio nets until the communications infrastructure is restored. These may be augmented with military assets if necessary.

3. SITUATION

A. Emergency/Disaster Conditions and Hazards

The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 provides a summary of these threats based on known risks.

B. Planning Assumptions

- 1) Government and civilian communications infrastructures are sufficiently robust (interoperable and redundant) to handle non-catastrophic emergencies.
- 2) Government and civilian communications agencies are responsible for repairing their infrastructure. They may request County assistance in an emergency in the event their resources are exhausted.
- 3) Disruption and damage to the communications infrastructure is likely to occur as a result of a natural/human caused catastrophic event. The type and degree of damage to the communications infrastructure will determine the effectiveness and efficiency of CCEM response and recovery efforts.

- 4) CCEM will implement the County's Continuity of Operations Plan (COOP) to alert and warn key officials and agencies of an impending or occurring emergency.
- 5) In the event of a catastrophic event that interrupts traffic on Highway 101, significant outside help and support may not be expected for at least 72 hours or in many cases, much longer. County communications equipment, personnel, and procedures must be able to support emergency needs until outside assistance is available.
- 6) High-risk populations may require a variety of warning systems (e.g., siren, EAS, Clallam County ALERT, reverse 911, CodeRED, loudspeaker, door-to-door) that can address the populations diverse communications needs (e.g., auditory impairment, visual impairment, limited English proficiency) Information dissemination will occur as soon as possible by whatever means available.

4. CONCEPT OF OPERATIONS

A. General Concept

- 1) The County enjoys reliable communications capabilities for carrying out day-to-day government operations. During an emergency, these capabilities are vital for managing emergency response and recovery efforts, managing search and rescue missions, and alerting and warning residents about threats, and coordination with other organizations. Communications capabilities must be available for emergency management functions in the CCEOC, other EOCs, and in the field.
- 2) CC IT is the primary point of contact for the civilian communications industry support of the county infrastructure or response to a proclaimed county or regional disaster.
- 3) CCEM will prioritize conflicting requests for assistance from county agencies and first responders and coordinate solutions.
- 4) CCEM utilizes a multitude of communications systems to include facsimile machines and broadcast fax, internet communications, telephones, satellite phones, cellular phones, local television, satellite television, and AM/FM radio. Radio systems in place in the EOC include UHF, VHF, aircraft UHF, 800 MHz, 2-meter, 6-meter, 60-meter, 70-CM amateur, HF, low band, and 2-meter packet, PACTOR digital and marine band radio receivers.
- 5) CCEM may be required to establish an alternate or mobile command post (Incident Command Vehicles - ICVs) in place of the Court House EOC. CCEM may also delegate Area Operations Command Centers (AOCC) to assume communications for

their respective areas of the North Coast, West End, Joyce, Port Angeles and Sequim Operations Areas to facilitate on-scene command and control. The Director of CCEM or CCEM manager may order the activation of these ICV assets, or if communications with CCEM cannot be established, the Operations Area Commander (OAC) may be authorized to self-deploy response assets in their Operations Area.

- 6) In addition, a Joint Information System (JIS) may be utilized to coordinate a variety of communication centers throughout the county, with the goal of consistent messaging from all agencies responding to the incident.
- 7) The CCEM and PENCOT maintain multiple levels of redundant voice and data communications capabilities (including backup power generation) for notification and warning of key officials and the public.

B. Communications Operations

- 1) As CCEM is activated and staffed, the control of the County's communications equipment is vested in the Director of CCEM or designee.
- 2) The Director of CCEM may order county telephone and radio traffic to be restricted in order to facilitate the response to the emergency or disaster.
- 3) Emergencies or disasters may require direct coordination with federal/military agencies within Clallam County, Jefferson County, the WAEMD EOC, and other regional emergency management centers. Telephone landline and cellular systems cannot be relied upon for such contacts. Radio or other systems have been established and are being maintained for emergency use.
- 4) In addition to public safety communications coordinated through PENCOM, CCEM will establish direct radio communications with cities, tribes, essential services such as the American Red Cross, hospitals/medical services, public health, and more for response coordination and the sharing of information.
- 5) Alternate communications systems such as Amateur Radio Emergency Services (ARES) and other registered non-public safety communications groups such as Search and Rescue (SAR) units, Civil Air Patrol (CAP), and SHARES will be used in a manner consistent with the CCEM communications plan.
- 6) Regional HAM radio disaster communication response will be coordinated through ARES, as prioritized by CCEM. A federalized response will be coordinated by RACES, as prioritized by CCEM. The ARES/RACES Emergency Coordinator will provide the CCEM with contact and alternate contact information to facilitate the speedy deployment of resources.
- 7) ARES/RACES systems located in the CCEOC may provide backup and supplemental communications to all major hospitals, American Red Cross, many fire stations, several EOC's located in cities and unincorporated areas and other agencies throughout Clallam County, and the WAEMD EOC. Method of communications will primarily be voice using appropriate amateur radio frequencies, but also may include amateur packet radio or other methods of send/receive electronic data files, and amateur television as needs may dictate. Amateur high frequency communications will allow links to be established and maintained between regional and national partners and response agencies
- 8) Local communications will be the responsibility of the agency managing the response, working in conjunction with PENCOM or their OAC if county-wide communication infrastructure is interrupted.

- 9) Some emergencies or disasters will be of such a scale and duration that trained radio communications staff may be exhausted in the CCEOC. In this case CCEM selected volunteers or staff from outside agencies may be trained in emergency communications procedures as determined by the CCEM manager to assist in CCEOC radio communication.
- 10) CCEM will coordinate with the County IT communications supervisor or their designee for the assessment of county communications and infrastructure damages, in order to determine priorities and coordinate requested resources.
- 11) CCEM has video communications capabilities with WAEMD, and Jefferson and Kitsap County EOCs.
- 12) The WAEMD Portal and WebEOC will be used to enhance effective and efficient CCEOC operations and information sharing.
- 13) Cellular and telephone companies may harden their infrastructure to ensure a reasonable level of operations during emergencies and disasters. Cell phone providers may be able to limit public capabilities and access to cellular communications in the event of an emergency in order to increase first responder communication ability. Verizon has the ability to pre-identify first responders through its contracts in the area. In addition, emergency management personnel and certain other personnel have a subscription to the Government Emergency Telecommunications Service which also allows for priority access to phone and cellular.

C. Warning Operations

- 1) Lead Agency – CCEM is the lead agency for developing county warning procedures.
- 2) Warning Points – CCEM will utilize the public safety answering point, PENCOR, and other appropriate systems for the collection and dissemination of information and warnings. The National Warning System (NAWAS) is the primary system used by the federal and state government to disseminate warnings. These warnings are primarily weather related. Warnings may originate from a variety of agencies and are received at the Washington warning point at the WAEMD located at Camp Murray. The state duty officer then disseminates the warnings to jurisdictional warning points. PENCOR is the primary warning point for Clallam County. CCEM is the secondary warning point. The WAEMD, PENCOR and, or, CCEM are all capable of notifying affected municipalities.

- 3) Dissemination – Clallam County disseminates emergency information using a variety of outlets including:
 - a) The Emergency Alert System (EAS) and Integrated Alert Public Warning System (IPAWS) – The Emergency Alert System (EAS) is the primary mechanism to disseminate life-saving information. The EAS provides local government with a mechanism to issue emergency warnings through local broadcasters when the public must take immediate life-saving actions. CCEM compiles and authorizes the text of the message. PENCOM may be used as a backup to transmit the message via EAS. If no one is available, WAEMD will transmit it on their behalf.
 - b) EAS – The EAS transmits warnings initiated by federal, state and local authorities, relying on radio and television broadcasters to relay messages to the public. Broadcasters are not legally required to relay state or local warning messages, yet are required to relay presidential messages initiated by the National Warning Center. Once the initial EAS warning is accomplished, the Clallam County Joint Information Center/System will disseminate the additional life safety information through the media (see ESF #15 External and Public Affairs).
- 4) NOAA Weather Radio – The National Oceanic and Atmospheric Administration (NOAA) all hazards radio system may also be used to disseminate specific warnings or emergency information. It is limited to those who monitor NOAA weather radio. Direct contact with NOAA in Seattle may be accomplished in times of emergency using CEMNET or amateur radio.
- 5) CodeRED – CodeRED is a subscription-based messaging system to disseminate important or otherwise critical information by Clallam County Public Safety agencies. It is an integrated service that is used to notify a designated geographic area of an emergency situation. It can be considered to be a reverse 911 system. The service can call all landline telephone numbers in the 911 database (including TTY/TDD) (emergency alerts), all landline telephone numbers in the ‘white pages’ (community alerts), and cell phones and other devices (including TTY/TDD) through the ‘opt-in’ service for both emergency and community alerts.
- 6) All Hazards Alert Broadcast (AHAB) – All hazard warning sirens that can be activated by the State EMD Duty Officer or locally as needed. Sirens are tested monthly with tsunami warning messages.
- 7) Media – Further information dissemination is conducted by local media outlets KONP, KSQM, KZQM, KSTI, KBDB, KNWU and WAVE Cable Network. During a catastrophic event, news releases may involve longer range broadcasters outside of Clallam County. All Broadcasters monitor for original or relayed EAS messages, including from

NOAA Weather Radio stations. However, unless the EAS message uses the national EAN event code or the required monthly test, all other event codes such as Tornado, Tsunami or Volcano Warnings are voluntary for broadcasters to relay the EAS message over their air.

- 8) Social Media Platforms – When available, social media platforms can be utilized to disseminate information throughout the area.
- 9) Personal Contact – Door-to-door and megaphone emergency messages will also be used if appropriate as determined by the local agencies (LAW/FIRE/EMS and the OAC). Clallam County CERT, MYN and Search and Rescue Groups may be requested to assist with such notification as determined based on safety by the OAC.
- 10) Follow-up – Once the initial warning is accomplished, the task of keeping the public informed of the actions to take to prevent injury or property loss lies with the Public Information Officer and the CC Joint Information Center (JIC).
- 11) NWS – The K7MMI Puget Sound Mobile Relay Group provides automatic emergency weather alerts from the National Weather Service and participates in the Skywarn/Spotter program. If there is a major disaster such as a big wind storm, flood, snow storm, earthquake, hazmat, or volcanic eruption, local hams can help operate the amateur radio workstation on the K7MMI system at 147.20 MHz and 146.980 MHz. See <http://www.k7mmi.net>.
- 12) Support Organizations – Organizations that have their own communications system such as Clallam Transit and Clallam PUD may assist in supporting the emergency communications needs of the CCEOC in coordination with the OAC or local agency responding to the incident. Several school districts also maintain large fleets of radio equipped buses which could be used to assist in large-scale evacuation, should such become necessary. Commercial bus and other transportation companies with radio capabilities may also be used.
- 13) Whole Community – CCEM will also implement a variety of accessible systems for alert of high-risk individuals (TTY/TTD etc.)

D. Mobile Command and Communications Vehicles

- 1) General – As part of CCEM's effort to provide improved communications and situational awareness when responding to and managing emergency incidents, CCEM maintains several mobile command and communications vehicles and assets (ICVs). These vehicles can provide communications interoperability with disparate radio systems which enable real time communications with participating agencies. When

deployed to an emergency scene these assets may have the capability to receive airborne video downlink and provide telephone, internet access, and satellite television services to facilitate interagency response. The assets can also be configured to become independent incident command posts (ICP) with communications coverage as well as command and control capabilities.

2) Mobile command capabilities may:

- a) Support local government communications in the event of a catastrophic infrastructure failure as a result of an emergency or disaster by providing communications links between participating agencies and first responders.
- b) Provide interoperable communications between participating agencies, receive communications from the county and participating agency aircrafts, provide a 360-degree view of the incident, access to multiple phone options (satellite and cellular), mapping programs, internet service, fax, copy, and print.
- c) Maintain on-scene contact with the CCEOC, and other federal, state, city, and county emergency management organizations and support groups.
- d) Provide on-scene coordination for county and other participating agencies conducting emergency operations in support of local government.
- e) Supply laptops, scene lighting, generators, operations tent, and the ability to establish other forms of communications for emergency operations as required.
- f) In keeping with the role of communications interoperability of the ICV, agreements will be established and maintained by CCEM to ensure full functionality of all equipment which may be called upon in an emergency. These alternate communications systems shall be identified, maintained, and tested quarterly for use in the event County government systems are damaged and rendered inoperable. High frequency (HF) radio capability will be provided through RACES which is supported by ARES. In addition, the ICV and CCEM will maintain liaison with representatives of other groups using HF communications such as the WAEMD EOC, CAP, MARS, and FEMA.

E. Special Considerations

- 1) Epidemic – The outbreak of a contagious disease requiring quarantine and isolation or other actions may pose challenges for County responders. The typical emergency response may not be possible. The Clallam County Health Department, the lead agency in coordinating this type of response, may require additional communications

resources that are not routinely available. County IT will make provisions to provide local public health officials with communications equipment and training so that their activities may be effectively coordinated with CCEM.

- 2) HAZMAT/Oil Spill – The Port of Port Angeles presents the potential for chemical or radiological hazards and while physically located within the City of Port Angeles, any significant incident will affect surrounding jurisdictions.

U.S. 101 presents the potential for chemical or hazardous material spills. This event could impact traffic and impede medical care in the county, threaten businesses and homes, present environmental threats, and require the evacuation of citizens to safe zones.

Special landline, radio links, data links, and other appropriate forms of emergency communications may be developed, maintained, and regularly tested with first responders and other agencies that have the potential of being impacted by such an incident. Those agencies include but are not limited to all Primary and Supporting Agencies listed at the beginning of this ESF.

5. RESPONSIBILITIES

A. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration
 - Reporting assessment of damages and operational status of public works facilities and structures to the CCCEM EOC.

B. Joint Primary Agencies

- 1) CCEM – Lead agency for the development and maintenance of county warning procedures.

- a) Identify and coordinate communications priorities during the response and recovery phases of the emergency or disaster.
- b) Compile clear, concise and accurate information for the initial warning messages for the county. Activate the Clallam County Joint Information Center when indicated. (See ESF #15 – External and Public Affairs.)

2) Clallam County Information Technology

- a) Assist in coordination of management and/or restoration of radio communications capabilities for Clallam County departments.
- b) Provide some communications equipment and software support for CCEM.
- c) Provide protection and restoration of the county email system.
- d) Provide liaison with telephone and internet, and cellular service providers for the reestablishment of telephone capability to County government.
- e) Support Clallam County ALERT (CodeRED) and WebEOC technologies and hardware.
- f) Assist in the use of alternate methods of communications to relay emergency information when services are disrupted.
- g) Develop procedures for emergency restoration of communications.

3) PENCOM 911 PSAP/Dispatch Center

- a) Lead agency for the coordination of the restoration of 911 service.
- b) Relays warnings and emergency information to affected municipalities.
- c) Acts as the Public Safety Answering Point (911/dispatch center).
- d) Develops plans for the management of communications priorities during times of high usage.
- e) Disseminates warning information to other public service answering points when required by CCEM, the duty officer or field units.

- f) Continues day-to-day operations while supporting emergency response.
- 4) Communications Service Providers (telephone and cellular companies)
 - a) Assess and restore 911 infrastructure
 - b) Send representative to CCEM or PSAP (911 dispatch center) when requested

B. Support Agencies

- 1) LAW/FIRE/EMS in Clallam County
 - a) Support the communications priorities determined by CCEM.
 - b) Disseminate emergency information to the public as resources allow.
- 2) Regional Broadcasters – KONP, KSQM, KZQM, KSTI, KBDB, KNWU and WAVE Cable Network
 - a) Relay EAS messages and accurate emergency information.
- 3) Amateur Radio Emergency Services and Radio Amateurs for Civil Emergency Service (ARES/RACES)
 - a) Coordinate and provide amateur radio emergency communications for CCEM and in the Operations Area Command Centers.
- 4) Cellular and Telephone Providers
 - a) Harden infrastructure to ensure a reasonable level of operations during emergencies and disasters.
- 5) National Weather Service
 - a) Distribute weather information, flood information, and other warning or emergency information as necessary.
- 6) Other Agencies

- a) Other appropriate agencies such as Clallam Health and Human Services, hospitals, school districts and Clallam Transit may distribute emergency information in coordination with CCEM.

6. REFERENCES

PENCOM Plans

Clallam County COOP Plan

Emergency Alert System Clallam County Activation Procedures

County Joint Information System Plan (ESF #15)

County Comprehensive Emergency Management Plan

State of Washington Emergency Alert System Plan

Washington State Military Department Emergency Management Division 2-Way Radio
Systems Information

Inventory of State Government-Operated Public Safety Communications systems: A Report
prepared by the State Interoperability Executive Committee

Clallam County Alert SOP

7. TERMS AND DEFINITIONS – SEE CEMP

8. ATTACHMENTS

ESF #3 Public Works & Engineering

ESF Coordinator

Clallam County Public Works Department

Primary Agencies

Clallam County Public Works Department (Works)
Municipal/Tribal Public Works & Engineering Agencies
Clallam County PUD #1 (Water and Sewer)
Municipal Corporation Water/Waste Water Service Providers
Clallam County Department of Community Development

Support Agencies

Clallam County Parks, Fair & Facilities
Clallam County Emergency Management (CCEM)
United States Army Corps of Engineers
Clallam County Health and Human Services (HHS)
Private Water Systems, Local Utility and Irrigation Districts

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. General

- 1) Webster defines **infrastructure** as the system of public works of a country, state, or region. FEMA defines **public works** as buildings, roads, and other projects that are built by the government or state for the public. FEMA's (ESFA JAN 2008) scope of work for ESFs separates ESF #3 buildings and water, sewer, stormwater, debris removal and waste disposal services from Transportation Infrastructure (ESF #1), Communications Infrastructure (ESF #2) and Energy Infrastructure (ESF #12).
- 2) Clallam County residents rely on publicly owned county, city, school, college, fair grounds, hospital, transit, port, parks, library and special purpose buildings for everyday services. All public infrastructure must be prepared for use during emergencies. Uses could include warming, oxygen recharge, internet service and cell

phone charging, point of distribution for essential life sustaining items (food, water, fuel).

- 3) ESF #3 Public Works also includes services such as water, sewer, stormwater management, emergency debris removal/management from public property and, under exigent circumstances private property, and the temporary repair of emergency access routes necessary for the passage of rescue personnel and reconnaissance staff.
- 4) Most of Clallam County is unincorporated but there are 3 incorporated cities, 4 Tribes and numerous municipal corporations that provide varying levels of public works and engineering services to their residents. There are over 65 entities (districts, associations, companies, etc.) that provide water or combined water/sewer service to ~70% of county residents and businesses.
- 5) Natural disasters such as an earthquake, flooding, tsunami, or a landslide, have the potential to generate large amounts of debris including vegetative waste, construction/demolition debris, white goods, and hazardous waste. Additional solid waste from a disaster can easily exceed the current solid waste management capacity in Clallam County. The Clallam County Debris Management Plan (the “Debris Plan” annexed hereto as ESF #3-1 as a working draft) is designed to guide Clallam County personnel in the removal, collection, storage and final disposition of debris after a natural disaster or man-made event. The Debris Plan establishes the procedures and guidelines for managing disaster debris in a coordinated, environmentally responsible, and cost-effective manner.

B. Purpose

- 1) The purpose of ESF #3 is to facilitate the delivery of Public Works and Engineering services, technical assistance, engineering expertise, construction management, and other support to prepare for, respond to and/or recover from a disaster or an incident.

C. Scope

- 1) FEMA ESFA (JAN 2008) defines the ESF #3 scope of work as:
 - a) Infrastructure protection and emergency repair.
 - b) Infrastructure restoration.

- c) Engineering services and construction management.
 - d) Emergency contracting support for life-saving and life-sustaining services.
- 2) Under ESF #3, the Public Works and Engineering Support Function applies to tribal, local, county, state, federal agencies, special purpose jurisdictions, and other partners to:
- a) Coordinate and support mitigation, prevention, preparedness, response, and recovery activities among Public Works and Engineering stakeholders in Clallam County.
 - b) Coordinate Preliminary Damage Assessment (PDA), temporary repair, stabilization, or demolition of public facilities or infrastructure.
 - c) Coordinate debris clearance operations on public rights of way to facilitate passage of response personnel and equipment for life saving, safety, and infrastructure restoration.
 - d) Coordinate disaster debris and waste management operations to facilitate recovery.
 - e) Coordinate stormwater and flood management operations (flood warning, technical advice, and impact evaluations) with appropriate agencies and districts.
 - f) Maintain back-up power sources for critical public works operations to cope with an emergency or disaster.

2. POLICIES

A. Each ESF #3 Public Works and Engineering Primary and Supporting Agency will:

- 1) Utilize, to the greatest extent possible, day-to-day policies to facilitate the integrity of public works systems and infrastructure; except when the situation requires exceptional policy changes or modifications.
- 2) Provide services to the infrastructure and facilities under its respective jurisdictions.
- 3) Support the coordination and information collection of public works damage assessments for transmission to CCEM.

- 4) Be responsible for the inspection, repair and operation of its own infrastructure and the maintenance of infrastructure for those agencies with which it has contractual agreements.
 - 5) Ensure that a continuity of operations plan is in place to maintain essential services.
- B. Property owners living in a flood-hazard areas are responsible for:
- 1) Obtaining sandbags, sand, and other flood-fighting materials to protect their property during flood incidents.
 - 2) Filling and placing sandbags and other flood-fighting materials, and cleaning up these materials after the flood incident.
 - 3) Meeting any other regulations related to sandbagging/flood fighting activity.
 - 4) Reporting information for the Preliminary Damage Assessment.
- C. Clallam County may provide sand and sandbags to distribution points for private property owners during flood emergencies to the extent that resources are available.

3. SITUATION

A. Emergency/Disaster Conditions and Hazards

- 1) The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 of the CCHA provides a summary of these threats based on known risk.

B. Planning Assumptions

- 1) Clallam County will periodically experience emergency and disaster situations, which will damage public works infrastructure that will impact delivery of essential public services.
- 2) Public works infrastructure may be weakened or destroyed, necessitating repair, reinforcement, or demolition and replacement to ensure safe operation.

- 3) Personnel, equipment, and supply resources may be insufficient to meet demands. Additionally, equipment in the immediate area of the event may be inaccessible or damaged.
- 4) Access to disaster areas may be dependent upon the reestablishment of ground routes. In many locations, debris clearance and emergency road repairs will be given priority to support immediate lifesaving response activities.
- 5) Damage assessments will be required to determine impact and potential workload. In the event of an earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.
- 6) Emergency environmental waivers and legal clearances may be needed for disposal of materials and demolition activities for the protection of threatened public and private improvements.

4. CONCEPT OF OPERATIONS

A. General

- 1) The Clallam County Public Works Director (or designee) will serve as the primary coordinator of public works and engineering service at the county EOC.
- 2) The Clallam County Department of Public Works is the lead agency for the coordination of public works emergency operations throughout the county.
- 3) Clallam County Department of Community Development is the lead agency for inspection of damaged County facilities, and coordinating to obtain the resources to inspect buildings and homes in the unincorporated county for structural integrity.
- 4) County/Municipal Public Works Directors or designated Engineers will serve as the primary coordinators of public works and engineering services within their respective jurisdictions.
- 5) Special purpose districts or company engineering/management staff will serve as the primary coordinators for activities within their service areas.
- 6) Public works provides for a flexible emergency response capability involving engineering, construction, repair and restoration of essential public facilities and

infrastructure. During a disaster event, the Public Works Department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas and onsite command posts.

- 7) In the event of a major emergency requiring the activation of engineering/public works services, all necessary and available equipment and personnel of the affected jurisdiction will be mobilized and dispatched to the scene.
- 8) If the situation is beyond the capabilities of the local department, personnel and equipment may be obtained through assistance from out of area public works departments and/or by the contracting of private resources preferably from within the area.
- 9) In major emergency situations, priorities for emergency engineering operations will be established by the senior engineer/public works official working with the other agency heads from CCEM.
- 10) Additional outside assistance and resources may be obtained from state, federal, or private sources after a proclamation/declaration of emergency by local and/or state officials.
- 11) Activities that Public Works may provide or contract for during an emergency or disaster situation are:
 - a) Debris clearance from roadway/rights-of-way;
 - b) Restoration of essential facilities/roadways;
 - c) Heavy equipment resources;
 - d) Evacuation route identification/coordination support;
 - e) Transportation resource coordination;
 - f) Traffic control systems;
 - g) Debris removal pursuant to the County's Debris Plan;
 - h) Repair of infrastructure in coordination with other entities as required;

- i) Maintenance and fuel for fleet vehicles and equipment;
 - j) Barricading of hazardous areas and unsafe infrastructures until repairs can be made;
 - k) Coordination of sanitation services; and
 - l) Operate and maintain emergency generators.
- 12) Public Works Engineering is responsible for assessing damage to bridges, county roads and county and other critical facilities and to assure the safety of those infrastructures.
- 13) Public Utility Districts and Cities with waste water treatment systems and drinking water systems will provide for the operation of those local systems or seek mutual assistance under WARN (Washington State for Intrastate Water/Wastewater Agency Response Network) or a private contractor.

B. Organization

- 1) The organization of Public Works and Engineering during emergency situations shall be carried out in the framework described in the Basic Plan, and in accordance with the National Incident Management System (NIMS)/National Response Framework (NRF) protocols. Preplanning for emergency Public Works and Engineering tasks shall be conducted to ensure staff and procedures needed to manage resources in an emergency situation are in place.

C. Procedures

- 1) Mobilization of public works personnel and equipment will be consistent with departmental emergency operating procedures and based on the location/magnitude of the disaster.
- 2) Situational assessment will be processed as called for by departmental operating procedures. The Public Works Director(s) associated with the event may request activation of the EOC in an emergency.
- 3) All public works agencies (municipalities, districts, etc.) will exhaust local resources, mutual aid, and contracting support, prior to requesting assistance from CCEM.

- 4) Agency procedures for emergency contracting will be followed in accordance with all applicable policies.
- 5) Requests for engineering support not available through local jurisdiction and private resources will be sent to CCEM. If CCEM is unable to coordinate a local response, it will forward the request to WAEMD. If state and/or federal assistance is provided, local officials will need to maintain liaison with the CCEM to prioritize tasks.
- 6) Debris clearance and emergency road repairs will be prioritized to support immediate life-safety activities when required. Non-emergency debris clearance and road repair will be in accordance with WSDOT's Functional Classification Map and road priorities identified in ESF #1, Section 4.
- 7) The Debris Plan (ESF #3-1) outlines the Clallam County Public Works plan for organizing cleanup activities likely to be encountered during and after an emergency or disaster. The Debris Plan is intended:
 - a) To coordinate the actions of all Primary and Supporting Debris Plan Agencies in Clallam County with NGO and private efforts to establish the most efficient and cost-effective methods to remove and dispose of disaster debris.
 - b) To coordinate the actions of all Primary and Supporting Debris Plan Agencies in Clallam County with waste removal contractors when County resources are overwhelmed.
 - c) To expedite debris removal from critical areas to alleviate threats to the health, safety, and welfare of Clallam County residents.
 - d) To expedite debris removal and disposal from critical areas so the public can see the recovery effort is underway.
 - e) To coordinate and partner with State, Federal, Tribal and local agencies to expedite debris removal.

5. RESPONSE ACTIVITIES BY PHASES – ALL AGENCIES

A. Mitigation Activities

- 1) Train personnel in emergency procedures.

- 2) Identify and coordinate with other agencies in identifying vulnerabilities in electric, propane gas, water, storm/wastewater disposal systems and develop remedies.
- 3) Develop mutual aid agreements with neighboring jurisdictions for engineering support.
- 4) Coordinate the development and maintenance of maps of county and city streets, water, sewer/stormwater lines and utility service areas.
- 5) Maintain and update listings of local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.
- 6) Prepare and assist updating the County's resource database, which identifies source, location and availability of earthmoving equipment, dump trucks, road graders, fuels, etc. that could be used to support disaster response and recovery.
- 7) Participate in emergency exercises.

B. Preparedness Activities

- 1) Ensure that debris removal equipment is in good repair and that barrier and road block materials are available.
- 2) Coordinate with appropriate entities to ensure that storm water systems are in good repair.
- 3) Review and update all public works and utility jurisdiction maps.
- 4) Coordinate development of prioritized plans for the restoration of critical utilities.
- 5) Train response staff and volunteers to perform emergency functions.
- 6) Maintain notification and recall rosters that include a communications system to implement call down for personnel assigned to response teams, dispatch points and the CCEM.
- 7) Identify potential staging and disposal sites for debris.
- 8) Establish active liaison with all critical public service organizations.

C. Response Activities

- 1) Provide an Engineering and Public Works representative to CCEM, who will advise decision makers and coordinate response efforts among departments and agencies.
- 2) Provide situational assessment and assist with Preliminary Damage Assessment.
- 3) Coordinate ESF #3 activities with the Lead Public Information Officer (Lead PIO) and Joint Information Center (JIC) if activated.
- 4) Maintain communications between CCEM and engineering, utility, and public works personnel in field.
- 5) Coordinate with water supply systems and sewer departments, the HHS and the EPA to ensure the integrity of water supplies and sewage systems from the effects of hazardous materials.
- 6) Assist with the coordination of sanitation services throughout emergency.
- 7) Contact private contractors for additional assistance, as necessary.
- 8) Collect and record all incident and infrastructure information.

D. Recovery Activities

- 1) Support cleanup and recovery operations following disaster events.
- 2) Maintain contact with CCEM, provide regular reports, and communicate on all ESF #3 activities.
- 3) Assess and report on critical damage to public buildings, services and other critical assets, including timetable for restoration.
- 4) Continue collection of incident information until EOC is deactivated.

6. RESPONSIBILITIES

A. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration
 - Reporting assessment of damages and operational status of public works facilities and structures to the Clallam County EOC.

B. Primary Agencies

- 1) Clallam County Department of Public Works:
 - a) Function as lead agency in the implementation of this ESF and the associated response, recovery, mitigation and preparedness activities.
 - b) Provide a liaison to the CCEM when requested.
 - c) Assist the Lead PIO with up-to-date transportation information.
 - d) Conduct structural inspection of roads, bridges, culverts, and other structures to determine damage and condition.
 - e) Perform removal of debris and/or wreckage to permit vehicle access and movement.
 - f) Perform repairs of damaged roads, bridges, and other structures within capabilities.
 - g) Provide and place signs, barricades, and cones as necessary.
 - h) Assist with traffic control and heavy rescue activities as requested/appropriate.
 - i) Notify appropriate jurisdictional and CCEM representatives regarding all road closures, restrictions, and re-routing.
 - j) Provide the CCEM with complete damage assessment and priority repair information when requested.

- k) Stock adequate supplies of sandbags and sand, and make deliveries as requested by CCEM.
- l) Coordinate signage and reader-board needs with WSDOT.
- m) Support public works field operations.
- n) Provide, procure, and maintain equipment.
- o) Deliver sand and sandbags to appropriate locations for flood fighting operations.
- p) Coordinate with county agencies for the inspection, repair or relocation of county facilities.

2) Clallam County Department of Community Development

- a) Act as lead agency for inspection of county facilities and arrange for additional assistance for inspection of other appropriate buildings and homes.
- b) Expedite the issuance of building permits necessary for the recovery process.

3) Municipal Public Works and Engineering Agencies:

- a) Conduct structural inspection of roads, bridges, culverts, and other structures to determine damage and condition.
- b) Provide situational assessment to CCEM.
- c) Perform removal of debris and/or wreckage to permit vehicle access and movement.
- d) Perform repairs of damaged roads, bridges, and other structures within capabilities.
- e) Provide and place signs, barricades, and cones as necessary.
- f) Assist with traffic control and heavy rescue activities as requested/appropriate.
- g) Notify CCEM (or appropriate municipal ECC) of all road closures.

4) Municipal/Private Water and Sewer District Service Providers:

- a) Provide inspection of water/waste water treatment, storage, and distribution systems/facilities/structures to determine damage and operational status.
- b) Provide situational assessment to CCEM. Notify CCEM (or appropriate Operations Area Command) of damage and operational status of water/waste water treatment, storage, and distribution systems/facilities/structures.
- c) Perform repairs of water/waste water treatment, storage, and distribution systems/facilities/structures within capabilities.
- d) Implement procedures for the distribution or collection of water/waste water for their respective service areas.
- e) Support Preliminary Damage Assessment to CCEM.
- f) Continue to manage and operate facilities and structures within capabilities.

C. Supporting Agencies

- 1) CCEM/EOC:
 - a) Identify and prioritize emergency response and recovery operations related to this ESF.
 - b) Coordinate resource requests.
 - c) Collect and compile initial damage assessment information in compliance with WAEMD/FEMA requirements for potential proclamation/declaration of emergency.
- 2) Clallam County Health and Human Services
 - a) Support the public works emergency operations by identifying and rectifying public health issues.
- 3) Clallam County Department of Parks and Recreation
 - a) Identify appropriate facilities for the relocation of county services when necessary.
- 4) Clallam County Facilities Management / Maintenance

- a) Support the CCEM maintaining an operational back-up power source.
- b) Coordinate with Clallam County Planning and Development division of the Community Development Department for the inspection of county facilities.

7. REFERENCES

- A. Applied Technology Council (ATC)-20-1 Field Manual: Post-earthquake Safety Evaluation of Buildings
- B. ATC-45 Safety Evaluation of Buildings after Windstorms and Floods
- C. International Conference of Building Officials (ICBO) Disaster Mitigation Handbook
- D. Clallam County Multi-Jurisdiction Hazard Assessment
- E. Clallam County, Public Works, Snow & Ice Removal Administrative Policy
- F. Clallam County, Public Works, Snow and Ice Removal Procedures

8. TABS

- A. Clallam County Debris Management Plan (ESF # 3-1, working draft)

ESF #4 FIREFIGHTING

ESF COORDINATOR

Clallam County Fire Coordinator

PRIMARY AGENCIES:

Clallam County Fire District 1 – Forks
Clallam County Fire District 2 – Clallam County Surrounding Port Angeles
Clallam County Fire District 3 – Sequim and Clallam County plus Gardiner
Clallam County Fire District 4 – Joyce Area
Clallam County Fire District 5 – Clallam Bay – Sekiu Area
Clallam County Fire District 6 – Clallam County West
City of Port Angeles Fire Department (PAFD)

SUPPORT AGENCIES:

Clallam County Emergency Management Division (CCEM)
Clallam County Sheriff's Office (CCSO)
Clallam County Fire Marshal
Clallam County PUD# 1 (PUD)
Clallam County Public Works Department (Works)
Port Angeles City Light
Port of Port Angeles
Law Enforcement Agencies in Clallam County (LAW)
Department of Natural Resources (DNR)
Washington State Patrol (WSP)
Washington Department of Transportation (WSDOT)
National Park Service - Olympic National Park (ONP)
United States Forest Services – Olympic National Forest (ONF)

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

- A. Various agencies in Clallam County provide fire service, including fire protection districts, municipal fire departments, and state and federal agencies. For the purpose of this ESF, fire service is defined as fire suppression, control, prevention, and immediate fire safety services delivered by fire service agencies (these agencies are collectively referred to as "FIRE").

B. **Purpose** - To coordinate public fire safety services in cooperation with the fire departments, districts, and agencies of Clallam County.

C. **Scope** - FEMA ESFA defines the scope of ESF #4 to include:

- 1) Coordination of firefighting activities - This ESF does not address the detailed mobilization procedures of fire resources at regional or state levels. The Olympic Region Fire Defense Plan (published separately) provides detailed information on regional (Clallam and Jefferson County) mobilization procedures. The Washington Fire Services Resource Mobilization Plan (published separately) provides detailed information on state and federal mobilization procedures.
- 2) Support of wildland, rural, and urban firefighting operations - This plan outlines broad objectives to support detection and suppression of wildland, rural, and urban fires as well as fires occurring coincidentally with an emergency or disaster. Planning for every firefighting contingency is far beyond the scope of this ESF.
- 3) The emergency medical capabilities and responsibilities of county fire services are further covered in ESF #8.
- 4) The hazardous materials capabilities and responsibilities of county fire services are covered in ESF #10.
- 5) Fire service communications are covered in ESF #2.

2. POLICIES

A. Priority is given to public safety via firefighting and emergency medical services.

B. NIMS/ICS are used to manage emergency and disaster operations.

C. PENCOM is the designated public safety answering point (PSAP 911 dispatch center) for the mobilization and dispatch of FIRE resources.

D. Firefighting processes and procedures will align with those of the Northwest Wildfire Coordinating Group (NWCG).

E. Fire service mutual aid will be exhausted or nearly exhausted prior to requesting regional or state fire mobilization resources or when requested by the fire department or incident commander.

F. Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that

the issue of financial limitation be clarified through proper official channels for efficient delivery of fire services.

- G. The Clallam County Critical Incident Stress Management (CISM) Team will provide defusing and debriefing, and personal or interpersonal support for fire personnel and their families when requested by their respective agency.
- H. Coordination with and support of state and local fire suppression organizations is accomplished as defined in the state fire mobilization plan.
- I. National support for local and state firefighting operations is coordinated through the National Interagency Coordinating Center (NICC) located at the National Interagency Fire Center (NIFC) in Boise, ID. This is coordinated among the State Fire Marshal or Washington State Emergency Operations Center (WAEMD) and the Joint Field Office (JFO).
- J. Wildland fire operations will adhere to NWCG protocols and standards.

3. SITUATION

A. Emergency/Disaster Conditions and Hazards

- C. The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 of the CCHA provides a summary of these threats based on known risk.
- D. A wide range of fire situations are possible in Clallam County. There is a potential for large commercial structure, high-rise, wildland and wildland interface, hazardous materials, and shipboard fires as referenced in the Clallam County Hazard Analysis and Vulnerability Assessment (published separately). A conflagration could develop from natural or human caused situation(s) that will impact the response of fire resources in the county. Large scale or multiple simultaneous events could also impact the availability of fire resources.

B. Planning Assumptions:

- 1) No guarantee of a perfect response exists or is expressed or implied by this ESF. FIRE in Clallam County will make every reasonable effort to respond based on the situation, information and resources available at the time of the incident.

- 2) Fires can be the primary event or a consequence of an emergency or disaster such as an earthquake or a civil disturbance.
- 3) Fire service personnel are trained as first responder, EMT or paramedic and are primary first response for medical emergencies as well as fires.
- 4) Larger scale or multiple simultaneous incidents will impact the number of available fire and rescue resources, which may become scarce or damaged.
- 5) Wheeled vehicle access may be hampered by falling trees, power lines, bridge failures and landslides making travel to the emergency location difficult or impossible.
- 6) Some interface fires or fires resulting from civil disturbances will be of such a magnitude that all threatened structures cannot be saved. After evaluating the situation, incident command may decide to cease firefighting efforts on one building in order to save another when the benefit of saving one building is greater than that of another, when continued efforts would likely not affect the outcome, or based upon firefighter safety concerns.
- 7) Damage to transportation infrastructure and to fire facilities may impact the ability of fire services to respond to the emergency or disaster.
- 8) Availability of fire service personnel may be limited due to injury, personal concerns / needs or limited access to work locations and assignments to initial first response for other emergencies.

4. CONCEPT OF OPERATIONS

A. General

- 1) During emergencies or disasters, local fire services will mobilize all necessary apparatus and personnel available to manage the incident. Mutual aid agreements are activated when initial resources are inadequate. When mutual aid and local resources are exhausted or nearly exhausted, the provisions for regional and state fire mobilization applies or when requested by the incident commander.
- 2) The Clallam County Fire Chiefs Association (CCFCA) Emergency Management Committee is responsible for emergency resource and response planning within fire services and maintaining the Clallam County Fire Resource Plan (CCFRP). The CCFRP will be utilized for assessing, requesting and directing fire resources.
- 3) When activated, the Clallam County Fire Resource Plan will designate a Fire Coordinator for overall coordination of fire service resources. The Fire Coordinator may operate from a field command post or from CCEM, as necessary. County and municipal

fire departments will report available resources and request resources through the Fire Coordinator as directed.

- 4) When necessary, the Fire Coordinator will contact the Regional Fire Coordinator and request activation of the Olympic Regional Fire Defense Plan for additional resources. Activation of regional mobilization may occur after the Fire Coordinator confirms that the following requirements have been met (a) local mutual aid resources have been or will be expended prior to gaining control of the emergency, and (b) the emergency escalates or will continue to escalate without additional resources or specialized resources required to mitigate the incident.
- 5) Fire departments within Clallam County are encouraged to be a signatory to a countywide mutual aid inter-local agreement.
- 6) Upon occurrence of a disaster, such as an earthquake, fire departments within the county are to make initial assessments of their personnel, apparatus, equipment and facilities and report the information to the Fire Coordinator in the CCEM.
- 7) Fire service personnel unable to reach normal work location will report to the nearest fire station for duty.
- 8) Fire service personnel may conduct "windshield surveys" when possible and report the information to their Operations Area Command to be forwarded to the CCEM.
- 9) Fire services may participate in flood control operations to include but not be limited to human and animal rescue and water removal as resources and staffing allow.
- 10) State agencies such as Washington State Patrol and Department of Transportation support fire operations when the fire impacts state highways.
- 11) The federal government assumes full responsibility for firefighting on Olympic National Forest and Olympic National Park. The Federal government joins Unified Command (UC) with the local jurisdictions on incidents that threaten federal lands.

B. Organization

- 1) Clallam County Fire Marshal – The Fire Marshal manages programs to prevent or limit loss of lives and property due to fire. The Fire Marshal serves as a vital communication link between the fire districts, state and county government.
- 2) Clallam County Fire Protection Districts:
 - a) The City of Port Angeles Fire Department covers the City of Port Angeles.
 - b) Clallam County Fire District 1 – Forks
 - c) Clallam County Fire District 2 – Clallam County Central

- d) Clallam County Fire District 3 – Clallam County and City of Sequim
- e) Clallam County Fire District 4 – Joyce Area
- f) Clallam County Fire District 5 – Clallam Bay – Sekiu Area
- g) Clallam County Fire District 6 – Clallam County West

3) Clallam County Special Technical Teams

- a) Clallam County Fire District 3 – Partial USAR Team (1/2 personnel with all team equipment) with added qualifications for Swift Water, High Angle Rope and Trench Rescue,

C. Procedures

- 1) The command function may be conducted two ways: a Single Command may be applied when there is no overlap of jurisdictional boundaries, or when a single Incident Commander is designated by agency with overall management responsibilities for the incident. Or, when the incident is within one jurisdiction boundary, but more than one agency shares management responsibility, UC should be implemented. If UC is used, all agencies should contribute to command and build a consolidated action plan.
- 2) Comprehensive resource management may be accomplished using three methods, depending on the needs of the incident.
 - Resources - All personnel and equipment necessary to fight the fires or respond to other disasters and support the efforts of firefighters.
 - Task - Force any combination of single resources within the span of control, assembled for a particular tactical need, with common communications and a leader.
 - Strike Team - Five of the same kind of resources with common communications and a leader.

5. RESPONSE ACTIVITIES BY PHASES – ALL AGENCIES

A. Mitigation Activities

- 1) Assess fire safety programs in your jurisdiction and assure their adequacy for business, industry, and local schools.
- 2) Assess current fire protection codes and determine if they are adequate and properly enforced.

- 3) Assess and determine if fire protection methods and procedures are adequate and unilaterally understood.
- 4) Identify standard operating procedures, policies, guides, and plans used by your agency during an activation of the EOC.
- 5) Review current level of training of personnel and identify additional or refresher training requirements.
- 6) Determine if mutual aid agreements and memorandums of understanding are adequate and unilaterally understood.
- 7) Present community fire safety programs.
- 8) Ensure that all new construction conforms to fire codes.
- 9) Assess the communications capabilities and determine if additional communications and assets are needed.

B. Preparedness Activities

- 1) Develop and maintain Standard Operating Procedures/Guidelines and other plans and procedures necessary for primary and support agencies to operate efficiently.
- 2) Develop and maintain notification lists that include emergency contact information.
- 3) Develop and maintain equipment lists.
- 4) Maintain and update personnel and equipment certifications.
- 5) Obtain detailed maps of county jurisdictions.
- 6) Obtain mutual aid agreements and memorandums of understanding with support agencies, ancillary or contract support services, and resources.
- 7) Provide guidance on state and federal regulations regarding fire issues.
- 8) Provide assistance among all primary and support agencies to insure development of procedures and checklists.
- 9) Develop and conduct awareness training and exercise programs for personnel.
- 10) Ensure communications networks for personnel and to communicate with the CCEM in an emergency or disaster.
- 11) Train with other emergency response agencies on the Incident Command System.

- 12) Participate in periodic exercises of the comprehensive emergency management plan.
- 13) Establish a consistent method of receiving and sending situation reports to the CCEM during an incident.
- 14) Meet with representatives from each emergency support function to establish reliable methods for obtaining an emergency first response to any incident.
- 15) Discuss among all primary and support agencies how fire resources will be allocated in an emergency.

C. Response Activities

- 1) Provide for an emergency first response to incidents that threaten lives or property.
- 2) Deploy equipment and personnel to sites in greatest need during an emergency.
- 3) Provide fire protection in public shelters.
- 4) Establish on-going radio communications between CCEM and the site of emergency.
- 5) Assist in dissemination of warning to the public.
- 6) Provide fire suppression services.
- 7) Conduct fire investigation to determine cause/origin.
- 8) Assess scope, magnitude, extent and potential duration of incident.
- 9) Provide appropriate representation to the CCEM.
- 10) Coordinate with Communications function to provide emergency communications as needed.
- 11) Record response activities taken, noting improvements or corrective actions required.
- 12) Make notification required by standard operating procedures.
- 13) Collect information concerning fire service field activities.
- 14) Provide technical assistance as required.
- 15) Provide hourly situation reports to CCEM.

- 16) Attend meetings for periodic situation updates.
- 17) Document incoming and outgoing notifications.
- 18) Coordinate with Law Enforcement and evacuation functions to provide assistance in evacuations.
- 19) Identifying all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities.
- 20) Maintain communications with support agencies to ensure resource procurement.
- 21) Continually reassess and address the most critical fire service needs and the development of strategies to meet them.
- 22) Request state and federal resources as needed through CCEM.

D. Recovery Activities

- 1) Assist other functions with clearing debris to open streets with major thoroughfares.
- 2) Provide for the emotional needs of emergency responders, and their families by establishing critical incident stress debriefings.
- 3) Collect and inventory all equipment used during incident.
- 4) Provide guidance on local, state and federal fire code regulations.
- 5) Coordinate with Resource Support Function on resource accountability.
- 6) Prepare appropriate after-action reports.
- 7) Revise, update, change or create policies and standard operating procedures or guides as necessary.
- 8) Conduct training on new or revised policies and procedures.
- 9) Conduct exercises to validate and familiarize team members with new procedures.
- 10) Support cleanup and recovery operations.
- 11) Identify and contain potential fire hazards, such as damaged gas lines and downed power lines.
- 12) Replace damaged and expended equipment.

13) Compile record of events.

14) Monitor demolition operations

6. RESPONSIBILITIES

A. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration

B. Primary Agencies

- 1) County Fire Marshal
 - a) Mitigate fire hazards through fire prevention programs (i.e. implement the countywide Burn Ban and monitor fire risk).
 - b) Conduct fire investigations in support of, county fire departments when necessary.
 - c) Enforce the provisions of fire codes in response to citizen's complaints and as part of the building permit process review.

- 2) FIRE
 - a) Provide fire suppression and immediate life safety services.
 - b) Conduct light and heavy rescue operations as appropriate to level of training and available equipment.
 - c) Maintain readiness of firefighting personnel and equipment resources.
 - d) Assist the Fire Marshal with fire investigation activities as requested.

C. Supporting Agencies

- 1) CCEM

- a) Open EOC in support of fire operations when required.
 - b) Maintain 24-hour duty officer coverage in support of fire operations.
 - c) Provide representation to the fire coordinator emergency management committee and other fire service-related activities as appropriate.
- 2) PENCOM Public Safety Answering Point
- a) Maintain adequate staffing and operational status in support of fire resource dispatch responsibilities.
- 3) Clallam County Sheriff's Department and Municipal Law Enforcement Agencies
- a) Support fire suppression operations with on-scene security, protection and law enforcement and criminal investigations, when necessary.
- 4) Works or Water Service Providers
- a) Repair and /or maintain water mains and systems.
 - b) Support traffic control and responder operations as necessary.
- 5) South Puget Sound and Olympic Peninsula Chapter of the American Red Cross
- a) Coordinate the provision of basic human needs and shelter for persons who are displaced due to residences being uninhabitable due to fire damage.
- 6) Clallam County Critical Incident Stress Management Team
- a) Assist with debriefings for firefighters and their families as resources allow and as requested by their agencies.
- 7) PUD/Port Angeles City Light
- a) Respond to incident sites and render safe (turn off) electrical power as appropriate/directed by the Incident Commander.
- 8) Clallam County Propane Gas Service Providers
- a) Respond to incident sites and render safe (turn off) natural gas service as appropriate/directed by the Incident Commander.
- 9) DNR

- a) Provide overhead resources when requested in the event of a wildland or wildland interface fire.

10) WSDOT

- a) Support fire command and operations when an emergency affects state highways.

11) WSP

- a) Participate in fire command and operations when fire affects state highways.

6. REFERENCES

- A. Olympic Regional Fire Defense Plan
- B. Department of Natural Resources Mobilization Plan
- C. Puget Sound Interagency Communications Center Mobilization Guide
- D. The Washington Fire Services Resource Mobilization Plan
- E. Clallam County Wildfire Protection Plan

7. TABS – NONE LISTED

ESF #5 Emergency Management

ESF Coordinator

Clallam County Emergency Management (CCEM)

Primary Agencies

Clallam County Sheriff's Office/CCEM
City of Port Angeles Police Department - PENCOM

Supporting Agencies

Clallam County Information and Technology Department (IT) – Communications
Clallam County Public Works – Facilities
Clallam County Parks, Fairs & and Facilities Department - Facilities
All Clallam County Departments (as required)
All municipal governments and government agencies within the county
Clallam County Amateur Radio Emergency Service (ARES)
Washington State Emergency Management Division (EMD)
Puget Sound and Olympic Peninsula Chapter of the American Red Cross (ARC)
Federal Emergency Management Agency (FEMA)

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. Purpose

- 1) The purpose of ESF #5 is to support and facilitate multi-agency planning and coordination for operations involving incidents requiring county coordination. It provides the core management and administrative functions needed to support the Emergency Operations Center (EOC), and the response of mutual aid, state assistance and other assets.

B. Scope

- 1) Clarification of ESF #5 from WAEMD CEMP (Source – WAEMD ESF #5, Purpose and Scope):
 - a) Serves as the coordinating ESF for all County departments, agencies and nongovernmental organizations.
 - b) Provides the core management and administrative functions supporting the Clallam County Emergency Operations Center (CCEOC).
 - c) Coordinates situational assessment, information collection, analysis, planning, operations, requests for State assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management and other support required to prevent, protect, respond to, recover from, and mitigate an emergency or disaster.
- 2) This ESF does not imply that all emergency contingencies are addressed but does outline basic principles consistent to most emergencies or disasters.

2. Policies

- A. The Clallam County Board of Commissioners (BOCC) is the county's legislative body. Under RCW 38.52, the BOCC may proclaim a State of Emergency, make the services and resources of county agencies available and the BOCC may take further actions deemed necessary pursuant to broad emergency powers delegated to local authorities under RCW 38.52 and provided by the general powers in Article 11, Section 11 of the Washington State Constitution.
- B. The Clallam County Emergency Management Director is delegated the authority to implement the County's Comprehensive Emergency Management Plan (CEMP) for disaster and emergency operations.
- C. The 2022 Clallam County Comprehensive Emergency Management Plan (2022 CEMP) is the Clallam County Board of Commissioner's policy direction for carrying out emergency management operations.

3. Situation

- A. **Hazards Assessment** - The Clallam County Hazard Assessment (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. CCHA Table 1.1 provides a summary of these threats based on known risks. First

responders must evaluate all aspects of the emergency scene and report their situational assessment to the Incident Commander (IC).

B. Planning Assumptions

- 1) **Level III Event** – Damage will be localized and reparable with resources on hand. The political subdivision affected by the event is responsible for the response. Response will be coordinated by the on-scene IC or a designated political subdivision department. The CCEM may be informed and may coordinate necessary support using CCEM facilities at the Court House EOC.
- 2) **Level II Event** – Damage is more widespread and may temporarily impact one or more parts of the County. The political subdivision, or subdivisions, affected by the event is (are) responsible for response. Response will be coordinated by the on-scene IC, designated subdivision department or Operations Area Command. Mutual aid may be required. The CCEM will be informed and, if requested, may coordinate necessary support with CCEM staff, subject matter experts or activate and staff the EOC at the Court House.
- 3) **Level I Event** – Damage is widespread across some or all of the county. CCEM will activate and staff the EOC. An alternate EOC may be activated per instructions in 2022 CEMP, Chapter 4. CCEM may activate Operational Area Commands. The county may be isolated from the I-5 supply chain. Each political subdivision affected by the event is responsible for response in their respective jurisdictions. They may also be looked to in assisting with the Operational Area Response. Response within the political subdivisions will be coordinated between the on-scene IC and the designated Operational Area Command if necessary. The Operational Area Command may request mutual aid from municipalities. CCEM will coordinate the response in accordance with policy direction contained in the 2022 CEMP.
 - a) It may take some time for CCEM to activate the EOC or relocate to an alternate EOC.
 - b) Operational Commands may self-activate and start to implement pre-scripted response plans if they cannot communicate with CCEM.
 - c) Operational Commands will gather situation assessment and forward to CCEM as soon as communication is established.
 - d) Clallam County continuity of government plans are in process of implementation.
 - e) 2022 CEMP and ESF #2 Communications Plans are in process of implementation.
 - f) Sufficient fuel is available to mobilize a minimal response.

4. Concept of Operations

Section 2.0 of the 2022 CEMP details the CCEM concept of operations. A short version follows.

A. General

- 1) The Clallam County Emergency Management Staff (CCEM Staff) coordinates support of emergency operations, stands up an emergency operations center when needed, may coordinate community warnings and alerts, facilitates damage assessment, and supports the coordination of restoration and recovery following a major disaster. CCEM is the primary conduit for state and federal disaster assistance, and provides the pivot point for multi-agency multi-jurisdictional collaboration.
- 2) The CCEM Staff provides personnel for the Clallam County EOC. The EOC team is a combination of Emergency Management employees, partner agency representatives, and trained volunteers. The CCEM Staff is organized in accordance with the Incident Command System (ICS) and complies with NIMS requirements. The CCEM Staff acts as a coordinating body to aid and assist Unified Command by providing central coordination for regional incidents, and while acting in support for site-specific events. The Emergency Manager leads the CCEM Staff. The CCEM Staff may be expanded to meet the nature and scope of the incident.
- 3) Response to an emergency or disaster under this plan employs a partnership approach for mobilizing all available assets and capabilities needed to reduce injury and mitigate damage. The community partners, by agreement, support the emergency response agencies as needed to provide critical services to county citizens.
- 4) Contact with those community partners is provided by the CCEM Staff utilizing a wide variety of communications tools. Each stakeholder is afforded unique connectivity to the CCEM Staff for development of plans, training, exercises, and emergency operations coordination. These partnerships are multilateral, and coordinated through a central point to assure the best use of resources.
- 5) Each partner organization retains its own identity and internal control. There is no intent in this plan to subordinate any entity. Coordination and support through the Staff in the EOC is voluntary and undertaken by agreement in the best interest of the community.
- 6) The CCEM Staff provides an identifiable point of contact for each partner discipline. Participating emergency response agencies maintain their incident command status, while recognizing overall coordination of the EOC. Active two-way communication is essential to ensure optimum efficiency, timeliness, and effectiveness. Nothing in this plan is intended to interfere with the existing chain-of-command of any participating agency or organization.
- 7) Coordination is carried out by the assignment of representatives from each partner agency to the EOC. Some agencies require direct representation while others recognize surrogates based on the Incident Command System structure or coordinate through the EOC Liaison.

- 8) Agency representatives sent to the EOC must be authorized to speak for their parent agency regarding coordination of emergency operations.

B. Organization

- 1) Figure 4.4, Clallam County CCEM STAFF Organization Chart in Section 4 of the 2022 CEMP shows the Clallam County Emergency Operations Center Organization Chart.

C. Procedures

- 1) EOC activation, operation and procedures will be in accordance with 2022 CEMP, Section 4.
- 2) A Proclamation of Emergency may be requested in accordance with 2022 CEMP. Section 4.
- 3) CCEM will implement the “Planning P” schedule as soon as EOC staff is capable of performing the required actions.
- 4) CCEM will move from the “Planning P” schedule to the “Operations O” schedule as soon as resources permit.
- 5) CCEM will synchronize its “Operations O” planning schedule with WAEMD’s meeting schedule so timely updates of current information are included in the state and national planning processes.
- 6) CCEM will provide the BOCC (Policy Group) with a situation report at least daily.
- 7) All response personnel should be prepared to report initial and periodic situational assessments to Primary and Supporting Agencies. Reports must describe how the emergency situation effects their current operations, and future continuity of operations, to include what capabilities and resources they need, or will need in the immediate future.
- 8) Primary and Supporting Agencies will consolidate situational assessments and forward them to CCEM.
- 9) CCEM will evaluate the assessments and coordinate emergency actions and plans within the county in consultation with the BOCC (Policy Group).
- 10) CCEM will forward consolidated situational assessments, plans and requests for support to WAEMD. Requests are made via WEBEOC.
- 11) CCEM will disseminate relevant information to the respective Operations Area Commands’ on-scene ICs.
- 12) CCEM and the CCEM PIO will coordinate with all ESF Primary and Supporting agencies to provide the public with up-to-date public information and warnings.

5. Response Activities by Phases – All Agencies

A. Mitigation Activities

- 1) Make arrangements for alternate EOC locations.
- 2) Move the Court House EOC to a survivable location.
- 3) Harden redundant EOC communications capabilities.
- 4) Be sure EOC is furnished and supplied.

B. Preparedness activities

- 1) Monitor cyber security activities within county departments.
- 2) Encourage all county agencies to be aware of cyber security.
- 3) Create and maintain an emergency contingency fuel plan.
- 4) Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.
- 5) Maintain a trained staff to fulfill tasks associated with ESF #5 operations.
- 6) Maintain and update computer data and programs, including GIS, maps, critical facility information, evacuation studies, demographics and critical county data.
- 7) Establish and maintain contact with the BOCC or Municipal/Tribal officials.
- 8) Develop, document and maintain Memorandums of Understanding (MOUs) and mutual aid agreements.
- 9) Exercise and train staff, agencies and other private organizations to support municipal/county emergency operations.
- 10) Prepare EOC staff, local agencies and NGOs to coordinate support of emergency operations.
- 11) Coordinate catastrophic emergency response with HLS Region 2 and Jefferson and Kitsap Counties.
- 12) Identify deficiencies in plans, determine appropriate corrective action recommendations and carry out corrective actions.

C. Response Activities

- 1) Activate County EOC and CCEM Staff in accordance with the 2022 CEMP.
- 2) Staff and maintain a safe EOC location.
- 3) Establish communications with cities, tribes, Operations Areas and with WAEMD.
- 4) Gather situational assessment to determine the extent and location of damage to people and property.
- 5) Coordinate County and local government life safety emergency response activities.
- 6) Ensure first responders are aware of the “Whole Community.”
- 7) Ensure proper care and feeding of EOC Staff:
 - a) Conduct regular briefings for EOC personnel.
 - b) Establish a duty roster and telephone lists for on-call personnel.
 - c) Enforce time limits on shifts.
 - d) Provide breaks, bathrooms, snacks, food, bunks, counseling, CISM ...
 - e) Staff is family, they hurt too. Take care of them.
- 8) Provide situation assessments that can assist local governments, voluntary organizations and state/federal agencies to coordinate emergency support for Clallam County.
- 9) Coordinate assessments from responders with the PIO to produce timely public information and warning notices.
- 10) Coordinate mutual aid activities. Mutual aid for NGO activities may be required.
- 11) Compile and verify preliminary damage assessment (PDA) information.
- 12) Morph the “Planning P” to the “Operations O” and synch with WAEMD as soon as possible (Facilitate planning meetings to develop Incident Action Plans, and Situation Reports as appropriate).
- 13) Receive, assess and forward requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.

D. Recovery Activities

- 1) Collect and process information concerning recovery activities while the response phase of the disaster is on-going.
- 2) Coordinate the deployment of appropriate ESF assets in support of recovery operations.
- 3) Coordinate with the local and county officials on short-term and long-term recovery operations and recovery planning. Develop resource plans and situation reports as appropriate.
- 4) Coordinate with state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
- 5) Activate county recovery operations and request support from Voluntary Organizations Active in Disaster (VOAD) as appropriate.
- 6) Coordinate the activation of a Disaster Recovery Center (DRC) as appropriate.
- 7) Track reimbursement expenses and other financial branch requirements.
- 8) Disseminate recovery information, plans and reports.
- 9) Conduct after-action critique of the overall response and recovery efforts.

6. Responsibilities of Primary and Supporting Agencies

A. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration

B. Primary Agencies - CCEM

- 1) Maintain this Emergency Support Function (ESF).
- 2) Maintain EOC furnishings, supplies, and data displays.

- 3) Provide training and exercising programs/support to the county/local agencies and other private organizations that support emergency management activities.
- 4) Coordinate regional, county and local emergency planning efforts. Identify deficiencies in plans and determine appropriate corrective action recommendations.
- 5) Coordinate maintenance of county emergency communication activities (see ESFs #2 and #15).
- 6) Support ICS at the local response level and provide resources as appropriate.
- 7) Coordinate evacuation efforts, recovery and re-entry procedures if required.
- 8) Limited activation - Activate the County EOC and notify appropriate ESF Leads required to coordinate local/county response activities. May activate affected Operations Areas as necessary.
- 9) Full activation - Activate required ESFs, SOPs and alert personnel and prepare for a possible mobilization including 24-hour staff operations. Activate the Alternate EOC and direct staff to relocate, if necessary. May activate affected Operations Areas as necessary.
 - a) Establish communications between incident command, Operations Areas, CCEM, WAEMD or State Duty Officer.
 - b) Coordinate countywide damage assessment including the Preliminary Damage Assessment (PDA).
 - c) Conduct regular briefings; prepare status reports on the situation for BOCC (Policy Group), CCEM Staff, County Agencies, Operations Areas, State EOC and the media.
 - d) Make recommendations to the BOCC (Policy Group) about response activities including the issuance of a "State of Emergency" proclamation.
 - e) Coordinate preparation of executive orders and proclamations to address response and recovery operations for the BOCC if necessary.
- 10) Coordinate and implement the priorities of the BOCC (Policy Group) in local emergency response operations.
- 11) Coordinate public information and warning activities with PIO (ESF #15).

- 12) Support mutual aid activities.
- 13) Prepare for recovery activities.
- 14) Monitor the recovery efforts through field personnel.
- 15) Keep accurate record of disaster-related expenditures by each agency.
- 16) Coordinate emergency recovery operations with state and federal officials.
- 17) Administer federal and state disaster assistance programs.
- 18) Conduct after-action critique of the overall response and recovery efforts.
- 19) Deactivate or demobilize EOC operations as appropriate.

C. Primary Agencies - PENCOTM

- 1) Support the CCEM responsibilities listed above.
- 2) Utilize, to the greatest extent possible, day-to-day policies and resources to respond to the event.
- 3) Request mutual aid when resources are exhausted or unavailable.
- 4) Request assistance from CCEM if needed.
- 5) Develop SOPs to provide situation assessment to CCEM during emergency operations.
- 6) Provide accurate and timely situation assessments to CCEM about the emergency and their organization's operations.
- 7) Coordinate with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.

- 8) Provide Preliminary Damage Assessments within the required reporting period.

D. Supporting Municipalities and Supporting Organizations

- 1) Support the CCEM responsibilities listed above.
- 2) Utilize, to the greatest extent possible, day-to-day policies and resources to respond to the event.
- 3) Request mutual aid when resources are exhausted or unavailable.
- 4) Request assistance from CCEM if needed.
- 5) Collect, evaluate and forward timely situation assessment to CCEM.
- 6) Develop and process the local Proclamation of Emergency when a disaster occurs that requires action beyond normal capabilities to protect life and property.
- 7) Notify and/or forward Proclamation of Emergency document to CCEM.
- 8) Convey all requests for county, state and federal assistance through CCEM.

7. References

Clallam County 2019 Hazard Assessment
RCW 38.52

8. Tabs

ESF #6 Mass Care, Housing and Human Services

ESF COORDINATORS

Clallam County Health and Human Services (HHS)
Clallam County Emergency Management (CCEM)

PRIMARY AGENCIES

Clallam County Health and Human Services (HHS)
Clallam County Emergency Management (CCEM)
South Puget Sound and Olympic Peninsula Chapter of the American Red Cross (ARC)
Municipalities in Clallam County

SUPPORT AGENCIES:

LAW/FIRE/EMS Agencies in Clallam County
Clallam County Sheriff's Office - Animal Control
Clallam County Parks, Fair & Facilities Department (Parks)
Clallam County Information Technology Department - GIS Mapping
Clallam Transit System (CTS)
Peninsula Behavioral Health (PBH)
Olympic Medical Center (OMC)
Forks Community Hospital (FCH)
Private, Public and Tribal Health Care Providers
Municipalities in Clallam County
Veterinarians and Animal Welfare Groups
The Salvation Army (TSA)
ESF #6 Capable Non-Government Organizations (NGOs)
Local School Districts

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function is to provide a coordinated method of mass care activities including: sheltering of people and animals; feeding; rendering first aid following an emergency or disaster; operation of a disaster welfare information system to

collect and report information about the status of victims; assistance with the reunification of family members (e.g., the American Red Cross Wellness System); and the coordination of the distribution of emergency relief supplies.

Post disaster/emergency human services may include recovery efforts such as counseling, benefit claims assistance, identification, postal services, financial services and associated human services which can be delivered through Federal Disaster Assistance Service Centers, as needed.

B. Scope

FEMA organizes the ESF #6 scope into four primary functions: Mass Care, Human Services, Housing, and Emergency Assistance and describes each of these functions as follows:

1) Mass Care

- a) Identification of shelter sites and arrangement of agreements.
- b) Planning, coordination and establishment of emergency shelter sites and stockpile supplies.
- c) Coordination with ESF #11 for animal and pet care support.
- d) Planning, coordination and implementation of feeding operations (may require a combination of fixed sites, mobile feeding units and bulk distribution sites).
- e) Planning, coordination and implementation of Emergency First Aid operations.
- f) Planning and coordination for the collection and provision of Disaster Welfare Information and reunification activities.
- g) Planning and coordination of bulk distribution of emergency relief items.

2) Human Services

- a) Implementation of disaster assistance programs to help disaster victims recover their non-housing losses. This includes programs to replace destroyed personal property, and help to obtain disaster loans/grants, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other Federal and State benefits.
- b) Arrangements for short term counseling to deal with the emergency

- c) Planning and coordination to provide American with Disabilities Act (ADA) accessible services for those with access and functional needs (AFN).
 - d) Planning and coordination of commodity distribution.
 - e) Coordination of local activities to restore mail service.
 - f) Planning and coordination of process to take care of unaccompanied minors.
- 3) Housing
- a) Assistance with short term housing assistance (such as rental assistance, repair, loan assistance, replacement, referrals) will be guided by the National Disaster Housing Strategy.
 - b) Assess capacity/capability to support general and AFN populations.
- 4) Emergency Assistance - Assistance beyond the traditional means of “mass care” services, includes:
- a) Registration and tracking of evacuees.
 - b) Reunification of families.
 - c) Provision of aid and services to special needs populations.
 - d) Evacuation, sheltering, and provision of other emergency services for household pets and service animals.
 - e) Support to specialized shelters.
 - f) Coordination of donated goods and services.
 - g) Coordination of voluntary agency assistance.
 - h) Coordinate with ESF #7, Logistics, for resource support for AFN populations.
 - i) Coordinate with ESF #7, Logistics, for ESF support.

2. POLICIES

A. Mass Care

- 1) ESF #6 Mass Care involves complex operations requiring coordination and collaboration among a wide range of organizations, timely decisions by local officials and coordinated implementation among local government agencies, special purpose districts, NGOs and private industries in Clallam County in order to provide effective mass care services. Those involved in this process must balance the challenge of providing a myriad of services with the urgency of meeting immediate basic human needs. Accordingly, clear shelter management policies regarding activation, operation and demobilization, service protocols and a roadmap of which entities will take the lead and which responsibilities will be assumed must be in place in advance of any large-scale evacuation/sheltering.
 - a) Mass care in Clallam County is a shared responsibility between county government, incorporated cities, selected special purpose districts, businesses, ARC, and other NGOs.
 - b) CCEM at the direction of HHS or upon its own assessment will activate the EOC during a mass care event and request, when needed, ARC and other disaster relief agencies to establish mass care operations at selected locations.
 - c) The Director of HHS shall determine whether to activate HHS' Emergency Response Plan in connection with an ESF #6 event and will notify CCEM of such activation along with all other groups specified in HHS' Emergency Response Plan. Once the HHS Emergency Response Plan is activated, the Director of HHS will assign an Incident Commander to the Unified Command at the EOC for the response and provide him/her with initial priorities, limitations and constraints and a written delegation of authority outlining these issues and the response budget.
 - d) Local jurisdictions will utilize their own resources for mass care wherever possible. During certain disaster or emergency incidents, local jurisdictions may request mutual aid. When resources are in imminent danger of being exhausted, local jurisdictions may request CCEM to coordinate State and Federal assistance, especially in instances when ARC does not have the resources to provide the level of mass care services required.
 - e) All mass care and shelter services will be provided without regard to economic or marital status, gender identity, racial, religious, political, ethnic or other affiliation; and will attempt, but not guarantee, to meet the operational standards of ARC.
 - f) Bulk distribution of food may be provided to those in need through a combination of fixed and mobile delivery systems (Community Point of Distributions (CPODs) or delivery to specified drop points).
 - g) ARC shelter registration forms or other intake forms will be used to identify the special needs of seniors or AFN persons. Special needs may include, but not be limited, to prescription medications, dietary needs, durable medical equipment, caregivers and one-on-one assistance. Shelter assessment will include seeking to meet accessibility standards that would enable persons who use wheelchairs or other mobility aids to function with as much independence as possible.
 - h) Pet evacuation, registration, sheltering, and the care of household pets and service animals is covered in ESF #11. ARC, and/or other organizations, may coordinate with animal welfare NGOs to assist those who arrive at shelters with animals.
 - i) Mobile feeding kitchens may be available for specific locations.
 - j) Feeding operations may be limited by availability of food and cooking facilities on hand. ESF #6 feeding operations will try, to the maximum extent possible, to meet the special dietary needs of survivors, but cannot guarantee products required will be available.

- k) Crisis counseling for evacuees and service staff may be provided by local jurisdiction chaplains, faith based and NGO counselors and/or Peninsula Behavioral Health.
- l) First aid for evacuees will be provided by the responding LAW/FIRE/EMS as needed. Shelter operators who find residents requiring medical assistance will provide minor first aid, call 911 or arrange for transportation to the nearest ER/walk-in clinic
- m) Transport of evacuees for medical care will be provided by the applicable fire district or their designated transportation service.
- n) Upon request of the on-scene Incident Commander or the Operations Area Commander or as necessary, CCEM Incident Command, Clallam Transit may provide initial shelter and transport for evacuees, assuming roads are passable and conditions are safe.

3. SITUATION

- A. The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 of the CCHA provides a summary of these threats based on known risk. The dynamic and/or cascading variables of a catastrophic event may alter this assessment.
 - 1) Emergency situations may result in the loss of housing, utilities, water supply, wastewater and solid waste disposal services creating potential health hazard.
 - 2) In a catastrophic event, hundreds if not thousands of victims may be forced from their homes due to damage, environmental conditions or severe weather. Damage to roads, airports, communications and structures will greatly hamper response time. Children may be in school and unable to return home. Tourists and business travelers may be stranded long distances from home and require assistance. There may be a requirement for shelter sites for hundreds or thousands of people and their pets. Such an event will quickly overwhelm local resources.
 - 3) Uninjured people who require frequent medications such as insulin and antihypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
 - 4) Emergency responders, victims, and others who are affected by emergency situations may experience stress, anxiety, and display physical and/or psychological symptoms that may adversely affect their daily lives. In some cases, disaster mental health services may be needed during response operations.
 - 5) It may take days, weeks or months to re-establish human services for everyone.
 - 6) Following a catastrophic event, Clallam County will have limited capability to provide temporary housing in public parks and County facilities if structurally sound.
 - 7) Clallam County has limited capability to provide prolonged emergency assistance.

B. Planning Assumptions

Planning assumptions of this ESF are based in large part upon ARC's ability to assist with and coordinate support for ESF #6 scope of work requirements during the following event levels:

- 1) **Level III Event** – Not more than 10 people need ESF #6 assistance for less than 48 hours. Damage will be localized and repairable with resources on hand. The political subdivision affected may request assistance from ARC. ARC may handle mass care, some human services, some short-term shelter and limited human assistance. CCEM may be activated to support ESF #6.
- 2) **Level II Event** – Not more than 200 people need ESF #6 assistance for at least 48 hours. Damage may be widespread. The BOCC declares an emergency and CCEM activates the EOC. Political subdivisions involved request CCEM to coordinate assistance from ARC. ARC may handle mass care, some human services, limited human assistance but no long-term housing. ARC may require 48 hours to mobilize staff from outside the county to support ESF #6.
- 3) **Level I Event** – A large portion of the population needs ESF #6 assistance. Damage is widespread and transportation may be limited across the county. CCEM activates the EOC. CCEM may activate Operational Area Commands. The county may be isolated from the I-5 supply chain. Each political subdivision affected by the event is responsible for meeting all ESF #6 within their capabilities. ARC is not capable of responding to address immediate needs. Operational Area Commands will be responsible for life safety response and rescue within their capabilities until transportation is restored.

4. CONCEPT OF OPERATIONS

A. General – Event Levels Defined

- 1) All ESF #6 responses, regardless of the type of event consist of the following stages:
 - a) AN "INITIAL" stage (Safe place for evacuees while shelter is mobilized).
 - b) A short-term sheltering stage (less than 5 days).
 - c) A long-term sheltering stage (less than 30 days).
 - d) A demobilization stage.
- 2) Level III Response (Less than 10 people)
 - a) Initiation of a Level III, ESF #6 "INITIAL" response, is the responsibility of the responding local Incident Commander. The IC must determine how many people require ESF #6 support (10 or less). The IC may request CCEM assistance. CCEM will contact CTS and arrange for evacuation to one of the pre-arranged "INITIAL" safe places in Sequim, Clallam Bay, Port Angeles or Forks. Evacuees may remain there until short-term sheltering is arranged. The safe place may become the shelter.
 - b) CCEM will notify ARC and the appropriate jurisdiction to mobilize the appropriate "INITIAL" response staff to receive evacuees at a pre-planned location. Staff will need to provide first

aid, hydration and snacks, short term animal care and registration of evacuees. ARC may mobilize local volunteers to assist the "INITIAL" staff. Shelter registration will utilize ARC registration forms (or similar acceptable forms) and ARC procedures to facilitate management of the facility and reunification efforts.

- c) CCEM will notify ARC of the emergency and request assistance with mobilization of short-term sheltering. ARC may arrange for a motel, instruct CCEM to implement short-term sheltering or assume control of the government safe place as an ARC congregate care facility. Feeding, first aid, sanitation, provision of clothing and basic necessities, aid and service to ADA/AFN populations, crisis counseling, services for pets/stock and reunification of families will be the responsibility of the sheltering organization.
- d) CCEM may notify WAEMD of the situation and may obtain a mission number.
- e) The need for long term sheltering is not anticipated for a Level III event. Demobilization is the responsibility of the shelter management.

3) Level II Response (More than 10 but less than 200)

- a) Initiation of a Level II ESF #6 response is the responsibility of the responding local Incident Commander. The IC must determine how many people require ESF #6 support (200 or less) and alert his chain of command to request CCEM activate the EOC. CCEM will contact CTS and arrange for evacuation to pre-arranged "INITIAL" safe places in Sequim, Clallam Bay, Port Angeles or Forks. Evacuees may remain there until short-term sheltering is arranged. The safe place may become the shelter.
- b) The BOCC will declare an emergency. CCEM will inform WAEMD and get a mission number.
- c) CCEM will notify ARC and the appropriate jurisdiction to mobilize for a Level II event at a pre-arranged location. This event may require multiple shelter locations.
- d) "INITIAL" response staff will mobilize to receive evacuees. Staff will need to provide first aid, hydration and snacks, short term animal care and registration of evacuees. ARC may mobilize local volunteers to assist the "INITIAL" staff. Shelter registration will utilize ARC registration forms (or similar acceptable forms) and ARC procedures to facilitate management of the facility and reunification efforts.
- e) CCEM will request ARC assistance with mobilization of short-term sheltering. ARC may require forty-eight to seventy-two hours to mobilize sufficient volunteers to staff the shelter from out of the County. If ARC notifies CCEM that it is unable to mobilize short-term sheltering within 24 hours, CCEM will mobilize Clallam County resources to provide short-term sheltering.
- f) ARC may advise and assist CCEM to implement short-term sheltering or assume control of the government safe place as an ARC congregate care shelter. Feeding, first aid, sanitation, provision of clothing and basic necessities, aid and service to ADA/AFN populations, crisis counseling, services for pets/stock and reunification of families will be the responsibility of the sheltering organization.
- g) CCEM will coordinate with ARC to provide long-term sheltering if required.
- h) CCEM will arrange for evacuation and an interim temporary safe place for evacuees while arrangements are made to mobilize short-term sheltering.

4) Level I Response (More than 200)

- a) A Level I ESF #6 Mass Care response may require activation of multiple long-term shelter locations in each or all of the County's five Operational Areas.
- b) During Level I Events, ARC may require days or weeks to fully mobilize a national and international relief effort. Clallam County must be prepared to handle ESF #6 mass care with minimal outside assistance for at least 30 days.
- c) The BOCC will declare an emergency. CCEM will inform WAEMD and get a mission number. CCEM may request State and Federal ESF #6 mass care assistance before a full situational assessment is complete.

B. ORGANIZATION

- 1) CCEM, in coordination with ARC, is responsible for using the 2019 Clallam County Multi-Jurisdiction Hazard Assessment to identify the locations of survivable "All-Hazard" shelter facilities in each of the five Operational Areas in the County. Possible shelter locations will be provided to local jurisdictions in each Operational Area Command.
- 2) Local jurisdictions are responsible for contacting ESF #6 capable organizations to see if they are willing to provide mass care services in their area. Local jurisdictions will notify CCEM about willing ESF #6 capable organizations.
- 3) CCEM, in coordination with ARC, is responsible for facilitating an ARC assessment of each willing ESF #6 capable organization's facility for use as an ARC emergency shelter. Services may include some or all of the items listed in the Scope (Section 1.B. herein).
- 4) ARC will determine if the ESF #6 capable organization meets ARC standards to provide Mass Care services. To the maximum extent possible, facilities should, but do not have to, meet all ARC/ADA /AFN requirements. The ESF #6 capable organization may:
 - a) Agree to meet ARC requirements for Mass Care services and enter an agreement with ARC to do so. This permits CCEM to designate the shelter as a County shelter and ARC to include it on their Red Cross shelter list.
 - b) Agree to provide shelter services with ARC guidance and enter an agreement with the local jurisdiction. This shelter can function as a shelter but not as a County Red Cross shelter.
 - c) Agree to provide shelter services independent of ARC and the local jurisdiction and agree to be mobilized in an extreme emergency.
 - d) Agree to provide limited support for ESF #6 shelter services or decline to participate.
- 5) ARC may assist ESF #6 capable organizations with guidance, planning, training, and material support. It may offer shelter staff in an emergency, if available.
- 6) ARC will maintain the contact list and credential qualifications of each participating ESF #6 capable organization.
- 7) Local jurisdictions and Operations Areas may handle ESF #6 Mass Care services directly with ARC until their resources are exhausted. At that time, they will notify CCEM of the need for ESF #6 assistance.

- 8) CCEM may coordinate ARC ESF #6 assistance for Level III without activating the EOC. Level II and Level I events will require a BOCC Declaration of Emergency and full EOC activation.
- 9) Upon activation of ESF #6, ARC will provide a staff person to CCEM who will act as a liaison for ARC.
- 10) HHS will coordinate with ARC to facilitate ESF #8 (Health Care) and ESF #11 (Pet and Livestock) support for ESF #6 operations.
- 11) ARC and additional ESF #6 capable organizations may be called upon to:
 - a) Activate shelter plans and provide shelter supplies.
 - b) Open and operate temporary shelters for the displaced population.
 - c) Register those occupying public shelters.
 - d) Provide feeding, emergency first aid, and other basic needs for those occupying temporary shelters.
 - e) For extended shelter operations, ARC may activate its Amateur Radio disaster Safe and Well System as detailed in ESF #2. ARES may assist if personnel and equipment are available.
- 12) Information about shelter openings and locations will be compiled by shelter operators and reported to CCEM. The CCEM PIO will coordinate with shelter operators to disseminate the information to the media and on the Clallam County website.
- 13) Documented care and service animals (i.e., seeing-eye dogs) are allowed in shelters. Family pets and other animals are not allowed in shelters; and will be referred to available local animal shelters. Arrangements for the care of animals is the responsibility of the owner.
- 14) Mental health and faith-based organizations may provide emotional support and lay-counseling to affected persons and emergency responders when requested. Spiritual support may be provided by faith-based organizations when requested.
- 15) People with serious behavioral/mental health issues should be referred to HHS in accordance with ESF #8.

C. PROCEDURES

- 1) ARC maintains procedures for the opening and management of its shelter operations. Any ARC shelters opened by the County will be operated in accordance with the American Red Cross standards. All procedures for support of other shelters are maintained by the appropriate support agencies.
- 2) Evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by ARC. Other ESF #6 capable shelter volunteer groups may allow pets.
- 3) ARC or CCEM may coordinate with the Clallam County Humane Society and animal welfare groups to develop plans for animal evacuees. Depending on the situation, one or more of the following approaches may be used to handle evacuees arriving with pets:
 - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to operate temporary shelters.

- b) Direct pet owners to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes or in carriers may be temporarily housed.

5. RESPONSE ACTIVITIES BY PHASES - ALL AGENCIES

A. MITIGATION

- 1) Identify and establish cooperative agreements with volunteer organizations that may assist with ESF #6 operations.
- 2) Identify suitable shelters and feeding facilities.
- 3) Sign agreements with volunteer organizations authorizing use of local government facilities for shelter and mass care operations.
- 4) Encourage schools, churches, and volunteer groups to sign written agreements for use of their facilities as emergency shelters.
- 5) Coordinate plans for HHS health inspections.
- 6) Coordinate plans and agreements to provide emergency animal care.

B. PREPAREDNESS

- 1) Provide selected local officials and NGO personnel shelter management training.
- 2) Develop general shelter and mass care plans and procedures for shelters.
- 3) Provide for basic shelter communication and reporting procedures.
- 4) Develop facility setup plans for potential shelters.
- 5) Recognize population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and facilitate preparedness education, emergency planning and coordination of available assistance resources to meet their needs.
- 6) Recruit and enlist other organized groups (religious, civic, fraternal, etc.) to assist with ESF #6 Mass Care operations.
- 7) Coordinate training for shelter managers and staff. CCEM may register these people as State Emergency Workers covered under the provisions contained in RCW 38.52 and WAC 118-04.

- 8) Conduct public awareness programs.
- 9) Participate in tests, exercises and drills.

C. RESPONSE

- 1) Open and staff shelters and mass care facilities.
- 2) Assist the CCEM PIO in furnishing public information to broadcast agencies for dissemination per ESF #15. Provide the PIO with a listing of activated shelters.
- 3) Assist in the registration and reunification of evacuees including the American Red Cross Safe and Well Program.
- 4) Provide food, clothing, first aid, and other essential services to evacuees.
- 5) Maintain communications between mass care facilities and CCEM.
- 6) Provide daily reports on shelter occupancy and meals served to CCEM.
- 7) Provide support services information to victims needing additional services.
- 8) Assist with locating and reuniting evacuees and families/relatives. Provide an information service for rapid dissemination of Disaster Welfare Information (DWI).
- 9) Compile evacuee needs information and liaison with unmet needs coalition to assist in meeting the needs of the affected.

D. RECOVERY

- 1) Assist evacuees in returning to their homes as necessary.
- 2) Assist those who cannot return to their homes with temporary housing.
- 3) Demobilize shelters and mass care facilities.
- 4) Assist the CCEM PIO with information about follow-up recovery programs that may be available.
- 5) Prepare After Action Reports.
- 6) Conduct any other actions necessary to return ESF #6 facilities to pre-emergency conditions.

6. RESPONSIBILITIES

A. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration

- 2) All agencies/organizations assigned to provide ESF #6 services support are responsible for the following:
 - a) Designate and train representatives on emergency procedures, including NIMS and ICS.
 - b) Ensure that appropriate Implementing Instructions (SOPs, checklists, worksheets, instruction cards, and maps) are developed and maintained.
 - c) Maintain current notification procedures to ensure trained personnel are available for extended emergency duty with CCEM Staff and, as needed, in the field.
 - d) Assist in the development of ESF #6 plans and procedures (i.e., reception/registration/allocation, feeding and traffic control).
 - e) Recognize population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and facilitate preparedness education, emergency planning and help coordinate available resource assistance.
 - f) Participate in tests, exercises and drills.
 - g) Assist in the preparation of the After-Action Report and endorse the final report.

B. Primary Agencies

- 1) CCEM
 - a) Develops a plan, integrating the concepts of the National Incident Management System (NIMS) and Incident Command System (ICS) to coordinate and provide mass care services to persons affected by a disaster.
 - b) Coordinates with Operational Areas and ARC to recruit and develop shelter and feeding facilities. Encourages facility owners to sign agreements for facility use.

- c) Encourages ESF #6 capable facility owner's personnel to participate in shelter management training provided by ARC and register as State Emergency Workers.
- d) Encourages ESF #6 capable organizations to improve their facilities to meet requirements of the ADA.
- e) All available ESF #6 services shall be provided without regard to economic status, racial, religious, political, ethnic, or other affiliations.
- f) All available ESF #6 services shall be provided to AFN population requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and preparedness education, emergency planning and coordination of available assistance resources shall be facilitated.

2) ARC

- a) Assist CCEM in the identification, screening, recruiting, planning, training, staffing, operating and stocking of ESF #6 capable mass care facilities.
- b) May assist CCEM in developing plans that integrate the concepts of NIMS and ICS to coordinate and provide ESF #6 mass care.
- c) Maintains an up-to-date file of ESF #6 resource agreements.
- d) Coordinates with CCEM and supports CCEM to open shelters when ESF #6 is activated to respond to the mass care needs of displaced county inhabitants who are unable to provide for themselves because of an emergency or disaster.
- e) Assists with arranging services for ADA and AFN individuals.
- f) Coordinates with CCSO Animal Control, Clallam County Humane Society and other animal welfare NGO's to provide emergency shelter for pets and stock.
- g) Keeps and maintains registration and accountability records for all Clallam County ARC and NGO shelters.
- h) Coordinates fixed and mobile ESF #6 food services.
- i) Provides CCEM with daily shelter occupancy and feeding reports.
- j) Assists with locating and reuniting evacuees and families/relatives. Provide an information service for rapid dissemination of Disaster Welfare Information (DWI).
- k) Demobilizes shelters and mass care facilities and returns them to normal use.

3) HHS

- a) Directs and coordinates response for public health services (ESF #8), community behavioral health services (ESF #8), health information in a disaster, food safety inspections and guidance, environmental health guidance at mass care facilities (i.e., sanitation, water safety, solid waste disposal) under ESF #8, vulnerable populations assessment, translation and outreach.

4) Municipalities

- a) Develop a plan, integrating the concepts of the National Incident Management System (NIMS) and Incident Command System (ICS) to coordinate and provide mass care services to persons affected by a disaster.
- b) Coordinate with ARC and CCEM to recruit and develop shelter and feeding facilities. Encourage facility owners to sign agreements for facility use.
- c) Encourage ESF #6 capable facility owner's personnel to participate in shelter management training provided by ARC and seek to have personnel registered as State Emergency Workers.
- d) Encourage ESF #6 capable organizations to improve their facilities to meet requirements of the ADA.
- e) All available ESF #6 services shall be provided without regard to economic status, racial, religious, political, ethnic, or other affiliations.
- f) All available ESF #6 services shall be provided to AFN population requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and preparedness education, emergency planning and coordination of available assistance resources shall be facilitated.

B. SUPPORT

1) All Support Agencies

- a) See Section 6 (This ESF), "Responsibilities," Paragraph A, "General," subparagraph 2 for list of agency responsibilities.

2) ARES/RACES

- a) Assists with communications between mass care facilities and ARC and CCEM when requested.
- b) Assists ARC's Safe and Well communications system when personnel and equipment are available.

- c) The ARES communication with ARC can be handled at the Operational Area ECC if the situation warrants.
- 3) Veterinarians and Animal Welfare NGOs
- a) Assists ARC in coordinating development of contingency plans to shelter pets and livestock prior to an emergency. Encourages written agreements for animal sheltering. Agreements are to be filed with ARC.
 - b) Sets up temporary pet shelters at approved locations as time, resources, and staff are available.
 - c) Provides ARC with information to be forwarded to CCEM for the PIO to inform the public about available services for pet and livestock care.
- 4) Other NGOs
- a) See Section 4 (This ESF), "Concept of Operations," Paragraph B, "Organization," subparagraphs 1 through 15 for the list of NGO responsibilities.
- 5) FEMA

In the event of a natural or manmade disaster, FEMA's sheltering support services are triggered by an emergency declaration by the President or a major disaster declaration by the President authorizing public assistance. After such declaration, FEMA may deploy equipment, materials, supplies, and personnel to support disaster-affected jurisdictions in providing life-sustaining services in congregate and non-congregate facilities that provide a secure and sanitary environment for displaced survivors. This support includes providing a safe, sanitary and secure place for evacuees and disaster survivors to stay while displaced from their homes. FEMA works with multiple partners in sheltering support efforts including: ARC, Adventist Community Services, the Salvation Army, Send Relief, National Animal Rescue and Sheltering Coalition, Feeding America and other Voluntary Organizations Active in Disaster.

7. RESOURCE REQUIREMENTS

Lists of ESF #6 Capable Agencies, assets and NGOs to be used as resources during activation of ESF #6 are maintained by ARC.

8. REFERENCES

- A. National Mass Care Strategy: A Roadmap for the National Mass Care Service Delivery System (Sept. 2012) (FEMA/ARC)
- B. 2019 Clallam County All Hazard Identification and Vulnerability Analysis
- C. RCW 38.52 - Emergency Management
- D. RCW 70.05.070, Local Health Officer, Powers and Duties
- E. HHS Comprehensive Emergency Response Plan, April 24, 2018.
- F. Washington State Department of Health Comprehensive Emergency Management Plan
- G. FEMA's Individual Assistance Program Policy Guide
- H. National Disaster Housing Strategy (FEMA/NGO's)

ESF #7 Logistics Management and Resource Support

ESF Coordinator

Clallam County Emergency Management (CCEM) - Logistics Section

Primary Agencies

Clallam County Agencies

Clallam County Sheriff's Office (CCSO) – Administration

Incorporated Cities in Clallam County

Tribal Jurisdictions in Clallam County

Support Agencies

South Puget Sound and Olympic Peninsula Chapter of the American Red Cross (ARC)

Federal and State primary and supporting agency responsibilities for Emergency Support Function # 7 (ESF #7) are outlined in Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. Purpose

- 1) The purpose of ESF #7 is to describe how Clallam County will provide logistical and resource support, cost tracking and records management during an emergency incident.

B. Scope

- 1) FEMA ESFA (Jan 2008) identifies the ESF #7 scope of work as:
 - a) Comprehensive county incident logistics planning, management and sustainment capability.
 - b) Resource support (facility space, office equipment, supplies contracting services, etc.).

- c) Receive and coordinate requests for resources.
- d) Coordinate procurement and provision of county and private resources.
- e) Monitor and track available and committed resources involved in the incident.
- f) Provide logistics support for Operational Areas and staff.
- g) When resources are exhausted coordinate resupply from WAEMD via WebEOC.
- h) Monitor and document financial costs of providing resources to include costs of providing county agencies support, purchasing or contracting goods and services, transportation, and above normal staffing.

2. POLICIES

- A. The Clallam County Board of Commissioners (BOCC) or designee, through the CCEM Director, has the authority to make decisions on resource priorities and distribution.
- B. The requesting agency is responsible for the payment of requested resources.
- C. If funds are not available, purchases will be made in accordance with emergency purchasing policies.
- D. Resource procurement is supported with written justification.
- E. All costs associated with emergency operations will be documented.
- F. The BOCC may invoke temporary controls on local resources and establish priorities when an emergency or disaster is proclaimed. This may include, but not be limited to, fuel, food, shelter and other resources fundamental to basic human needs.
- G. In times of emergency, all Clallam County departments will coordinate all logistical needs through CCEM. Clallam County department heads will utilize their personnel to the maximum extent possible during emergencies or disasters. This may include re-assignments, such as staffing the EOC and/or participating in other response and recovery activities.
- H. CCEM, the Operational Areas and all Clallam County departments will utilize the National Incident Management System Resource Typing Framework. Resource Typing is the categorization and description of response resources commonly exchanged in disasters

through mutual aid agreements. Resource Typing allows emergency management personnel to identify, locate, request, order, and track outside resources quickly and effectively, and to facilitate the response of these resources to the requesting jurisdiction.

- I. Credentialing for Clallam County Emergency Operations' volunteers has been developed with the use of minimum required training standards and volunteers have been grouped using the Emergency Support Function framework so that it is easier to locate a specific credential. In accordance with NIMS standards, all volunteer personnel are required to complete the following base training courses (in addition to any other additional required coursework Clallam County CCEM has specified for certain respective positions): IS 100, 200, 700, 800. All personnel must have a current, valid driver's license or State-issued ID card. In addition, to participate in the Amateur Radio Emergency Services (ARES), communications personnel (ESF #2) must possess and provide proof of a current, valid Washington driver's license or a valid US Military ID. When deployed to an EOC/ECC for an incident, volunteers must be a Clallam County Sheriff's volunteer in good standing.

3. SITUATION

- E. The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 of the CCHA provides a summary of these threats based on known risk.

F. Planning Assumptions

- 1) Following an emergency or disaster, there may be a need to provide resources and goods and services to the affected areas.
- 2) The county's response to the emergency or disaster may be severely impacted.
- 3) Support agencies and incorporated cities will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, in addition to resources received in accordance with this plan.
- 4) Fundamental resources such as water, food, first aid and medications, shelter and sanitation supplies, fuels, and hand tools, may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken in order to meet demands.

- 5) Routine forms of communication may be severely interrupted during the early phases of an emergency or disaster.
- 6) Transportation to affected areas may be cut off due to weather conditions and damage to roads, bridges, airports and other transportation infrastructure.
- 7) The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.

4. CONCEPT OF OPERATIONS

A. General

- 1) When the CCEM EOC is activated for emergencies or disasters, it will be the focal point for resource management. Representatives from impacted districts, departments, political jurisdictions and subdivisions, will coordinate with the CCEM to assist in resource prioritization and in the management, distribution and conservation of supplies and resources necessary to meet fundamental human needs and maintain essential services.
- 2) Normal supply procedures of county government will be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be purchased from outside sources.
- 3) Clallam County will proclaim a state of emergency when resource and budget capacities are nearing depletion or when it is evident that the resource demands are greater than the capabilities. Incorporated cities may also proclaim an emergency or disaster.
- 4) The determination to use public or private sector resource providers is based on critical need, availability and delivery times of the particular resource. When all local resources (public and private) are depleted, the CCEM will request support from the WAEMD via WebEOC or other available means. The WAEMD can provide mutual aid, and state or federal resources.
- 5) CCEM may be requested to assist in identifying and equipping an appropriate facility for the Joint Field Office and will endeavor to complete within 72 hours.

- 6) Clallam County Search and Rescue (SAR), Clallam County Disaster Air Relief Team (DART) and all other established volunteer groups and programs may be sources for volunteers.
- 7) Under BOCC authority, Clallam County Departments may implement and establish contracts and procedures for emergency acquisition, disposition, leasing and contracting for construction and repair of public facilities.

B. Organization

- 1) CCEM is responsible for coordinating management of logistical support for the county, and may be requested by the State to assist in establishing a regional collection and distribution center for the implementation of WAEMD's CEMP and ESF #7.
- 2) William F. Fairchild International Airport has been listed by FEMA as a Forward Staging Area.

C. Procedures

- 1) All resource requests will be received and processed through the CCEM EOC. Resource requests will be evaluated by EOC personnel. It will be the responsibility of CCEM personnel to track the status of mission requests through completion of the recovery phase.
- 2) Although the BOCC has the power to invoke temporary controls on local resources and establish distribution priorities when an emergency or disaster is proclaimed, continued operations of a free-market economy and existing distribution systems should be utilized to the maximum extent possible.

D. Donations Management

- 1) Disasters attract donations of goods, funds and services. This may be in response to formal requests for assistance through the news media or may be spontaneous.
- 2) Large volumes of unsolicited material goods can have a negative impact on a jurisdiction's response and recovery efforts. Personnel resources will need to be diverted to accept, sort, categorize, store, transport, and distribute the donated goods and a documentation system must be created to account for this entire process.
- 3) During times of extensive donations, CCEM will activate a donations management system that may include:

- Establishment of a donations management center and telephone donations call center to screen unsolicited donations offers and match them with possible recipient organizations.
- Establishment of checkpoints to inspect, schedule, route/re-route inbound trucks, buses, etc. bearing donations.
- Establishment of a donation receiving area(s) outside of the emergency impact area to serve as a collection point and sorting area. Each such facility should be on major transportation routes with adequate parking, covered storage space, ample room for trucks, buses to maneuver, etc.
- Establishment of distribution centers to distribute donated goods to emergency victims, e.g., churches, volunteer organization facilities, fairgrounds, school gyms.
- Establishment of centralized documentation process to identify sources of, amounts and disposition of donations.

5. Response Activities by Phases – All Agencies

A. Mitigation Activities

- 1) Work with support agencies to establish and review roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- 2) Risk Management provides technical assistance about potential liability issues.
- 3) Identify essential personnel and staffing for internal and external logistics requirements.
- 4) Identify and pre-position emergency supplies needed for personnel.
- 5) Identify essential records, equipment, and office supply needs. Identify essential office space requirements.
- 6) Identify additional transportation requirements in support of an emergency or disaster.

B. Preparedness Activities

- 1) Conduct emergency management training with ESF #7 support agencies.
- 2) Coordinate back-up plan for staffing Logistics in the event that designated staff are unavailable to respond due to event conditions.
- 3) Participate in emergency management training, drills, and exercises at the local, state, and federal jurisdictions levels.
- 4) Develop procedures to expedite emergency leasing of resources.
- 5) Maintain contact with agencies with which contracts, agreements or arrangements have been made.
- 6) Identify warehouses and locations that could be used for staging areas for incoming resources.
- 7) Maintain contacts with all public and private entities in each of the Operational Areas active in the response. Identify potential Community Point of Distribution (CPOD) locations and plan for mobile distribution.

C. Response Activities

- 1) Anticipate needs based on damage assessment reports and prior experiences.
- 2) Receive resource requests and route as appropriate.
- 3) Establish resource delivery using emergency staging/distribution system. Use systems of situational awareness and intelligence gathering to identify basic items to meet immediate needs of disaster victims.
- 4) Maintain log or other tracking system for loaned property.
- 5) Coordinate security, if necessary, for warehouse stores.
- 6) Secure resources through donations, mutual aid, and/or procurement.

E. Recovery Activities

- 1) Contact all recipients of loaned equipment, etc. and make arrangements for their return.
- 2) Arrange for relocation, disposal or storage of excess donations.
- 3) Close warehousing facilities after verifying that all paperwork is completed.
- 4) Deactivate volunteers and staff.
- 5) Send or ensure that appropriate letters/certificates are presented to donors and suppliers.
- 6) Determine if donors and suppliers are willing to enter into MOU or other agreements to preplan for future incidents.

6. RESPONSIBILITIES

A. General

- 2) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration
 - Reporting assessment of damages and operational status of public works facilities and structures to the CCCEM EOC.

B. Primary Agencies

- 1) Provide, direct, and coordinate ESF #7 logistical operations. Logistical operations include locating, procuring, and issuing resources and locating available space and facilities to support the response to the incident.
- 2) Ensure resource requests from impacted districts, departments, and political jurisdictions and subdivisions are considered when determining logistical priorities.

- 3) Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the CCEM.
- 4) Through the CCEM JIC, coordinate and disseminate information concerning resource availability and distribution for the public.
- 5) Provide administrative support for the Washington State Emergency Worker Program.
- 6) CCSO Administrative Section is the Lead agency for coordinating emergency purchases. A person designated as purchasing agent may report to the CCEM to coordinate emergency purchases if the situation warrants.
- 7) Establish procedures for procurement of emergency supplies and equipment not covered in existing county codes and emergency procedures.
- 8) Participate in the development and maintenance of the County COOP.
- 9) Coordinate with CCSO Finance personnel the creation of all purchasing and financial records of any expenditure used for response or recovery from the emergency or disaster.
- 10) Maintain existing contracts and establish new contracts as indicated for an effective response and recovery from an emergency or disaster.
- 11) Maintain and implement procedures for acquisition, disposition, leasing and contracting for construction and repair of public facilities as indicated by the emergency or disaster in accordance with established county procedures.
- 12) CCEM is the lead agency for the implementation of donation management and volunteer coordination.
- 13) Provide a mechanism for neighborhood self-sufficiency by offering training for county residents.
- 14) Under the direction of Operational Area incident command, supplement emergency response with the delivery of basic first aid, light search and rescue, communications, special needs assistance, etc.

C. Supporting Agencies

1) Clallam County Departments

- a) Develop and maintain a Continuity of Operations (COOP) plan.
- b) Provide staffing for the EOC when requested and recruiting and hiring of additional human resources as needed for response and/or recovery phases of the emergency or disaster.

2) Clallam County Search and Rescue

- a) Provide an organizational structure and system for oversight and quality assurance for search and rescue volunteer resources.
- b) Provide trained people, specialized teams, and resources to assist local law enforcement in the conduct of search and rescue operations in wilderness and urban settings.
- c) Provide service as assigned during disasters and support of community events such as parades and celebrations.

3) South Puget Sound and Olympic Peninsula Chapter of the American Red Cross (ARC)

- a) Provide shelter, food, and physical and mental health services to address basic human needs during emergencies or disasters and provide assistance to enable victims to resume their daily activities. Feed local emergency workers, handle inquiries from concerned family members outside the disaster area, and help those affected by the disaster to access other available resources.

4) WAEMD

- a) Lead agency for the implementation of the Washington State Emergency Worker Program.
- b) Coordinate the filing of resource requests from CCEM to state and federal authorities.

5) Private Sector

- a) Provide management support for receiving donated goods and services consistent with their charter, mission, policies and procedures.

7. REFERENCES

- A. Clallam Disaster Air Relief Plan (DARP)
- B. Clallam SAR Plan
- C. FEMA Managing Spontaneous Volunteers

7. TABS

ESF #8 - Public Health, Medical, Mental Health Services and Mass Fatality Management

ESF COORDINATOR

Clallam County Health and Human Services (HHS)

PRIMARY AGENCIES

Clallam County Health and Human Services (HHS)
Clallam County Emergency Management (CCEM)

SUPPORT AGENCIES:

LAW/FIRE/EMS Agencies in Clallam County (LAW/FIRE/EMS)
Clallam County Prosecutor / Coroner
Peninsula Behavioral Health (PBH)
Olympic Medical Center (OMC)
Forks Community Hospital
Private, Public and Tribal Health Care Providers
Funeral Directors
Puget Sound and Olympic Peninsula Chapter of the American Red Cross (ARC)
The Salvation Army (TSA)
Non-Governmental Organizations (NGOs)
Clallam Transit Service (CTS)
Washington Department of Social and Health Services – Child Protective Services (CPS)

Federal and State primary and supporting agency responsibilities for Emergency Support Function 8 (ESF #8) are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. Purpose

- 1) The purpose of ESF #8 is to provide Clallam County with guidelines for preparedness and response relating to the public's health in times of natural or human caused disaster, terrorism, epidemic disease, or any other public health emergency. ESF #8 also outlines the roles that HHS and CCEM play when handling public health emergencies, including defining the operational concepts, responsibilities, and procedures to coordinate public health, medical, behavioral health and fatality management in response to a natural or human-caused disaster or emergency.

B. Scope

- 1) ESF #8 identifies Emergency Medical Services (EMS), health, medical, behavioral health, fatality management and related services provided to citizens of Clallam County along with guidelines for the coordination of these services. This assistance includes the following:
 - a) Assessment of medical/health care needs;
 - b) Health surveillance/communicable disease response, including isolation and quarantine;
 - c) Medical care personnel duties and credentialing;
 - d) Acquisition and management of medical/health equipment and supplies;
 - e) Patient care and transportation;
 - f) In-hospital care;
 - g) Patient tracking;
 - h) Behavioral health care (in conjunction with ESF #6);
 - i) Public health and medical information;
 - j) Vector control;
 - k) Potable water/wastewater and solid waste disposal;
 - l) Overseeing environmental health and safety, to include hygiene procedures, sanitation management procedures, and food and facility safety inspections;
 - m) Victim Identification/fatality management;
 - n) Human Services Coordination; and
 - o) Hazardous substances, spills/releases (in conjunction with ESF #10).

- 2) These guidelines do not circumvent the use of training, practice, experience, and judgment of the lead and support agencies involved in the delivery of services required by this ESF.

- 3) HHS directs and coordinates the provision of health and medical assistance in the county and local jurisdictions. Within the scope of ESF #8 are overall public health response and recovery, triage, treatment, and transportation of victims of the event, and the evacuation of patients from the area of the event. This shall also include veterinary and/or animal health issues when appropriate in conjunction with ESF #11.

2. POLICIES

- A. Routine health and medical assistance in local jurisdictions will be directed by those jurisdictions through their offices using their standard policies and procedures.
- B. Routine health and medical assistance to the county and local jurisdictions will be directed by HHS through its offices using its standard policies and procedures.
- C. HHS will provide guidance to the County, agencies and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene and proper disposal of human waste, solid waste and infectious or hazardous waste.
- D. Under the provisions of Revised Code of Washington (RCW) 70.05.070 Local Health Officer – Powers and Duties, Clallam County’s Health Officer (or designee) is authorized to implement measures as necessary to control communicable disease exposure, the contamination of food and water and to prevent, control or abate nuisances which are detrimental to the public health.
- E. Local health care jurisdictions may request assistance from HHS and/or mutual aid when a problem beyond their capabilities occurs.
- F. HHS may request CCEM to activate the EOC to address any disaster or health care emergency.
- G. The Director of HHS or an HHS Manager shall determine whether to activate HHS’ Emergency Response Plan in connection with an ESF #8 event and will notify CCEM of such activation along with all other groups specified in HHS’ Emergency Response Plan. Once the HHS Emergency Response Plan is activated, the Director of HHS will assign an Incident Commander to the EOC for the response and provide him/her with initial priorities, limitations and constraints and a written delegation of authority outlining these issues and the response budget.
- H. Emergency coordination and reporting of assessments, evaluations and essential health and medical information between HHS and the Washington State Department of Health will be communicated through CCEM to the WAEMD ESF #8 State Health Department Coordinator.
- I. The Northwest Region EMS Protocols and the Emergency Medical Program Director’s County Operating Procedures are the emergency medical services (EMS) standard of care in Clallam County.
- J. Crisis counseling may be provided by local jurisdiction chaplains, faith based and NGO counselors and/or Peninsula Behavioral Health.
- K. First aid will be provided by the responding LAW/FIRE/EMS as needed.
- L. Transport for emergency medical care will be provided by the applicable fire district or private ambulance service.

- M. At the request of the Incident Commander, Clallam Transit Service may, when necessary, provide initial shelter and transport for evacuees, assuming roads are passable and it is safe to do so.
- N. Fatality management will be in accordance with RCW 68.50 Human Remains, and WAC 246-500 Handling of Human Remains, unless the coroner determines the Operational Areas cannot comply with the RCW and/or the WAC provisions. In that case, recovery and processing of dead bodies within the Operational Areas will conform as closely as possible with procedures called out in **International Red Cross “Management of Dead Bodies: Field Manual for First Responders”**. The County Coroner will coordinate how to process death certificates with HHS.
- O. HHS and CCEM will coordinate requests for additional state and federal assistance with the WAEMD when local public and private health care and fatality management resources are in danger of exhaustion.
- P. In the event of zoonotic disease outbreak(s), ESF #8 shall coordinate with ESF #11, Agriculture & Natural Resources.

3. SITUATION

- A. The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 of the CCHA provides a summary of these threats based on known risk. The dynamic and/or cascading variables of a catastrophic event may alter this assessment.
 - 1) A significant natural disaster, epidemic, technological or human caused event that overwhelms Clallam County resources would necessitate both state and federal health and medical assistance, in addition to mutual aid resources. For example, an event resulting in as few as 25 to 50 patients/evacuees would require extensive local mutual aid and coordination of the County’s health facilities. Events such as earthquakes or severe storms could result in significantly more patients/evacuees requiring time critical assistance by both the state and federal government. Such a large disaster could pose a variety of public health threats, including problems relating to food supply and sanitation, disease vectors, water supply and contamination, wastewater contamination, solid waste removal and contamination and mental health effects upon the community. Pets, livestock and wild animals may also be impacted and could create health and safety problems.
 - 2) Emergency situations of a lesser scale could also result in the loss of water supply and/or, wastewater, or solid waste disposal services, creating potential health hazards.
 - 3) Hospitals, long term care facilities, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be damaged or destroyed in major emergency situations.
 - 4) Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.

- 5) Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the "walking wounded" and seriously injured victims arriving at their facilities.
- 6) Uninjured persons who require daily maintenance medications such as insulin and antihypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
- 7) Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health and medical systems.
- 8) The psychological effects of a natural or human caused disaster or public health crisis could have a severe impact on large numbers of the community. Emergency responders, victims, and others who are affected by emergency situations may experience stress, anxiety, and display other physical and psychological symptoms that may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during response operations.

B. Planning Assumptions

- 1) Natural, human caused, and public health emergencies or disasters may overwhelm county health and medical facilities and services and require emergency coordination of resources.
- 2) Health and medical facilities may be severely damaged, destroyed or rendered unusable.
- 3) Earthquake aftershocks may compound destruction of already damaged facilities.
- 4) Additional repairs and cleaning of health and medical facilities may be required after each aftershock.
- 5) Those facilities which survive with little or no structural damage may be rendered unusable or only partially usable because of damage to building contents or limited utilities (power, water, and sewer).
- 6) Infrastructure (transportation, communication, utilities, etc.) may be damaged and impact the ability of the county's health and medical services to be effective because staff are unable to report to duty due to personal injuries, and damage or disruption of communications and transportation systems.
- 7) Infrastructure damage and disruption may increase the potential for disease and injury.
- 8) Disruption of sanitation services and facilities, loss of power and massing of people in shelters may increase the potential for disease and injury.
- 9) Availability of medical care personnel and mental health professionals may be limited due to injury, illness, personal concerns/needs or limited access to work locations.
- 10) Medical facilities still operational after the emergency or disaster will be overwhelmed by the "worried well", and "walking wounded" and seriously injured victims in the immediate aftermath of the occurrence.

- 11) Communicable disease will need ongoing tracking and identification before, during, and after medical intervention.
- 12) Hospitals, long-term care facilities, other inpatient and outpatient facilities, and pharmacies will rely on emergency service contracts with appropriate vendors for medical equipment, pharmaceuticals, linens and other day-to-day supplies. These facilities are expected to plan and prepare in advance of an emergency for self-sufficiency.
- 13) The damage and destruction caused by an emergency or disaster will produce urgent needs for mental health crisis counseling and spiritual support for disaster victims and emergency response personnel.
- 14) Publicly supported emergency medical, health, and related services will be restored to pre-disaster operations as soon as possible and within the limitations and capabilities of county government following the emergency or disaster.
- 15) At times, hospital and other medical agencies may require physical protection of their staff, facility and its contents.
- 16) Persons who require daily maintenance medications (e.g., insulin) may have difficulty in obtaining and storing prescriptions because of damage or destruction of normal supply locations and general shortages within the disaster area.
- 17) Although other disasters such as fires and floods do not generate the casualty volume of a major earthquake, there will be a noticeable emphasis on relocation, shelters, vector control, and returning water, wastewater, and solid waste facilities to routine operation.
- 18) An emergency resulting from an explosion, toxic gas, radiation, or biological release could occur that may not cause damage to the local medical infrastructure. However, such an event could produce a large concentration of specialized injuries that would overwhelm the local jurisdiction's medical system, and/or result in the contamination of medical treatment personnel or medical facilities which could reduce or eliminate the ability of personnel or facilities to continue providing aid.
- 19) Recovery operations will include a public health assessment of water, and sanitation systems when those systems have been disrupted during an emergency.

4. CONCEPT OF OPERATIONS

A. General

- 1) In the event of a public health related emergency or disaster, HHS, under the legal authority of the Local Health Officer, will establish and lead an incident command structure operating under the principles and protocols outlined in the National Incident Management System (NIMS). HHS will act as the lead decision maker and resource coordinator when addressing public health related emergencies and disasters. The specific command structure established for a given incident may vary depending on the type of incident, threat and risk posed, jurisdictions involved, suspected criminal activities, and legal responsibilities and authorities of participating agencies.
- 2) The HHS Director or an HHS Manager is authorized to activate the HHS Emergency Response Plan in the event of a public health incident which exceeds or is expected to

exceed HHS' day-to-day resources (staffing, supplies, medications/vaccines, etc.). Once the HHS Emergency Response Plan is activated, either the HHS Director or HHS Manager or designee will notify CCEM of such activation. CCEM will notify all other groups specified in the CEMP. After such notice, CCEM may activate its EOC depending upon the nature of the incident.

- 3) After CCEM EOC activation, the Director of HHS will assign an Incident Commander to form a Unified Command (UC) with CCEM. The director will provide the (IC) him/her with initial priorities, limitations and constraints and a written delegation of authority outlining these issues and the HHS response budget.
- 4) The CCEM and HHS Unified Command will be CCEM UC.
- 5) Whenever CCEM learns of the potential for, or the occurrence of an emergency that may affect public health, the CCEM will notify the HHS Director and Health Officer. Such notification could be to advise of a potential event, announce an activation of the EOC, or to pass a request for assistance from local jurisdiction officials. Upon its own assessment or the direction of the HHS Director or Health Officer, CCEM may activate CCEM UC.
- 6) Necessary support agencies and organizations will be notified of the public health event by CCEM and may be requested to provide representation to CCEM UC or be available by direct communication. HHS may make further notifications in accordance with its internal plans, procedures, or practices.
- 7) Once CCEM UC is activated, all ESF #8 response and recovery activities will be directed from CCEM UC and the HHS Incident Commander will act as lead decision maker with respect to public health and medical matters.

If necessary, the County Coroner will be notified of the CCEM UC activation and will act as lead regarding the proper handling of human remains and have the responsibility of communicating information about the deceased to family members. Representatives from HHS, Emergency Medical Services (EMS), the Coroner's Office, and medical care facilities will jointly coordinate medical, health, and mortuary resources. The CCEM UC response, during an ESF #8 event, as the situation dictates, will consist of a core staff, supplemented by other local government and private organizations. During the initial ESF #8 activation, CCEM UC staff will consist of CCEM Staff and HHS Staff.

- 8) This ESF is based upon the concept that public health functions needed in most emergencies will parallel the day-to-day functions seen in every-day public health, medical, and mortuary services. To the extent possible, the same personnel and material resources will be employed in both cases. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration

of the emergency and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks.

- 9) HHS support agencies and organizations will be notified and tasked to provide 24-hour representation to CCEM UC, as necessary. Each support agency and organization is responsible for ensuring that sufficient program staff is available to support the CCEM UC and to carry out the activities tasked to the agency organization on a continuous basis. Individuals representing agencies and organizations who are staffing CCEM UC must have extensive knowledge of the resources and capabilities of the respective agencies or organizations, and have access to the appropriate authority for committing resources during response and recovery operations.
- 10) The staff at CCEM UC will maintain communication and coordination with response agencies, medical and health facilities, and other organizations and officials to identify current and projected medical and public health status information. Written situation reports will be drafted to assist CCEM UC staff, and other officials and agencies with a need for such information.
- 11) CCEM UC may maintain coordination with the appropriate local jurisdictions, medical and public health officials, and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests will be made by telephone, radio, or face-to-face conversations rather than by formally written requests. However, documentation is essential to all emergency operations; CCEM UC staff will document requests and actions taken using prearranged messages, forms, and log sheets.
- 12) Medical and health needs that cannot be met with local resources and mutual aid will be referred by CCEM UC to WAEMD. WAEMD may coordinate advice, technical assistance and may also provide direct support personnel, equipment, and/or supplies.
- 13) The County Health Officer may request supplemental assistance from the Secretary of Health at the WA Department of Health (DOH). The County Health Officer shall inform and coordinate with CCEM UC before any such direct assistance request is made by him or her to the DOH.
- 14) The CCEM UC staff will continuously develop situational awareness. The staff will establish appropriate surveillance and monitor the situation. CCEM UC will rely on information from the disaster area that is furnished by the local agencies. Other sources of information may include assessment teams dispatched by the HHS, supporting agencies and organizations, various county officials in the affected area, or broadcast media.
- 15) In the early stages of a response, it may not be possible to fully assess the situation and verify the need for required levels of assistance. In such circumstances, it shall be the responsibility of CCEM UC to decide to request assistance on behalf of local

jurisdictions. Every attempt shall be made to verify the need for assistance before providing it. However, it may be necessary to proceed with assistance before verifications are obtained. In such a situation, CCEM UC will use common sense, be flexible and responsive to meeting perceived time-critical needs.

- 16) Special advisory groups or experts may be assembled by CCEM UC. These subject matter experts will review health and medical intelligence information, and develop potential strategies to be employed in order to manage and respond to a specific situation.
- 17) By direction of the County Health Officer, personnel or teams from the HHS will be deployed as needed to provide appropriate medical and public health (including environmental health) reconnaissance. The Health Officer or designee will inform CCEM UC of such HHS personnel deployment.
- 18) Requests for information may be received at CCEM UC or by the Health Officer from various sources, such as the media and the general public. These requests will be referred to the CCEM PIO. The CCEM PIO will coordinate information to the media or general public as detailed in ESF #15.
- 19) Documentation of CCEM UC activities shall be maintained by the representative of each participating agency. Documentation should include each major action, occurrence, or event. Regular Situation Reports shall be compiled by CCEM UC and CCEM UC staff shall provide input for the creation of After-Action Reports. The After-Action Report summarizes the major activities and identifies key problems, indicates how challenges were solved, and makes recommendations for improving response and recovery operations in subsequent activations. Support agencies and organizations will assist in the preparation of the After-Action Report and endorse the final report.
- 20) CCEM UC Staff will utilize available local health and medical resources to the extent possible to meet the needs identified by local jurisdictions.
- 21) Throughout response and recovery activities, CCEM UC staff will evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status information.

B. Organization

- 1) CCEM UC
 - a) CCEM UC will coordinate all ESF #8 activities, including logistics support, requests for additional state and federal assistance, creation of Regular Situation Reports, After Action Reports, tracking of pertinent information, collection of information and the relaying of such information to the public through the CCEM PIO.

- b) CCEM UC will coordinate requests for regional, state, and federal mortuary assistance to include requests for Federal Disaster Mortuary Response Teams (DMORT).
- c) HHS in coordination with CCEM UC provides/public health services and public health emergency responses within Clallam County, including:
- Coordinating emergency health support specific to the control of communicable diseases (identification and control of dangerous, contagious or infectious diseases), emergency food setup, sanitation needs, and emergency medical services.
 - Coordinating mass immunization programs.
 - Acting as an advisor to hazardous materials incident command agencies on personnel protection, public health, situation assessment, and environmental impacts.
 - Establishing and monitoring emergency environmental health standards for public shelter and/or congregate care facilities and coordinating the distribution of medication to evacuees (ESF #6).
 - Monitoring food preparation at the point of consumption and drinking water for compliance with applicable standards.
 - Providing information to the public about food and drinking water contamination and proper handling and the distribution and conservation of safe drinking water.
 - Coordinating programs for the mitigation of public health hazards.
 - Providing for the prevention, control and abatement of nuisances detrimental to the public health.
 - Vector control.
 - Supervising the maintenance of all health and sanitary measures (i.e., solid waste, sewage, debris) within its jurisdiction for the protection of the public health and coordinating emergency sanitation support.
 - Assessment of environmental contamination and public health risk from hazardous materials spills.
 - Coordinating behavioral health services including stress management services for emergency responders and disaster evacuees.
 - Keeping the County Commissioners (BOCC), CCEM UC, and the public informed regarding health conditions, warnings, and advisories.

- Making reports required by the WA State Board of Health through the County Health Officer.
- Enforcing (through the County Health Officer) public health statutes of Washington State and the rules promulgated by the WA State Board of Health and the WA Secretary of State.

2) Emergency Medical Service Providers (EMS) and Fire Services

- a) In disaster conditions, all Clallam County fire districts/departments and private EMS providers will provide emergency medical services in accordance with capabilities and authorities.
- b) Conduct damage assessments and determine operational status of facilities and equipment and relay the information to CCEM UC.
- c) When necessary, establish field triage areas and direct triage as the situation dictates. Field response may include decontamination of patients before treatment and/or transport of disaster victims.
- d) EMS personnel will notify Incident Command of the existence and location of fatalities at the scene and will not move or remove any remains without coroner authorization (RCW 68.50.010).

3) Hospitals

- a) The primary responsibility of hospital systems under ESF #8 is to perform patient triage and to expedite treatment and care. Other mission essential responsibilities include: providing a safe environment (decontamination, safe ingress and egress), facility lockdown, having adequate supplies and resources; coordination of care and resources through other hospital systems; and the protection of staff.
- b) Hospital administrators will develop policy and procedures for activation of hospital disaster plans to ensure adequate staffing and bed capacity to maintain operations at maximum levels.
- c) Provide liaison to CCEM UC when requested.
- d) Conduct an internal damage assessment of facilities and determine the status of patients and personnel, communications capabilities, utilities and other essential resources. Relay this information to the medical representative at CCEM UC when it becomes operational.
- e) Forward requests for assistance to the medical representative at CCEM UC.

- f) Provide medical care to the ill and injured at local hospitals, clinics, and temporary treatment facilities when necessary. Direction and control of emergency operations at these facilities will be in accordance with NIMS/ICS.
 - g) Conduct decontamination of patients prior to the delivery of emergency medical care when indicated.
- 4) Clallam County Coroner
- a) The coroner has jurisdiction over bodies of all deceased persons (RCW 68.08.010) (Procedures may vary if an incident falls under the jurisdiction of the Federal Aviation Administration (FAA), state, or the military). The coroner is the lead authority in the county for the handling of human remains.
 - b) Conducts internal damage assessments and determines operational status of mortuary facilities and funeral homes. Relays the information to CCEM UC.
 - c) The coroner will coordinate transportation of human remains.
 - d) If local resources for proper handling and disposition of the dead are exceeded, the state and/or federal government may provide supplemental assistance for identification, movement, storage, and disposition of the dead.
 - e) The Clallam County Coroner may request such supplemental assistance through CCEM UC. The coroner will notify and coordinate with the CCEM UC if he or she decides to make a direct assistance request to the DOH.
- 5) Law Enforcement Agencies in Clallam County
- a) Local Law enforcement will provide security and crowd control at area hospitals and medical clinics or other public locations as resources allow.
 - b) Enforce community containment restrictions as identified by the Clallam County Health Officer.
 - c) Provides security at temporary morgue sites.
 - d) Assists in the contacting and transporting of critical hospital personnel when requested and as resources allow.
- 6) South Puget Sound and Olympic Peninsula Chapter of the American Red Cross (ARC), Non-Governmental Organizations (NGOs), and The Salvation Army (TSA)
- a) NGOs and volunteer organizations provide multiple services and support functions. NGOs may supplement and coordinate health and related services to the community as resources allow. Services and functions include but are not limited to: mobile field kitchens, shelters, food inspection, search and rescue, evacuee tracking, reunification services, special needs care, elderly, child and animal care.

- b) All operations of emergency kitchens, shelters, and portable sanitation systems shall be operated and maintained in accordance with health regulations.

7) Funeral Directors

- a) Assist the coroner with the processing and transportation of human remains.

8) Clallam Transit, School Districts and Private Transport Services

- a) Assists with the transport of evacuees and “walking wounded” when required.

C. PROCEDURES

- 6) Primary and supporting agencies will utilize, to the greatest extent possible, day-to-day policies to facilitate the integrity of public health systems and infrastructure; except when the situation requires exceptional policy changes or modifications.
- 7) All position checklists, recall telephone lists and other frequently changing information are the responsibility of each department/agency for maintenance and should be made available to those who may need it.
- 8) Procedures for fire and emergency medical services are identified in Fire District internal procedures. EMS procedures are outlined by the Northwest Region EMS Protocols and The Clallam County Medical Program Directors’ county operating procedures. Procedures for other organizations are outlined in individual agency disaster plans.

5. RESPONSE ACTIVITIES BY PHASES – ALL AGENCIES

E. MITIGATION

- a. ESF #8 activities in the mitigation phase attempts to prevent hazards from developing into disasters, or to reduce the impact of disasters when they do occur. Activities include communicable disease surveillance, investigation, and community containment; environmental health protective actions such as vector control, health inspections, environmental sampling; and development of medical stockpiles.
- b. HHS works with local community partners to promote public health awareness and use of standard health and safety practices, maintenance of routine immunization levels in the population, participation in epidemic evaluation, promotion of blood donation programs, disease prevention, nutritional support and education, oversight of water and on-site sewage systems and promotions of conditions for a safe and healthy population in Clallam County.

F. PREPAREDNESS

1) General

- a. Identify threats and assess vulnerabilities. Develop plans and train staff to meet the threats.
- b. Develop mutual aid agreements with other governmental agencies and to assist during emergencies, to include incidents which impact Access and Functional Needs (AFN) and Limited English Proficiency populations.
- c. Conduct ESF #8 exercises to test and validate the capability of ESF #8 staff functions.
- d. Conduct impact evaluation of prior ESF #8 efforts to improve future operations.
- e. Ensure NIMS concepts and principles are integrated into all planning efforts.

2) Medical Care

- a) Encourage agencies/organizations to identify a list of medical personnel who can be deployed to disaster areas.
- b) Maintain a resource inventory list of medical and nonmedical supplies in the County that could be utilized in an emergency.

3) Public Health/Behavioral Health

- a) Develop protocols and procedures to protect the public from communicable diseases.
- b) Develop protocols and procedures to monitor public health information.
- c) Coordinate the development of crisis assistance programs to address mental health issues during a disaster incident.
- d) Review emergency plans for laboratory activities regarding examination of food and water, diagnostic tests, and identification, registration and disposal of the deceased.
- e) Conduct site surveys to identify shelter facilities.
- f) Develop health related materials for distribution to the public.
- g) Assist in the development of special plans and procedures for ESF #6, Mass Care operations (i.e., reception/registration/allocation, feeding, traffic control, etc.).
- h) Recognize population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and facilitate preparedness education, emergency planning and help coordinate available assistance resources.

- i) Recruit and enlist NGOs (religious, civic, fraternal, etc.) to assist with ESF #6 Mass Care operations.
 - j) Facilitate training for shelter managers and staff as requested.
 - k) Conduct public awareness programs.
- 4) Mass Fatality Management
- a) In coordination with the coroner, develop plans and procedures to identify, transport, process, and release fatalities during a disaster incident.
 - b) Develop protocols and procedures to interact with the Disaster Operational Mortuary Readiness Teams (DMORT).
 - c) Identify and develop mutual aid agreements with private sector organizations capable of assisting with decedent services during a disaster.

G. RESPONSE

- 1) Establish communication links with support agencies, healthcare units and organizations.
- 2) Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- 3) Coordinate resource needs, and determine and resolve, as necessary, issues regarding resource shortages and resource ordering issues.
- 4) Coordinate the transportation of seriously ill or injured patients.
- 5) Maintain visibility of healthcare organizations bed vacancies within the County.
- 6) Implement provisions for mass fatalities in coordination with the coroner.
- 7) Coordinate behavioral health response to provide aid to victims, families and disaster staff.
- 8) Coordinate with ESF #1 for transportation of medical equipment, supplies, human blood, organs and tissue.
- 9) Assist ESF #10 in making public safety recommendations for hazardous materials incidents.
- 10) In coordination with ESF #1 and ESF #6, identify, address and manage the needs of the AFN population.

- 11) Conduct public information programs dealing with personal health and hygiene.
- 12) Conduct disease control operations.
- 13) Monitor sanitation activities.
- 14) Ensure that supplies of potable water are available.
- 15) Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.
- 16) As necessary, coordinate with ESF #13 to provide security to any public food/water source.
- 17) Begin the collection of vital statistics.
- 18) Assess the disaster situation and forecast mass care response needs. Anticipate future mass care requirements if applicable.
- 19) Facilitate the opening of evacuee shelters as needed.

- 20) Assist the CCEM PIO in furnishing public assistance information to broadcast agencies for dissemination per ESF #15. Provide the PIO with a listing of activated shelters.
- 21) Assist with the collection and transmission of Damage Assessment information to the CCEM.
- 22) Compile evacuee needs information and liaison with unmet needs coalition to assist in meeting the needs of the affected.
- 23) Maintain a complete log of actions taken, resource orders, records and reports.
- 24) Report all issues to CCEM.

H. RECOVERY

- 1) Support long-term recovery efforts as identified by the County or State.
- 2) Aid in the restoration of essential healthcare systems based on the needs of the community and the impact of the disaster.
- 3) Maintain communications and situational awareness with ESF #8 agencies/organizations and the DOH through the CCEM UC.
- 4) Compile health reports for state and federal officials as required by law.

- 5) Continue providing epidemiological surveillance, as necessary and required.
- 6) Continue to assist as required in locating and reuniting evacuees and families/relatives.
- 7) Prepare After Action Reports.

- 8) Conduct any other actions necessary to return the situation to pre-emergency conditions.

7. RESPONSIBILITIES

A. General

2. All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration

3. All agencies/organizations assigned to provide health and medical services support are responsible for the following:
 - Designate and train representatives on emergency procedures, including NIMS and ICS.
 - Ensure that appropriate Implementing Instructions (SOPs, checklists, worksheets, instruction cards, and maps) are developed and maintained.
 - Maintain current notification procedures to ensure trained personnel are available for extended emergency duty with CCEM UC Staff and, as needed, in the field.
 - Assist in the development of ESF #6 plans and procedures (i.e., reception/registration/allocation, feeding and traffic control).
 - Recognize population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and facilitate preparedness education, emergency planning and help coordinate available resource assistance.
 - Participate in tests, exercises and drills.
 - Assist in the preparation of the after-action report and endorse the final report

B. PRIMARY AGENCIES

1) HHC

- a) Directs and coordinates provisions of health and medical assistance to fulfill the requirements identified by the affected local jurisdiction authorities that are covered in ESF #8. The required services will be coordinated through the CCEM UC whenever the CCEM UC is activated. HHS is responsible for the following:
- Coordinating emergency health support specific to the control of communicable diseases (identification and control of dangerous, contagious or infectious diseases), emergency food setup, sanitation needs, and emergency medical services.
 - Coordinating mass immunization programs.
 - Acting as an advisor to hazardous materials incident command agencies on personnel protection, public health, situation assessment, and environmental impacts.
 - Establishing and monitoring emergency environmental health standards for public shelter and/or congregate care facilities and coordinating the distribution of medication to evacuees (ESF #6).
 - Monitoring food preparation at the point of consumption and drinking water for compliance with applicable standards.
 - Providing information to the public about food and drinking water contamination and proper handling and the distribution and conservation of safe drinking water.
 - Coordinating programs for the mitigation of public health hazards.
 - Providing for the prevention, control and abatement of nuisances detrimental to the public health.
 - Vector control.
 - Supervising the maintenance of all health and sanitary measures (i.e., solid waste, sewage, debris) within its jurisdiction for the protection of the public health and coordinating emergency sanitation support.
 - Assessment of environmental contamination and public health risk from hazardous materials spills.
 - Coordinating behavioral health services including stress management services for emergency responders and disaster evacuees.
 - Keeping the County Commissioners (BOCC), CCEM, and the public informed regarding health conditions, warnings, and advisories.

- Making reports required by the WA State Board of Health through the County Health Officer.
- Enforcing (through the County Health Officer) public health statutes of Washington State and the rules promulgated by the WA State Board of Health and the WA Secretary of State.

2) CCEM

- Coordinate all ESF #8 activities, including logistics support, requests for additional state and federal assistance, creation of Regular Situation Reports, After Action Reports, tracking of pertinent information, collection of information and the relaying of such information to the public through the CCEM PIO or to other agencies and organizations as required.
- Coordinate requests for regional, state, and federal mortuary assistance to include requests for Federal Disaster Mortuary Response Teams (DMORT).
- Coordinates gathering of Preliminary Damage Assessment information and forwards to WAEMD.
- Coordinates and liaisons with ARC and NGOs to assist in meeting the needs of the affected.

3) Hospitals

- Develop policy and procedures in accordance with state and federal law for activation of hospital disaster plans to ensure adequate staffing and bed capacity. Implement internal and/or external disaster plans when ESF #8 has been activated.
- Conduct an internal damage assessment of facilities and determine the status of patients and personnel, communications capabilities, utilities and other essential resources. Relay this information to the medical group representative at CCEM EOC when it becomes operational.
- Advise the health and medical services staff at CCEM of the conditions at the facility and the number and type of available beds.
- Provide liaison to CCEM when requested.
- Establish and maintain field and inter-facility medical communications.
- Provide medical guidance, as needed, to EMS.
- Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:

- Casualties are triaged and transported as needed to the appropriate medical facility.
 - Patients are distributed to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, treatment capabilities, and bed capacity.
 - Take into account special designations such as trauma centers and burn centers.
 - Consider the use of clinics to treat less acute illnesses and injuries.
- h) Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or biological agents to other patients and staff.
 - i) Coordinate with other hospitals and with EMS for the evacuation of affected patients, if necessary. Evacuation provisions should specify where patients are to be taken.
 - j) Depending on the situation, deploys medical personnel, supplies, and equipment to the disaster site(s).
 - k) Establish and staff a reception and support center near each hospital for relatives and friends of victims searching for loved ones.
 - l) Provide patient identification information to the American Red Cross upon request for reunification purposes.
- 4) Clallam County Coroner
- a) Lead agency in the county for handling human remains.
 - b) Provides for care, identification, and disposition of the deceased including facilitating the completion of a "Certificate of Death" by HHS.
 - c) Conducts internal damage assessments and determines operational status. Relays the information to the EOC/ECC.
 - d) Orders or conducts forensic investigations to identify unidentified bodies.
 - e) Authorizes removal of bodies from incident sites to the morgue or mortuary facilities. The coroner will coordinate transportation of human remains.
 - f) Coordinates with the CCEM PIO to provide information to the news media.
 - g) Authorizes EMS personnel to remove remains from the scene.

h) When local resources are exhausted, requests supplemental assistance through CCEM UC.

5) Clallam County Health Officer

a) Directs HHS personnel or teams to be deployed as needed to provide appropriate medical and public health (including environmental health) assistance.

b) Jointly performs the EOC/ECC function of coordinating medical, health and mortuary resources with an EMS representative.

c) Issues community containment restrictions as necessary.

6) CCEM PIO

a) Coordinates release of information to the media or general public when ESF #8 is activated.

b) Furnishes public assistance information to the media. Provides listing of activated shelters.

C. SUPPORT AGENCIES

1) EMS and Fire Services

a) Provides basic and advanced life support services as authorized under Northwest Region EMS Protocols, Medical Program Directors' County Operating Procedures, and standard basic/advanced life support guidelines.

b) Provides communications and transportation support to emergency medical services per local plans, SOPs and Emergency Operating Procedures.

c) Provides input into plans, tests, and exercises to assure that the Emergency Medical Services System will be able to provide emergency medical services in the systems service area during mass casualties, disasters, or national emergencies.

d) Provides emergency medical service in accordance with capabilities and authorities.

e) Conducts damage assessments and determines operational status of Fire/EMS facilities and equipment.

f) Responds and establishes field triage and treatment areas as the situation dictates.

g) County fire and emergency medical services will request mutual aid when resources are required.

- h) Decontaminates patients before treatment and/or transport of disaster victims.
 - i) Private and public EMS agencies may provide personnel to perform decontamination operations at local health care facilities if resources allow.
 - j) Preserves crime-scene evidence.
 - k) EMS personnel will notify the Incident Command of the existence and location of fatalities at the scene and will not move or remove any remains without Coroner authorization (RCW 65.50.010).
 - l) EMS representatives will jointly perform the EOC/ECC function of coordinating medical, health, and mortuary resources with a public health officer.
- 2) 2) South Puget Sound and Olympic Peninsula Chapter of the American Red Cross (ARC)
- a) Under its charter, provides supplementary medical, emergency aid, and other health services upon request and within capabilities as outlined in ESF #6.
- 3) 3) Funeral Directors
- a) Assists the local coroner in the processing of human remains as requested.
- 4) Law Enforcement
- a) Provides security and crowd control at area hospitals and medical clinics as resources allow.
 - b) Enforces community containment measure restrictions as identified by the Public Health Officer.
 - c) Provides crowd and traffic control, criminal and scene investigations.
 - d) Functions as incident command for law enforcement-lead agency events.
 - e) Provides security at temporary morgue sites.
 - f) Assists in the contacting and transporting of critical health care personnel when requested and as resources allow.
- 5) Clallam Transit Services, School Districts and Private Transportation Services

- a) Supplements the transport of “walking wounded” resulting from a Mass Casualty incident.
- b) Supports evacuation and temporary emergency sheltering.

7. RESOURCE REQUIREMENTS

Lists of resources to be used during activation of ESF #8 are maintained by CCEM and Public Health.

8. REFERENCES

- I. International Red Cross “Management of Dead Bodies: Field Manual for First Responders”, 2016.
- J. 2019 Clallam County All Hazard Identification and Vulnerability Analysis.
- K. RCW 38.52 - Emergency Management.
- L. RCW 70.05.070, Local Health Officer, Powers and Duties.
- M. HHS Comprehensive Emergency Response Plan, April 24, 2018.
- N. Washington State Department of Health Comprehensive Emergency Management Plan.
- O. Northwest Region EMS Protocols.
- P. Clallam County Medical Program Director County Operating Procedures.

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ESF #9 Search and Rescue

ESF COORDINATOR

Clallam County Sheriff's Office – Search and Rescue Unit Designee in the EOC

PRIMARY AGENCIES

County, City, Operational Areas and Tribal LAW/FIRE/EMS First Responders prior to SAR mobilization

Clallam County Emergency Management (CCEM)

Clallam County Sheriff's Office – Search and Rescue Unit (SAR)

United States Coast Guard, Sector Puget Sound

SUPPORTING AGENCIES

PENCOM

County, City, Operational Area Commands, and Tribal LAW/FIRE/EMS Agencies after SAR mobilization

WAEMD dispatched WSDOR Aeronautics and Defense Support to Civil Authorities (DSCA) assets

WSDOT Air and DART

DOC – Inmate Recovery Team

2. INTRODUCTION

A. Purpose

- 1) RCW 38.52.400 (1) sets the foundation for SAR operations in the State of Washington. It states, "The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities. Operation of search and rescue activities shall be in accordance with state and local operations plans adopted by the elected governing body of each local political subdivision."
- 2) The purpose of this Emergency Support Function is to provide the elected governing bodies of Clallam County political subdivisions with guidance to coordinate plans they can adopt to enable their chief law enforcement officers to conduct safe and efficient search and rescue operations in Clallam County.

B. Scope

- 1) SAR Field Operations - Search and rescue (SAR) field activities include activities that involve searches for lost persons or activities involved in rescuing or recovering any person who becomes lost, trapped, injured, or killed in non-criminal operations. These activities include:
 - 2) Ground SAR, i.e., missing person lost or trapped outdoors.
 - 3) Urban SAR (USAR), i.e., lost and trapped indoors, building collapse, trench and technical rescue.
 - 4) Marine SAR, i.e., sinking, shipwreck, marine plane crash, man over-board.
 - 5) Aircraft SAR, aircraft mishap with air search, i.e., plane crash.
 - 6) The US Forest Service and National Park Service (USFS) have SAR responsibilities on their lands. The USFS has requested that the Clallam County Sheriff's Office handle SAR operations on Forest Service lands.
- C. SAR Support Operations - CCEM may be called on to activate the EOC to provide coordination, communications, logistics, GIS, public information and warning, administration and finance support for SAR field operations.

3. POLICIES

- A. The 2021 Clallam County CEMP provides the policy direction for all CCEM and EOC activities and specifies use of the ICS.
- B. County, City, Operational Areas and Tribal LAW/FIRE/EMS First Responders will respond and evaluate the emergency situation and determine if SAR mobilization is warranted. SAR mobilization may be requested by any fire Op Area/fire district/department or political subdivision.
- C. In the event SAR is required:
 - 1) Ground/water and urban SAR in the **UNINCORPORATED** areas of the county is the responsibility of the Clallam County Sheriff's Office.
 - 2) Ground/water and urban SAR in the **INCORPORATED** political subdivisions of the county is the responsibility of the senior law enforcement officer of the political subdivision. The senior law enforcement officer of the jurisdiction may choose to delegate some or all of the SAR tasks to qualified responders, depending on the nature of the incident, to CCEM under the Unified Command (UC) System.
 - 3) Marine SAR is the responsibility of the United States Coast Guard. The United States Coast Guard directs all SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation). CCEM will support as requested.

- 4) Air SAR for missing or downed civil aircraft is coordinated by the Aeronautics Division of Washington State Department of Transportation (WSDOT) (RCW 47.68). CCEM will support as requested.
 - 5) Air SAR for missing or downed U.S. Government aircraft is the responsibility of the U.S. Air Force. CCEM will support as requested.
- D. The senior law enforcement officer of a political subdivision may delegate some or all of the SAR tasks to qualified responders who are coordinating with CCEM in accordance with the incident command system.
- E. When possible, in addition to the rescue of individuals, service animals and pets are to be rescued.

4. SITUATION

A. Hazards Assessment

- 1) The Clallam County Hazard Assessment (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 of the CCHA in the basic plan provides a summary of these threats based on known risk. First responders must evaluate all aspects of the emergency scene and report their situational assessment to the Incident Commander.

B. Planning Assumptions

- 1) The Clallam County Sheriff's Office Search and Rescue Unit is the lead agency for all wilderness SAR operations and training events in Clallam County.
- 2) County Fire Districts and Port Angeles Fire Department are the lead agencies for urban search and rescue and will conduct rescue operations commensurate with the availability of equipment and trained personnel. They are the lead agency for USAR training.
- 3) County, City, Operational Areas and Tribal LAW/FIRE/EMS First Responders will respond and evaluate the emergency situation and determine if SAR mobilization is warranted. SAR mobilization may be requested by any fire district/department or political subdivision.
- 4) SAR support from the Clallam County Sheriff's Search and Rescue Unit may be requested when jurisdiction resources are exhausted or inadequate.
- 5) The Clallam County Search and Rescue Unit will maintain a trained, equipped and credentialed cadre of county personnel available to respond to SAR missions.

- 6) The Clallam County Search and Rescue Unit may maintain a trained, equipped and credentialed cadre of volunteers available to respond to SAR missions.
- 7) Mutual aid, individuals with special skills and specialized equipment can be requested from WAEMD by CCEM.
- 8) The chief law enforcement officer of each political subdivision may restrict access to a specific search and rescue area to personnel authorized by him or her. Access shall be restricted only for the period of time necessary to accomplish the search and rescue mission. No unauthorized person shall interfere with a search and rescue mission. The chief law enforcement officer may coordinate with the PIO to provide information to the public.
- 9) When access restriction is required, the chief law enforcement officer of the political subdivision is responsible for arranging public information and warnings about the restriction.
- 10) When search and rescue activities result in the discovery of a deceased person or search and rescue workers assist in the recovery of human remains, the chief law enforcement officer of the political subdivision shall insure compliance with Chapter [68.50](#) RCW.

5. CONCEPT OF OPERATIONS

A. General

- 1) SAR operations will normally be controlled from an on-scene field command post.
- 2) Large scale SAR may utilize the Clallam County EOC for coordination of resources.
- 3) In the event of a search and rescue mission, necessary personnel and equipment, including organized volunteer services, will be mobilized and dispatched to the scene by the duty SAR coordinator or his designee. The duty SAR coordinator or his designee will request CCEM to obtain a WAEMD mission number.
- 4) Whenever a local jurisdiction's resources are exhausted, unavailable, or unqualified for a particular search and rescue mission, the local jurisdiction may request assistance from CCEM. CCEM may dispatch County assets or may request SAR assistance from WAEMD. WAEMD may dispatch State, Federal and volunteer resources, air support, and specialized equipment. CCEM must request resources from WAEMD via WebEOC.
- 5) In accordance with RCW 48.52.410, the County may request reimbursement from WAEMD for:
 - a) costs involved in extraordinary search and rescue operations such as search and rescue operations lasting over twenty-four hours where food and lodging for workers is necessary;

- b) excessive transportation and rescue costs incurred by out-of-county residents which would not be otherwise collectible; and
 - c) provision of a means of compensating emergency management workers who may suffer any injury, death, economic harm as provided in RCW [38.52.020](#)(1)(d)
- 6) The radio frequency 155.160 MHz has been dedicated state wide for Search and Rescue communications purposes.

B. Organization

- 1) Clallam County SAR is organized in accordance with the Clallam County SAR Policy Handbook.
- 2) CCEM is organized in accordance with the 2021 Clallam County CEMP.

C. Procedures

- 1) Clallam County Search and Rescue SOPs are in accordance with the Clallam County SAR Handbook.
- 2) CCEM will follow policies and procedures covered in the 2021 Clallam County CEMP.

D. Resource Requests

See Section 4 A. – Concept of Operations - General

6. Response Activities by Phases - All Agencies

A. Mitigation Activities

- 1) Provide ongoing public safety education about outdoor activities.
- 2) Maintain an active SAR program.

B. Preparedness Activities

- 1) Primary Agencies

- a) Provide SAR training to responsible personnel and appoint a SAR coordinator. SAR training shall include response to Urban SAR as well as wild land SAR.
- b) Develop and maintain support procedures for response to SAR operations.
- c) Develop and maintain a training program for personnel and volunteers for SAR operations.

2) Supporting Agencies

- a) Establish coordination with primary agency.
- b) Develop and maintain procedures for responding to SAR operations, which are coordinated with primary agency's procedures.
- c) Develop and maintain training for SAR operations.

C. Response Activities

1) Primary Agencies

- a) Initiate all SAR operations within their jurisdiction.
- b) Establish ICS for SAR operations and become Incident Command for all SAR operations.
- c) Provide trained personnel for SAR operations.
- d) Request additional resources, as appropriate.

2) Supporting Agencies

- a) Provide resources for SAR operations, as appropriate.
- b) Respond following the concepts of the Incident Command System.

D. Recovery Activities

- 1) Assist in the return of all SAR resources in an organized fashion, so as to be able to respond to future SAR missions.

7. RESPONSIBILITIES

A. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession;
 - Providing logistical support to their personnel and equipment;
 - Facility / infrastructure damage assessment and reporting;
 - Continuity of operations to maintain essential services; and
 - Facility / infrastructure repair and restoration

B. Primary Agencies

- 1) Police Chiefs of Municipalities and Other Local Jurisdictions Within Clallam County
 - a) Will assess the situation to determine if SAR mobilization is warranted.
 - b) Provide direction and control of initial SAR within their political subdivisions or Operations Area in accordance with RCW 38.52 until SAR is mobilized.
 - c) When SAR mobilization occurs, depending on the nature of the incident, the police chief may request the Sheriff's Office to manage SAR on behalf of his political subdivision.
- 2) Fire Departments/Districts in Operational Areas
 - a) Fire services may assist with SAR operations, commensurate with the training and availability of appropriate equipment.
 - b) Assist with lost person searches when resources are available.
 - c) Provide medical aid and medical transport.
 - d) Provide technical rescue support commensurate with training and equipment.
 - e) Provide incident command and staff for rescue operations or searches when requested.
- 3) Clallam County Sheriff's Office
 - a) Provide direction and control to SAR operations in the unincorporated portion of Clallam County in accordance with RCW 38.52 depending on the nature of the incident, the training resources and equipment available.
 - b) May choose to delegate some or all of the SAR tasks depending on the nature of the incident under the Unified Command (UC) System.

- c) Assist in recruiting and training volunteers in SAR skills.
- d) Ensures all SAR personnel are appropriately registered as Emergency Workers as required by RCW 38.52.
- e) Appoint a SAR Coordinator who will control SAR field operations and serve as advisor to local SAR units.
- f) Maintain SAR equipment and assess training needs.
- g) Develop and maintain a roster of personnel with SAR skills and training.
- h) Develop and maintain SAR training requirements and standards for Clallam County.
- i) Develop and maintain SAR standard operating procedures (SOPs).

C. Supporting Agencies

1) CCEM:

- a) Promotes survival and emergency preparedness education programs in consultation with local officials, volunteer and civic service organizations, to help minimize SAR incidents.
- b) Secures SAR mission numbers from the State Emergency Management Division upon request from the SAR Coordinator, Clallam County Sheriff's Office.
- c) Coordinates direct support to SAR operations at the request of the SAR Coordinator, Clallam County Sheriff's Office.
- d) Develop and maintain a list of contacts that can provide specific SAR resources to meet needs of the Incident Commander, including confined space rescue, trench and excavation rescue, high angle rescue, low angle rescue, urban search and rescue, underwater rescue, swift water rescue, marine rescue, ice rescue, wilderness search and rescue and hazardous materials rescue.

8. RESOURCE REQUESTS

- A. See Section 4 A. – Concept of Operations - General

9. REFERENCES

- A. RCW 38.52 Emergency Management

B. RCW 47.68 Aeronautics

C. RCW 48.52 Employee Welfare

D. RCW 68.50 Human Remains

E. WAC 118-04

F. Clallam County SAR Member Handbook – Procedures and Operational Readiness (April 23, 2020)

10. TABS

A. Clallam County SAR Member Handbook – Procedures and Operational Readiness (April 23, 2020)

**CLALLAM COUNTY SHERIFF'S OFFICE SEARCH
AND RESCUE
(CCSOSAR)**



MEMBER HANDBOOK

Procedures and Operational Readiness

Revised April 23, 2020

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SECTION 01: INTRODUCTION

Welcome to Clallam County Sheriff's Office Search and Rescue (CCSOSAR). As a new member you may have many questions about our organization and what your role will be. This document will answer most of them. This is a living document and will be updated every two years.

01.01 IDENTIFICATION AND KEY CARD

Have your photo taken by Lorraine Shore, the Administrative Manager for the Sheriff's Office. You will receive your County Identification/Key Card approximately two weeks later. Members **will** carry this card when engaged in Search and Rescue activities.

01.02 MEETINGS

Meetings are held in the Emergency Operations Center (EOC) in the basement of the Clallam County Courthouse. We meet the first and third Wednesday night of every month (except August) from 1830 until 2030 in the EOC room or at a designated training site, which will be announced ahead of time. We will occasionally meet on a weekend for more in-depth training exercises.

01.03 POSITIVE PUBLIC IMAGE

By participating in the search and rescue program, the members understand that they individually become representatives of that program and the Clallam County Sheriff's Office, and are exposed to public scrutiny and comment. A positive public perception of the SAR program, which is a tradition in this community, is the responsibility of each member.

01.04 MEMBER CONDUCT AND DISCIPLINE

Gross violations of search and rescue policies and procedures and/or improper member conduct which reflects negatively on the SAR program will be thoroughly investigated in accordance with department policy and appropriate discipline will be carried out. Negative public notoriety, and the erosion of public confidence, is the most serious of infractions. Discipline will consist of any of the following as determined by the Sheriff: 1) verbal reprimand; 2) written reprimand; 3) temporary suspension; 4) termination.

NOTE:

Member conduct includes those circumstances where they are representing the interests of the search and rescue program in the conduct of business in the community. Unauthorized commitment of search and rescue resources, expenditure of funds without authorization, inappropriate solicitation of donations of funds or services, or any other similar act which is contrary to the wishes of the Sheriff's Office, shall be considered violation of the member conduct policy.

Refer to CCSO Volunteer Policy 384.6 – Disciplinary Procedures/Termination

A volunteer may be removed from the volunteer program at the discretion of the Sheriff or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Sheriff or authorized designee.

Volunteers may resign from volunteer service with the Sheriff's Office at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

01.05 COMPENSATION

Volunteers will receive no compensation nor will they anticipate remuneration of any kind for services rendered as a volunteer under this program. Citizen volunteers accept their responsibilities of their own free will and in the spirit of community service and the public welfare.

01.06 EXPECTATIONS

CCSOSAR volunteers are expected to provide their own personal equipment in accordance with the requirements. Team equipment, rescue and evacuation gear and support services will be provided by the Sheriff's Office and the organization to the fullest extent possible.

01.07 APPLICATION FOR VOLUNTEER MEMBERSHIP

Approval or disapproval of an application for membership in a recognized volunteer organization shall be at the discretion of the Sheriff. All applicants will be subject to the standard background investigation in accordance with department policy.

01.08 AGE LIMITS

The minimum age limit for active status in the volunteer program shall be eighteen (18) years of age.

01.09 BENEFITS FOR INJURY OR PROPERTY LOSS

The scheduled benefits for injury, death or loss of certain personal equipment identified in RCW 38.52, shall be available to all recognized volunteers who are registered as Emergency Services Workers in accordance with WAC118-04. Such benefits shall not be considered as compensation for services. These benefits will only cover those qualified expenses, which are NOT covered by the member's personal insurance.

01.10 REIMBURSEMENT FOR PRIVATE VEHICLE MILEAGE

Search and rescue volunteers, who travel in response to a call for mutual aid from another jurisdiction, may be eligible for the exact amount of the cost of fuel used for that trip. This reimbursement shall not be considered compensation for services.

01.11 ENDORSEMENT OF A PRODUCT OR SERVICE

No member or group of members shall have the authority to endorse or recommend any commercial product or service in the name of the search and rescue program or the organization. The display of the names or logos of individuals and businesses that have made contributions of funds or services shall not be considered an endorsement of products or services.

01.12 ENDORSEMENT OF POLITICAL CANDIDATES

No member or group of members shall have the authority to endorse or recommend any candidate for partisan political office in the name of the search and rescue program or the volunteer organization.

01.13 VOLUNTEER CODE OF ETHICS

- *The conduct of the search and rescue volunteer, while participating in the SAR program is governed by the appropriate policies and procedures of the Sheriff's Office and the following:*

- *The focus of the mission is on the subject;*
- *There will be no expectation or acceptance of remuneration for volunteer services;*
- *Constructive criticism is appropriate. Criticism is an internal matter and must be reserved for the appropriate time and place;*
- *There is a proper channel for redress of grievances. All members will be permitted reasonable access through the chain of command to the level where their grievances can be settled;*
- *There is a procedure for discipline for violation of policy. It is expected that discipline will be consistent with the offense in the light of all of the exigent circumstances.*

01.14 CLOTHING ITEMS AND INSIGNIA

Clothing items such as a jacket, cap and shirt with Sheriff's Office SAR identification may be authorized and provided for use by members of the organization for approved activities. The purpose of these items is to ensure that department volunteers present an easily identifiable appearance to the public, which will assist them in the performance of their duties. It is understood that the items will be consistent with field duties of the members and will take into account the safety and other needs of the program. The designated items may also be for the purposes of approved non-field activities. Authorized clothing items are intended to provide visibility and identity for the members of the unit, and should be used to the fullest extent possible in field operations as well as approved community events.

- A. Authorized items may also include any issued safety gear.
- B. The CCSO shall be responsible for developing a code that defines authorized clothing and the guidelines for use.
- C. Members will wear the authorized clothing items and/or approved insignia only for the purpose of performing their official duties. Volunteers will not appear in bars, in taverns or other licensed premises or any other establishment or circumstance which might discredit the organization wearing any identifiable clothing item or insignia, unless necessary in the performance of their duties.

SECTION 02: PUBLIC AFFAIRS AND COMMUNITY RELATIONS

02.01 COMMUNITY PARTNERSHIP POLICY

Successful proactive search and rescue recruiting and training of quality volunteer personnel and many other aspects of the SAR program require strong public confidence and support. Members are expected to conduct themselves in such a way as to achieve and maintain a sense of partnership with the community they serve.

02.02 TEAM EFFORT EMPHASIZED

A team effort, with emphasis on the whole team rather than any of its members, is the ultimate goal of the organization. Credit for accomplishments is subordinate to the successful and effective execution of the mission to the best interests of the subject. Personal recognition is not the fundamental purpose for participation in the search and rescue program.

02.03 CONTACT WITH THE NEWS MEDIA

Members of the news media are frequently present at the scene of a search and rescue operation. The media shall be courteously provided reasonable access to all aspects of the operation, provided that such activity does not hamper the safe execution of the mission. Contact with the news media by members during the conduct of a SAR mission shall be limited to those persons designated by the SAR coordinator (or Incident Commander). Media inquiries and requests for information from the public or other agencies should be directed to the Incident Commander or Public Information Officer.

NOTE:

All members will refrain from public discussion of department policy, release of information relating to the details or conduct of a search and rescue operation, discussion of internal discipline or personnel matters, disclosure of the details of a criminal case, or as otherwise prohibited by the Sheriff.

02.04 PROCEDURES FOR APPROVAL OF PARTICIPATION IN PUBLIC EVENTS

Plans for participation in public events will be approved by the SAR Coordinator upon receipt of a written request, which includes:

- A. The purpose, date(s) and sponsor of the public event.
- B. The name of the designated contact person in the sponsoring organization.
- C. The type of participation expected from the volunteer unit.
- D. The number of volunteers who will be needed to carry out the activity.
- E. Costs to the unit, if any.
- F. Plans for maintaining unit response readiness.

SECTION 03: EXPECTATIONS

Washington State Law and Administrative Code require that you understand and agree to certain things about Wilderness Search and Rescue. Each member is considered to be available for mission callout unless the Callout Coordinator is otherwise notified. The following is a partial list. Remember though, that common sense should dictate your participation in SAR.

03.01 No rescue, evacuation, medical treatment, field tactic or other element of any mission or training should be conducted when such action has the clear potential of worsening the situation of the subject or unnecessarily endangering search and rescue personnel or others.

03.02 PRIORITIES OF A MISSION

Priorities that control the reality of any SAR mission:

- a. Your first priority is to yourself. Safety is always the number one concern.
- b. Your second priority is to your team.
- c. Your third priority is to your mission and the subject.

03.03 REPORTING YOUR CONDITION

You have the responsibility to inform the Operations Chief or his/her designated representative of any disabilities that you may have when reporting to a mission base or before responding. Some examples are:

- a. Temporary or permanent disability that will affect performance
- b. No searcher will respond to or be allowed to take part on a mission or training when impaired by alcohol, medications or any other substance that may affect judgment or otherwise affect performance.

03.04 BEFORE DEPLOYMENT ON A SEARCH

- a. Field Pack
Prior to being fielded on a SAR mission other than training, the new member must complete their 24-hour pack check. See Appendix B for 24 hour Pack List.
- b. Fitness Levels
Members will meet one of the fitness levels addressed in Section 09

03.05 REFUSING AN ASSIGNMENT

You have the right to refuse any assignment that you feel you are not properly trained for or that you feel is too dangerous.

SECTION 04: CHAIN OF COMMAND and OVERVIEW

Search and Rescue (SAR) in the State of Washington is governed primarily by the Revised Code of Washington (RCW) Chapter 38.52.400. This statute defines search and rescue, assigns responsibilities for SAR, and establishes the liability protection and compensation program that protects SAR volunteers.

Washington Administrative Code (WAC) 118-04 implements the provisions of RCW 38.52 by establishing the procedures and qualifications for registration of "emergency workers" (volunteers) and explains how the compensation program is administered.

The responsibility for land search and rescue operations rests with the "local chief law enforcement officer" (usually the county Sheriff). State law assigns responsibility for air search for downed or missing civil aircraft to the Department of Transportation, Aviation Division (RCW 47.68). Upon location of a downed aircraft the incident becomes a land SAR operation under the direction and control of the chief law enforcement officer where the incident site is located.

In Clallam County, the sheriff has chosen to utilize SAR volunteers in the direct chain of command, under the supervision of SAR coordinator Sgt. Lyman Moores. Managing SAR activities is an important part of his assigned duties, and those of Deputy Mike Leiter (his assistant). PENCOS (Clallam County's Police/Fire Dispatch center) is designated as the primary receiving and reaction point for search and rescue calls.

Some lands in this county are managed by state or federal agencies who may have concurrent jurisdiction with the Sheriff or exclusive jurisdiction. The Sheriff cooperates fully with those agencies, and will send SAR volunteers to assist them when an emergency arises. Thus, it is not uncommon for SAR members to be teamed up with Forest Service, DNR or fire district personnel. The SAR

Coordinator will manage volunteers and other available resources, regardless of jurisdiction or affiliation, to the best advantage of the missing, stranded, or injured person as he sees fit, and conduct the operation according to the principles of the Incident Command System. The best-equipped and trained emergency medical services resource available will perform the medical aid elements of a rescue/evacuation operation whenever possible.

When local law enforcement agency requests assistance, the Sheriff will send SAR volunteers to participate in a search for evidence associated with a specific investigation. SAR volunteers will not be

availability that will affect their response time, or if they will be unavailable by text message, cell phone or home phone for a specific length of time.

06.02 ACTIVE911 ALERTS

- A. This is how you will be alerted for SAR Missions.
- B. Upon becoming a Team member you will provide:
 - What type of cell phone you have: iPhone or Android?
 - Which carrier you are with?
 - Do you have a data plan or does your phone only receive text messages?
- C. You will need to go into your app store and download the free Active911 app to your phone
 - You will be sent a text with your personal registration code to enter in the app
 - (please write the code down somewhere safe on the chance you happen to delete it) Go to the app settings and choose a tone that will get your attention.

When you receive an alert:

- open the Active911 app to view the alert and it will show that you're "watching" (it lets the person who sent it know that you're aware of the call)
- when you're responding to the meet up location, tap the "**Resp**" button
- when you arrive at the meet up location, tap the "**Arriv**" button
- when you've been cancelled from the call, tap the "**Cancel**" button
- if you're available, tap the "**Avail**" button
- if you're unavailable to respond for some reason, tap the "**Unvl**" button
- (By doing this it is also a good way to keep track of your time so you can enter it later into VIMS)

06.03 STANDARD SAR ACTIVATION

The SAR Coordinator is notified by a Deputy of a possible SAR mission. The SAR Coordinator decides if the incident meets the criteria to initiate a SAR activation. If YES, the SAR Coordinator contacts PENCOR and requests an Active911 Alert be sent to all SAR members with basic information about the mission.

Departure times announced in the ACTIVE911 Alert should be strictly observed. ETA's are based on these times. Personnel arriving at the assembly point after the designated departure time may have to proceed on their own.

06.04 EVIDENCE SEARCHES

- a. Personnel will be notified of evidence searches via PENCOR, unless exigent circumstances require a more timely response.
- b. If needed, the SAR Incident Commander will contact the SAR Unit Logistics Officer and relay all pertinent information so that equipment, which would not normally be present, can be made available.
- c. The Deputy in Charge will be present to brief the searchers as to the target of their search.

06.05 CANINE

Any request for a canine will be made at the time of the initial call-out.

SECTION 07: RESPONSE PROCEDURE

07.01 CONVOYING

Maximum use of SAR vehicles for transportation is encouraged.

When responding to a mission, new members will usually ride in one of the SAR Vehicles or will respond as part of the group in a convoy. However, if you become separated or are not able to respond with the rest of the unit please pay special attention to the section on Route-Finding and signage.

07.02 ROUTE FINDING AND SIGNAGE

The first vehicle equipped with route signing cones will mark the route as follows:

*** Intersections and points of confusion along the route will be marked with traffic cones (located on the RIGHT side of the road to be followed). It is not possible to mark all side roads. At points of possible confusion, which are not marked, responding personnel should remain on the most well defined roadway. These cones speed the arrival of incoming resources and must be used.

07.03 ARRIVAL AT THE SCENE

1. When arriving at the Incident Base, SAR personnel will:
 - a. Adjust their gear and prepare for field deployment.
 - b. Report to the designated sign-in person at the Staging Area.
 - c. Notify the sign-in person of any time or other limitations that they might have.
 - d. Leave a SAR copy of their Personal Owned Vehicle (POV) keys with the Sign-in person.
2. Team Leaders:
 - a. Get orders from the I.C. or designated Operations Chief.
 - b. Brief their team members
 - c. Lead the team into the field.
3. Team Leaders are responsible for obtaining:
 - a. Radios
 - b. Medical pack
 - c. Maps
 - d. All other necessary equipment.

07.04 - COOPERATION WITH REQUESTING AUTHORITY:

When Clallam County search and rescue resources are requested to assist another jurisdiction; all members are expected to cooperate fully with the requesting authority. When operating in another jurisdiction, the policies and procedures identified in this document shall apply.

SECTION 08: SEARCH PROTOCOLS

08.01 SEARCH TYPES

One or more of the following search types will be assigned:

Type 1 (hasty search) 2-person teams will move quickly along paths of least resistance to points of interest, looking for obvious signs of passage or places where a fatigued or injured subject would seek

shelter. Usually used early in a search incident, hasty search will emphasize attraction and notification. POD 15-30% (higher in exact route, lower in surrounding area)

Type 2 (area search) is more organized but still rapid, often with 3-person teams and wide spacing. Often one member will follow a compass bearing or identifiable terrain feature, and other members will flank at or near visual distance, depending on conditions. POD 25 - 40%.

Type 3 (loose grid search) is a thorough search of a smaller area, usually used later in an incident when some possible clues have been located and the subject is more likely down and not responsive. A large number of searchers will proceed line abreast in a direction perpendicular to the line. Their spacing will be relatively close, moving slowly and deliberately to maximize their probability of detection. Searchers should maintain line integrity, neither lagging behind nor forging ahead. POD 40 - 60%.

Type 4 (tight grid search) is used to locate small items of evidence (like a shell casing or piece of torn garment) and involves the searchers spaced very close together, looking closely at each square foot of area. Metal detectors or infrared devices may also be used. Very labor intensive, this is the most thorough search we will perform. POD may approach 80% (but will trample all remaining clues).

08.02 PRESUMABLY DECEASED

In the event that you locate a subject who is presumably deceased:

- a. If death is not obvious or beyond doubt, check subject for vital signs and follow guidelines for your level of medical training.
- b. If aid is not to be administered, secure the scene and establish a perimeter, with searchers entering and exiting by the same route, only when necessary.
- c. Call Base Camp and request an **“ANTENNA CHECK”**. You will be given instructions to switch to a secure channel to deliver your message and to receive further instructions.

08.03 TEAM PROTOCOL

Team members will stay together at all times while in the field, unless otherwise directed by the Incident Commander.

SECTION 09: SAFETY

09.01 PURPOSE

This section provides guidelines for carrying out search and rescue training and field operations in the safest possible environment.

09.02 RESPONSIBILITY FOR SAFETY

Members are individually and collectively responsible for safety in all elements of search and rescue. Unsafe acts or conditions, inadequate or improperly maintained or damaged equipment, negligence, carelessness, horseplay, or any other factor that might contribute unnecessarily to the endangerment of any participant, is not appropriate. It is the duty of each member to report the existence of an apparently unsafe act or condition.

09.03 UNIVERSAL RISK/BENEFIT CRITERION

No rescue-evacuation, medical treatment, field tactic or other element of any mission or training should be conducted when such action has the clear potential of worsening the situation of the subject or unnecessarily endangering search and rescue personnel or others. The Universal Risk/Benefit Criterion should be applied to all SAR decisions at all levels.

09.04 PERSONAL LIMITATIONS

Members will not participate in Mission situations beyond their skills, ability, training and/or experience. Members have the responsibility to inform the appropriate authority when they are not, to the best of their judgment, mentally or physically fit for the duties assigned. This includes conditions brought on by exhaustion, improper diet, dehydration, illness, injury or any other temporary or permanent condition that may affect performance.

09.05 RIGHT TO DECLINE ASSIGNMENT

Members have the right to decline an assignment or temporarily disengage themselves from any search and rescue activity, without loss of standing, when in their opinion such activity is believed to be unnecessarily dangerous or beyond their skill or ability.

09.06 USE OF ALCOHOL OR DRUGS PROHIBITED

Members will not participate in any search and rescue activity while under the influence of alcohol, narcotics, or the illegal use of any controlled substances.

09.07 FIREARMS

Search and rescue personnel, while involved in search and rescue activities, will not display Firearms of any kind.

09.08 USE OF PERSONAL VEHICLES

Members will ensure that any personal vehicle used by them to respond to search and rescue activities will be in the safest possible working order, and will be legally licensed. The use of any private vehicle is prohibited without liability insurance required by Chapter 46.29 RCW (FINANCIAL RESPONSIBILITY).

09.09 BLOODBORNE PATHOGENS EXPOSURE CONTROL

The Bloodborne Pathogens Exposure Control Plan will be observed when there is risk of exposure. Universal precautions will be taken to prevent contact with blood or other potentially infectious materials. All body fluids shall be treated as if known to be infectious, including all human blood or organs.

09.10 INVOLVEMENT WITH IN-PROGRESS CRIMINAL CASES

Search and rescue volunteers will not be used for incidents involving the detection or apprehension of persons in the act of committing a crime, except in a support capacity where there is reasonable assurance that they will not be exposed to potentially dangerous persons.

09.11 SAFETY EQUIPMENT

The following items of personal equipment are considered essential to individual safety.

- A. HELMET: Suitable head protection equipped with a chinstrap, which will secure the helmet to the head during a fall, will be required for any rope related mission. The chin strap must have at least three points

of attachment. An approved helmet is required at all times when the member is engaged in activity which necessitates the use of ropes and/or rigging, when environmental conditions exist which pose the threat of falling objects, or as otherwise directed by the Incident

Commander or team leader. Helmets will be issued in the field by the team leader as needed for the assignment.

- B. GLOVES: Heavy gloves suitable for protecting the hands from rope burns. The use of gloves is recommended at all times in the field. Gloves are required when the member is engaged in an activity that necessitates the use of ropes and/or rigging.
- C. GOGGLES: Suitable for protection of the eyes from debris, falling rocks and dirt, tree branches, etc. Members may prefer this protection in certain working environments. Eye protection is required when the member is engaged in activity where there is a threat of eye damage.
- D. EAR PLUGS/PROTECTION: Suitable for protecting hearing from extreme noise. Required while involved in helicopter operations.
- E. FOOTWEAR: Boots that provide reasonable ankle and toe protection, and a stable tread surface appropriate for traction.

09.12 SAFETY COLORS

Safety colors (ie.hunter orange, red, etc.) should be worn by members where high visibility is desired. This encompasses rapid identification of searchers, searcher safety during hunting season, and other conditions where high visibility has obvious safety advantages.

SECTION 10: PHYSICAL & MENTAL FITNESS

10.1 DEFINITION & PURPOSE

Fitness is both physical and mental. Physical strength, flexibility, agility, and endurance are needed. The better conditioned you are, the less likely you'll suffer from fatigue. Mistakes increase with fatigue and physical stress. **It is MOST IMPORTANT to know your own limitations**; know when to stay out of the field. Mental fitness is to be prepared for each mission with an attitude to survive: be thorough, be conscientious, persevere, be assertive, and learn new skills.

10.2 FITNESS LEVELS

SAR team members in the field will be assigned to perform physically strenuous tasks such as hiking, climbing and lifting which will require strength, balance and stamina. To qualify for field status, within 90 days of acceptance a member will complete one of the following levels:

SUPPORT STATUS: no requirement

LIMITED FIELD STATUS: hike 1 miles with your 24 hr pack or a 20# equivalent

FIELD STATUS: hike 2 miles with your 24 hr pack or a 20# equivalent

STRENUOUS FIELD STATUS: hike 4 miles with 40# or one of the rope packs

These requirements are intended to simulate a SAR mission environment and may include additional training activities such as navigation, communications or attraction / containment as directed by the

training instructor. It may be met during a scheduled SAR training or witnessed by another SAR member with at least one year of service.

SECTION 11: TRAINING

11.01 PURPOSE

This section defines the training criterion intended to provide for the maximum implementation of search and rescue policies and procedures and the development of effective SAR skills. The section also identifies the minimum performance standards expected of the members.

11.02 WORKING KNOWLEDGE ASSUMED

Members who are qualified in a specific skill area will be considered to have retained a reasonable working knowledge of the course content at a reasonable level throughout the currency of that certificate.

Members will be assigned to duties based on satisfaction of minimum mission and training requirements & standards and Washington State Core Competencies.

11.03 WEEKEND TRAINING

Throughout the year we schedule weekend trainings. Time, date and location will be announced at meetings and placed on the VIMS calendar and via email or text prior to the event. As a requirement of our training mission number we must notify the state in advance. Participation in these trainings is encouraged and is one of the best ways to get to know the members and learn in a limited risk environment.

11.04 ON LINE COUNTY TRAINING

All search team members are required by the county to annually complete certain on-line courses of training updates and proficiencies. Contact Human Resources at bwenzl@co.clallam.wa.us for website information and to set up an account.

11.05 OFFICIAL TRAINING RECORDS

Detailed records will be kept of all training conducted or authorized under this program. These records will provide the verification of instruction received as a means of determining skill levels of the program, as well as a method of qualifying individuals for classification.

11.06 PROCEDURE TO RECORD VOLUNTEER HOURS

ALL Volunteers are required to document their volunteer hours in the Sheriff's Volunteer Integrated Management System (VIMS). Volunteer Coordinator Lorraine Shore will send an email with instructions on how to set up your account in the VIMS system. It is recommended that at the end of each volunteer session, you enter your hours in VIMS to keep your account updated in a timely manner.

Go to: http://clallam.myvims5.com/rcs_login.php

Go to website

User Name: your name's first initial and last name

Password: Password

Change your password and record it

Log in
Go to: Enter Hours
Enter: Date Served
Enter: Service Type
Enter: Any notes you may have regarding activity
Click: Submit button

1. *Logging in your hours ensures you are covered by the county should you get injured while volunteering*
2. *It is mandatory to have an active account with VIMS to be a Volunteer with CCSO.*
3. *It is the way the CCSO can recognize its Volunteers each year that have more than 100 hours of service.*
4. *It assists the CCSO in obtaining grants by providing proof of Volunteer hours*

11.07 MISSION AND TRAINING ATTENDANCE STANDARDS

Response to SAR mission call-outs is the fundamental purpose of the program. Mission response/attendance will be judged as a measure of the participation of each member in the total SAR program. All members should make every effort to attend each mission.

Members will be required to attend 50% of total authorized trainings per year as a standard for continuing membership in the SAR program. In accordance with the Sheriff's Office Volunteer Policy, members must log a minimum of 50 hours per year of volunteer time. Provision will be made for excused absences. Failure to meet the minimum required attendance may be grounds for disciplinary action. No more than fifty per-cent (50%) of these hours may be met by participating in searches. Two (2) hours credit will be given for response to a cancelled mission if commitment is called in to the Call-out Coordinator or notified as responding via Active 911.

SECTION 12: COMMUNICATIONS

12.01 Team training will be held regularly on the use of team radios.

CHANNELS TO KNOW:

SAR 1	Primary channel	155.160
SAR 6	Family Radio Service channel	

12.02 PURPOSE

This section defines the communications procedures, which will be used by search and rescue personnel.

12.03 RULES OF CONDUCT

The basic rules of conduct for CCSAR personnel are as follows:

- A. Avoid transmission of superfluous signals, messages or communications of any kind on a licensed transmitter, or making unnecessary or unidentified transmissions.

- B. Profane, indecent, suggestive or obscene language will be avoided.
- C. Make sure that the intended transmissions will not cause harmful or malicious interference with any other radio communications or transmissions.
- D. Without the express permission of the proper authorities, there will be no interception, use or publishing of the contents of any radio message.
- E. You will transmit only the call signal, letter or numeral, which has been assigned to the station or individual.

12.03 USE AND CARE OF COMMUNICATION EQUIPMENT

All communications equipment is assigned to the Logistics Section. The communications equipment assigned to search and rescue will be used for official business only. Private and/or recreational use of the equipment is not appropriate. Specific equipment may be checked out from the Logistics Chair or their designee for a specific purpose and length of time to encourage familiarization with the equipment. The member to whom the equipment is issued or checked out is responsible for its safekeeping while in their possession. In order to ensure accountability for expensive radio equipment, the transfer of portable radios in the field from one member to another will be reported to Logistics.

SECTION 13: SAR VEHICLES

13.01 SAR VEHICLE DRIVER TRAINING

Drivers must be approved according to department policies and procedures, including training and check offs on individual SAR vehicles and quads with the litter. See Clallam County Administrative Manual, Policy 450.

Drivers of SAR vehicles must pass an on-line driving test and meet standards as described under County Policy 384.5.1.

13.02 FUELING PROCEDURE

- A. Remove gray fuel fob from turn signal
- B. Touch gray fuel fob across key pad at the fuel island
- C. Follow the onscreen instructions
 1. Enter Odometer reading
 2. Enter Driver Number 8001
 3. Enter Pump number
- D. Begin fueling
- E. Return the fuel fob to the turn signal
- F. After fueling, please fill out the Vehicle Fuel Log in the binder. Record the:

1. Date
2. Odometer
3. Gallons
4. Your initials
5. Your radio #

13.03 LOCATIONS

- a. Lake Farm County Maintenance Yard @ Bedrock Road approximately milepost 198 of Hwy 101
- b. Port Angeles Courthouse (**Gas only**)
- c. Port Angeles Public Works Yard (**Gas & Diesel**) @ Lauridsen Blvd & C St., Port Angeles
- d. Sequim Public Works Yard (**Gas & Diesel**) @ 1453 W. Washington St., Sequim is the location of the main gate. An alternate gate is just west of the Grant Road and 14th Avenue intersection, Sequim.

13.04 DRIVER RESPONSIBILITIES

A. Identity of SAR Vehicles:

1. SAR 2: Ford van
2. SAR 3: Ford 4 wheel drive pickup with canopy
3. SAR 4: Chevrolet suburban

B. SAR Vehicles Access: The keys to all SAR vehicles are kept in CCSO Jail Control Room.

1. Press the white button to the left of the Control Room window to get assistance
2. Ask for the appropriate SAR vehicle key, (all of our keys have an orange whistle attached with the #2, 3 or 4 written on it) or located by the Jail numbering system
 - a. SAR 2: #50
 - b. SAR 3: #52
 - c. SAR 4: #
3. Show your ID and sign the clipboard if asked

C. SAR Vehicle Return:

1. Return the vehicle keys to the Jail Control Room after you're finished using the rig.
2. Fill out the logbook
3. Fuel the rig
4. Remove trash
5. Any and all wet equipment must be removed from the vehicles to dry out

SECTION 14: INVENTORY

14.01 ISSUED GEAR

- a. An inventory slip will be filled out by Logistics or the designated Inventory person.
- b. The Team member will sign for the item(s) and the white copy will be placed in their personal file.
- c. When returning issued gear, the white slip will be exchanged for the items returned.
- d. All issued property or equipment shall remain the property of the Clallam County Sheriff's Office and must be returned in reasonable condition when a member is no longer affiliated with CCSOSAR.

SECTION 15: EMERGENCY MEDICAL PROTOCOLS

15.01 PURPOSE

This section establishes certain emergency medical protocols associated with search and rescue operations, which are supplemental to the established protocols of the State of Washington.

15.02 LIMITATIONS

Although there are provisions for the routine treatment and transportation of injured or ill persons, the types of medical emergencies encountered in search and rescue missions are often under extreme field conditions that require unique efforts. Protracted time periods, hazardous terrain, communications limitations, equipment deficiencies, inclement weather, manpower shortages and other factors may create a difficult working environment for SAR personnel.

15.03 EVACUATION DEFINED

"Evacuation" is the process of transporting an injured or ill subject to a location where they can be cared for by standard EMS protocols. As used in search and rescue terminology, the term "evacuation" will be used to define the transportation of an injured or ill subject aboard a boat, aircraft, wheeled vehicle or hand-carried rescue litter or any conveyance other than a certified aid vehicle or ambulance.

15.04 EMS CERTIFICATION

Search and rescue members certified under the state of Washington recognized EMS programs will be aware of the protocols applicable to their individual level of training. No person administering emergency medical care within the Clallam County SAR program shall perform any medical care technique or procedure in which they have not been instructed and certified.

15.05 LEVEL OF CARE

The search and rescue level of care should be judged according to the circumstances of the emergency, including the setting, general confusion, the needs of others, the type of equipment available, the EMS provider's level of training, availability of trained personnel, the assistance available from others at the scene, and the specific needs of the patient. Clallam County Search and Rescue will attempt to provide the highest level of care possible; but may be limited in some aspects of emergency

medical services due to availability of personnel, response times, travel times and distances, and other factors which may be present.

15.06 RESPONSIBILITY FOR MEDICAL TREATMENT

At the scene of a medical emergency, the individual present with the highest level of training and experience will assume command of the emergency medical treatment (regardless of whether or not that person is a member of the Clallam County search and rescue program). Personnel present are obligated to assist the senior medical person to the fullest extent possible.

15.07 ON-SCENE COORDINATION, RESCUE AND EVACUATION

It is the responsibility of the designated Team Leader to engineer the process of evacuating the injured subject, including litter work, hauling, lowering, traversing, or any other special technique required to move the subject out of hazardous or inaccessible terrain. The Team Leader, in consultation with the senior medical person present and the Incident Commander, is responsible for determination of the mechanism of evacuation and the evacuation route. It is also the Team Leader's responsibility to ensure the safety of all on-scene personnel, and to see that the medical officer receives all the assistance possible.

15.08 RIGHT TO REFUSE TREATMENT

Any competent adult has the legal right to refuse treatment, and may decline transport to a medical facility. Under circumstances where the subject appears to be delusional or confused, refusal of treatment will not be assumed as a knowing refusal. EMS personnel must determine, to the degree possible under field conditions, if the subject's mental condition may be impaired. When in doubt, err by assuming impairment and proceed with treatment.

15.09 EVACUATION PLAN

The senior medical person present at the scene, the Team Leader and the Incident Commander will plan the most appropriate type of evacuation. Factors for consideration will include at least: The medical needs of the patient; time available for evacuation; available resources (helicopters, litter crews); and the environment (terrain, darkness, inclement weather, etc.).

15.10 PATIENT TRANSPORT RECOMMENDED

Transportation to a medical facility is recommended for all subjects treated by the search and rescue team. Ending the care of an injured or ill person without obtaining that patient's consent or without ensuring that someone with equal or greater training will continue care is considered "Abandonment".

15.11 USE OF PRIVATE VEHICLES TO TRANSPORT

Except for extreme emergency situations, vehicles other than those licensed for patient transport will not be used for transportation of injured persons. Exceptions include those situations where four-wheel-drive or other similar vehicles are needed due to terrain, weather or other factors.

15.12 HYPOTHERMIA

Hypothermia should be suspected in all contacts with subjects of search and rescue missions where terrain, lack of protective clothing, weather conditions or any other factor is present which would lead to such a possibility.

15.13 IMMERSION HYPOTHERMIA

Immersion hypothermia protocols will be carried out on all subjects where the actual duration of

immersion time is:

- A. Unknown, and believed to be less than one hour.
- B. Known to be less than one hour.

SECTION 16: RECOVERY AND HANDLING OF HUMAN REMAINS

16.01 PURPOSE

This section clarifies protocols to be observed when handling human remains in a SAR context.

16.02 APPLICABILITY

Where there is no unusual risk to search and rescue personnel, the recovery of bodies is considered an appropriate search and rescue activity.

16.03 INVESTIGATION

The law requires discovery of the cause of death in all circumstances. Every fatality shall be investigated in accordance with the requirements of the Clallam County Coroner. Evidence preservation protocols will be observed.

16.04 EMERGENCY MEDICAL AID

Unless there is clear evidence present for presumption of death, apparent fatalities will be dealt with under the standard OEMs protocols of the State of Washington, as may be applicable to the circumstances.

16.05 SENSITIVITY TO OTHERS AND RESPECT FOR THE DECEASED

All members involved in the recovery of human remains will be sensitive to the emotional and psychological impact of their actions on themselves, team members, surviving family members, friends and witnesses. Member conduct and confidentiality will be strictly observed. The operation will be accomplished with the highest degree of dignity and professionalism possible under the circumstances.

16.06 JURISDICTION OF THE CORONER

The coroner is given jurisdiction over all bodies of deceased persons who come to their deaths suddenly and without medical attendance; where circumstances indicate death was caused by unlawful or unnatural means; where death occurs under suspicious circumstances; or where death is caused by violence.

16.07 ABSENCE OF THE CORONER:

In remote or inaccessible areas where it may not be possible for the Coroner or a Deputy Coroner to be present, the removal of human remains may be accomplished with the verbal permission of the Coroner or his representative to the Team Leader, without medical attendance.

16.08 PRESUMPTION OF DEATH

According to Washington State EMS protocols the presumption of death by other than a physician or a representative of the Coroner is not appropriate. However, the presumption of death may be necessary in unique SAR settings. On a case-by-case basis a subject may be presumed dead if there is decapitation, extensive dismemberment, decomposition, or other indications to the point where no reasonable

person could reach any other conclusion.

16.09 SANITATION

Standard blood borne pathogens exposure control protocols will be rigidly observed when handling human remains.

16.10 NOTIFICATION OF NEXT OF KIN

Notification of next of kin is the responsibility of the Coroner or the person designated by him.

16.11 CONFIDENTIALITY

All observations, action, details, circumstances, conversations or other events surrounding a fatality are confidential. It is not appropriate for individual SAR members to discuss the details except in a department critique or critical incident debriefing.

SECTION 17: AIR OPERATIONS

17.01 HELI-RESCUE TRAINING

All Clallam County SAR personnel who will be working near helicopters during local SAR operations under state mission numbers will complete the minimum requirements of a formal helicopter safety briefing. Heli-rescue Level I meets that minimum requirement.

17.02 HELICOPTER SAFETY RULES:

These rules apply to all SAR personnel working in and around helicopters during SAR operations:

- A. Personnel not part of the authorized crew working with the aircraft will remain at least 50 feet from small helicopters and 100 feet (measured from the rotor tips) from larger models. No smoking within 100 feet.
- B. Personnel will approach and leave the helicopter from the front so as to be in sight of the pilot at all times.
- C. Do not approach a helicopter from any side where the ground is higher than where the helicopter is standing.
- D. Do not approach a helicopter from the tail area. Do not stoop or walk under the tail boom.
- E. Secure all loose items on your person or near the landing zone. Personnel are required to wear approved helmets with chinstraps fastened, and eye and ear protection.
- F. Keep all tools, ice axes, skis, litters, radio antenna, trekking poles and similar items low and parallel to the ground when approaching or leaving a helicopter.

17.04 HELICOPTER CRASH PROCEDURES:

Chances of survival are increased if passengers observe the following procedures:

- A. Keep safety belt fastened and tight at all times.

- B. Keep helmet on and chin strap fastened at all times.
- C. Eject heavy gear only if instructed by the crew.
- D. If advised by the crew that the aircraft is undergoing an emergency, assume the following position:
 - 1. Bend forward at the waist with feet planted firmly on the floor.
 - 2. Rest chest on knees and lock the arms around and behind the thighs.
- E. Remain seated (with seat belt on) until rotors stop.
- F. Do not leave the aircraft until instructed (unless fire or other circumstances force such action).
- G. Remain clear of the aircraft after exiting and do not return to recover equipment.

SECTION 18: CANINE

18.01 OBJECTIVES AND EXPECTATIONS

The Canine Handler is expected to comply with all Clallam County Sheriff's Office SAR Team Member Policies.

While serving as a member of the County SAR team, the primary objective of the member is to make adequate progress toward certified status as a K-9 team handler, as well as progress with SAR team trainings. The K-9 training itself is the sole responsibility of the handler.

Canines in training will not be permitted to attend Search Missions or SAR classroom trainings. They may be allowed to accompany the handler on field trainings with the permission of the SAR Coordinator.

18.02 K-9 TEAM GENERAL REQUIREMENTS

- A. Written Notice
 - Notice will be given to the Clallam County SAR Coordinator that the handler intends to work a SAR K-9 within the department.
- B. Training Logs
 - Handler will keep a Training Log book, including date, conditions, location, objectives and results of each K-9 training. This will be made available to the SAR Coordinator upon request.
- C. Vaccinations
 - Handler will maintain proof of current vaccinations, including rabies distemper and parvo or titer results for each, taken within the last year. (*Current* is defined as within the last twelve (12) months or a documented three (3) year vaccination in the last thirty-six (36) months.
- D. The K-9 team will obtain a certificate from AKC Canine Good Citizen, Therapy Dog International, Schutzhund title, AKC obedience title or other nationally known obedience title.
 - For dogs over one year, this will be obtained within twelve (12) months of notice date.
 - For dogs under one year, this will be obtained within eighteen (18) months of notice date.
- E. First Aid / CPR

- Handler will maintain a certificate for Basic First Aid or higher from Red Cross or other recognized organization and a certificate for CPR from American Heart Assoc., American Red Cross or other recognized organization.

F. ICS

- Handler will obtain a certificate for ICS 200 before certification testing.

18.03 HUMAN REMAINS DISCIPLINES

If the K-9 will be working in a Land or Water Human Remains Detection discipline, the handler will also obtain a certificate from each of the following before certification testing:

- A. Hazmat Awareness class
- B. Blood Borne Pathogens class
- C. Crime Scene Preservation class

18.04 CERTIFICATION OF PROFICIENCY

Within thirty (30) months of Notice date, the K-9 team will successfully complete field certification by one of the following agencies:

- a. NSDA: National Search Dog Alliance
- b. NAPWDA: North American Police Work Dog
- d. NNDDA: National Narcotic Detector Dog Association (for Trailing only)
- e. USAR: Urban Search and Rescue Washington Task Force

Certifications must be renewed every two (2) years, or less if required by the certifying agency.

18.05 TRANSFERS FROM OTHER TEAMS

A. For SAR K-9 teams transferring into Clallam County, unexpired certifications will be accepted from the agencies above and also from the following agencies:

- KCSA: King County Search Dogs, Washington
- SCVSARK9: Snohomish County Volunteer Search and Rescue Team, WA. (For Air Scent standard only)
- CARDA: California Rescue Dog Association
- Tri-State-K9: (Montana, Wyoming, Utah, Idaho)
- MAT+SAR: Matanuska Susitna Valley Search & Rescue, Alaska

B. Certifications to be accepted from teams other than those above will meet the following and receive approval of the SAR Coordinator.

1. Land HRD

- a. Does the standard show:

1. The amount of source to be used?
- b. Does the test have a Wilderness portion?
 1. Is the size of the area indicated?

2. Is the number of sources indicated?

- a. Does the test have a Building portion?
- b. Does the test have a Vehicle portion?

2. Area/Air Scent

- a. Does the standard show:
 1. The size of acreage?
 2. The number of subjects indicated
 3. If the K-9 must have a recognizable alert?

3. Trailing

- a. Does the standard show:
 1. The length of the trail?
 2. The age of the trail?
 3. The number / type of turns or decision points?
 4. Obstacles, change of vegetation required?
 5. A specified distance allowed from the trail?

4. Water HRD

- a. Does the standard show:
 1. The amount and type of source to be used?
- b. Does the test have a Shoreline Search component?
 1. Is the length of shoreline stated?
- c. Does the test have an Open Water Search component?
 1. Is the standard size of search area stated?

5. Gun Source Residue

- a. Does the test have Wilderness and Urban portions?
 1. Is the size of the area indicated?
 2. Is the number of sources indicated?
- b. Does the test have a Building portion?

1. Is the size of the area indicated?
- c. Does the test have a Roadway portion?
 1. Is the size of the area indicated?
- d. Does the test state a list of specific sources used?

SECTION 19: CLAIMING BENEFITS AND REIMBURSEMENT

19.01 CLAIMING BENEFITS FOR PERSONAL INJURY

- A. Report the injury to the Incident Commander as soon possible. In no case should any injury be reported more than twenty-four hours after the conclusion of the mission.
- B. If medical attention is required, the member will use the following procedures to ensure that medical expenses are covered:
 1. Provide the physician/hospital with the name and type of personal medical insurance if any. NOTE THAT BENEFITS FOR PERSONAL INJURY UNDER THIS PROGRAM ONLY COVER THOSE EXPENSES NOT COVERED BY THE MEMBERS OWN ACCIDENT INSURANCE.
 2. Instruct the physician/hospital to address all bills for treatment or services not covered by personal insurance to:

CLALLAM COUNTY HUMAN RESOURCES
223 EAST 4TH STREET
PORT ANGELES, WA 98362
- C. In the event that verification is required by the physician/hospital, the member should provide their volunteer identification card, and suggest that they telephone the Sheriff's Office.
- D. Upon completion of medical treatment, members should obtain a MEDICAL EXPENSES CLAIM FORM DEM-084 from the Emergency Management Division or SAR Coordinator and complete the information required. The Emergency Management Coordinator or representative must complete a portion of that form, and the attending physician must complete a portion of the form.
- E. If the total claim is more than \$2,000.00 a compensation board will be convened in accordance with RCW 38.52. The findings of the compensation board will then be forwarded to the State Division of Emergency Management for action.

19.02 ELIGIBILITY FOR PROPERTY LOSS / DAMAGE BENEFITS

In order to be eligible for compensation for loss or damage to certain items of personal property, search and rescue personnel must meet the following minimum eligibility requirements.

- A. Claimant must be a registered emergency worker of the county of residence and/or the jurisdiction directing the mission. Claimant must file the claim with the jurisdiction where the mission occurred.
- B. Claimant must have been activated by the Clallam County Sheriff's Office on an authorized activity under the provisions of RCW 38.52.

- C. Claimant must have registered his name and registration card number with the on-scene commander. In Clallam County, signing the personnel roster (sign-in sheet) satisfies this requirement.
- D. Only property that is deemed necessary and reasonable for the emergency services activity (search and rescue) will be considered for compensation.
- E. Damage to property caused by normal wear and tear, mechanical or electrical breakdown, and the loss or inconvenience consequent to such loss or damage, will not be considered for compensation.
- F. Compensation for loss or theft of property left unsecured, of damage incurred, which could have been prevented through reasonable care, may be denied.
- G. All claims for property loss or damage will be processed through the Sheriff's Department, Emergency Services Division to the State Division of Emergency Management.

19.03 CLAIMING BENEFITS FOR DAMAGED OR LOST EQUIPMENT

- A. In the event of property loss or damage to equipment assigned for a search mission or training, the Incident Commander or responsible agency's on-scene authority must be notified as soon as possible.

In no case should the loss or damage be reported more than twenty-four hours after the conclusion of the mission.

- B. Obtain a PROPERTY LOSS OR DAMAGE CLAIM form (State form DEM-086) from the Emergency Management Division representative or SAR Coordinator and complete it as required. WAC 118- 04.340
- C. If the claim exceeds \$2,000.00 a compensation board will be convened in accordance with RCW 38.52.340. See WAC 118-04.380 for detailed instructions.

NOTE

Claimants will not be eligible for that portion of the damage or loss, which is covered by their insurance.

- D. If the total claim is less than \$2,000.00 the original claim form and all supporting documentation will be sent to the State Division of Emergency Management. The form must be notarized as indicated.
- E. If a compensation board is convened, their findings will be then forwarded to the State Division of Emergency Management for action.

19.04 ELIGIBILITY FOR REIMBURSEMENT FOR FUEL USED

Provisions are available for reimbursement for the cost of fuel used in a private vehicle when responding to a call for search and rescue assistance out of county. The following criterion will be used in determining eligibility for fuel reimbursement:

- A. The claimant must be a registered Emergency Worker.
- B. The claimant must be responding to a request for mutual aid to another jurisdiction, and a state mission authorization number must have been assigned.
- C. Reimbursement will be for the exact amount of fuel used.
- D. Request for reimbursement for out-of-county fuel expenses must be made within forty-eight (48) hours

after the close of the mission.

- E. Proper receipts and documentation must accompany the claim for reimbursement.

NOTE:

Reimbursement for fuel used in traveling out of county in response to a SAR mutual aid request made through the Sheriff's Office does not require prior approval. However, filing a claim for reimbursement is the responsibility of the eligible emergency worker.

19.05 REIMBURSEMENT FOR FUEL

SAR personnel will use the following procedures for claiming reimbursement for fuel used in personal vehicles:

- A. Obtain a FUEL EXPENSES CLAIM FORM (EMD-036) from the Clallam Co. Sheriff's Emergency Management representative or the SAR Coordinator.
- B. Attach all sales slips, credit card receipts or other documentation, which shows the station name, address, gallons, and cost of fuel obtained. Google WAC 118-04-360 for detailed requirements.
- C. The completed Form EMD-036 will be submitted to the Clallam Co. Sheriff's Emergency Management representative or the SAR Coordinator, along with Form EMD-78, the SAR Daily Unit Activity Report (sign in sheet) in order to verify that the emergency worker had participated in the mission.

NOTE:

Only submit a claim for the EXACT amount of fuel used. Filling your tank prior to departure and filling it again upon your return can verify this.

APPENDIX A

CONTACT LIST

SAR Coordinator:	SGT. John Keegan
Assistant Coordinator:	DEP. Harold Edwards
Call-Out Coordinator (s):	0600 – 1800 Kelly Thomas
	1800 – 0600 Matt Aston

APPENDIX B

24 HOUR BASIC PACK CHECK

Name: _____

Date: ____ / ____ / ____

Inventoried by: _____
(printed name)

(signature)

- Backpack/Knapsack, fanny pack, or cargo vest
- Footwear, sturdy, appropriate for season/climate
- Clothing appropriate for mission/weather
- Rain Gear (poncho or full suit, coat can be counted as top to rain suit)
- Coat or parka
- Shirt, extra (carried)
- Socks, extra pair (carried)
- Bandana, handkerchief
- Gloves (to keep hands warm)
- Gloves, leather (appropriate for rope work)
- Eye protection (safety goggles)
- Ear/hearing protection (plugs or muffs)
- Space blanket or sleeping bag
- Watch cap or appropriate substitute
- Compass, orienteering type
- 2 flashlights OR flashlight & headlamp with extra batteries & light bulbs
- Waterproof Matches/fire starter kit
- Water, 1 liter minimum
- Water purification system, tablets or adequate filtration system
- Food and high energy snacks (24 hours worth)
- Flagging tape (1 roll)
- Nylon parachute cord, 50 feet
- Knife, sheath or folding/ multi-tool (3" min blade)
- Small tarp/heavy duty plastic sheet (8'x8' min)
- Toilet paper (1/4 roll min.) or baby wipes
- "Write-in-the-rain" notebook and pen/pencil
- Small tape measure
- 4 zip lock bags, various sizes
- 2 large leaf/garbage bags
- Prescription medication as required
- Small personal First Aid kit
- Personal protection Kit(Bio-hazard)**
- Whistle**
- Webbing (20' orange & 12' purple)**

** Items issued by S/O Most current pack list

APPENDIX C

ABBREVIATIONS

B	Base Camp
CCSO	Clallam County Sheriff's Office
CCSOSAR	Clallam County Sheriff's Office Search and Rescue
CH	Court House
EOC	Emergency Operations Center
IC	Incident Commander
ICS	Incident Command System
LKP	Last Known Point
NIMS	National Incident Management System
OIC	Officer in Charge
Ops	Operations Section
PD	Police Department
PENCOM	Dispatch
PLS	Point Last Seen
POA	Probability of Area
POD	Probability of Detection
POV	Personally Owned Vehicle
RCW	Revised Code of Washington
S	Staging Area
SAR	Search and Rescue
Sign	Physical evidence of passage of a person
S/O	Sheriff's Office
SOP	Standard Operating Procedure
WAC	Washington Administrative Code

ESF #10 / Oil Spills & Hazardous Materials Emergency Response Plan

ESF COORDINATOR

Clallam County Health and Human Services – Environmental Health Section (HHS)

PRIMARY AGENCIES

Washington State Patrol (WSP)
Washington Department of Ecology (DOE)
U. S. Coast Guard, Sector Puget Sound (USCG)
U. S. Environmental Protection Agency (EPA)

SUPPORTING AGENCIES

LAW/FIRE/EMS Agencies in Clallam County (LAW/FIRE/EMS)
Clallam County Emergency Management (CCEM)
Clallam County Health and Human Services – Environmental Health Section (HHS)
Clallam County and Municipal Public Works Departments (Works)
Olympic Medical Center (OMC)
Forks Community Hospital (FCH)
South Puget Sound and Olympic Peninsula Chapter of the American Red Cross (ARC)

Federal and State primary and supporting agency responsibilities for Emergency Support Function #10 (ESF #10) are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

9. INTRODUCTION

A. Purpose

- 1) This Oil Spill & Hazardous Materials Emergency Response Plan (HAZMAT Plan) is the annex ESF #10 of the Comprehensive Emergency Management Plan (CEMP) for Clallam County. The primary purpose of this HAZMAT Plan is to provide an effective, coordinated emergency response to incidents involving the release or potential release of hazardous materials in Clallam County. This HAZMAT Plan establishes the policies and procedures under which Clallam County will operate in the event of a hazardous material incident, oil spill, or other potentially hazardous release. This HAZMAT Plan is designed to prepare Clallam County and its local jurisdictions for incident response and to minimize the exposure to or damage from materials that

could adversely impact human health, safety or the environment. This ESF #10 document outlines the roles, responsibilities, procedures and organizational relationships of government agencies and private entities when responding to and recovering from a hazardous materials (HAZMAT) event.

- 2) This HAZMAT Plan provides guidance for hazardous material incident planning, notification and response as required by Title III of the Superfund Amendments and Reauthorization Act (SARA), also known as the Emergency Planning & Community Right-to-Know Act, hereinafter referred to as EPCRA.

B. FEMA Scope – FEMA ESFA defines the ESF #10 scope of work as:

- 1) Oil and hazardous materials spill (chemical, biological, radiological, etc.) response;
- 2) Environmental short- and long-term cleanup.

C. EPCRA Scope

- 1) The scope of EPCRA is to:

- Encourage and support emergency planning efforts at the state, tribal and local levels;
- Provide local governments and first responders with information concerning potential chemical hazards present in their planning districts;
- Prevent, prepare for, and mitigate the effects of a chemical incident; and
- Provide the public with information on chemical risks in their community and information on what to do if a chemical accident occurs.

See United States Environmental Protection Agency (EPA), How to Better Prepare Your Community for a Chemical Emergency at 3 (Nov. 2017) (Better Prepare Your Community EPA Guidance).

- 2) In order to comply with EPCRA, an emergency plan should:

- Identify facilities that handle extremely hazardous substances (EHSs) and transportation routes of EHSs (emergency planning under Section 302 of EPCRA), identify Tier 2 Reporting Facilities subject to hazardous chemical inventory reporting (under Sections 311 and 312 of EPCRA), as well any facilities designated by the Washington State Emergency Response Commission (SARC) and/or the Clallam County Local Emergency Planning Committee (LEPC);
- Set forth emergency response procedures for facility owners and operators, as well as for local emergency and medical personnel;
- Designate a community and facility emergency coordinator to implement the plan;
- Set forth procedures for notifying the public and the local emergency response team that a release has occurred;

- Identify methods for determining the occurrence of a chemical release;
- Identify the probable area and population affected by potential release;
- Identify emergency response equipment in the community and at the facilities in the community, and the persons responsible for them;
- Establish evacuation plans (including evacuation routes and shelter-in-place procedures);
- Create a training program for emergency responders (including schedules); and
- Create methods and schedules for exercising the emergency response plan.

See Better Prepare Your Community EPA Guidance at 5.

- 3) On October 23, 2018, America's Water Infrastructure Act of 2018 (AWIA) was signed into law, amending EPCRA's emergency release notification and hazardous chemical inventory provisions. The AWIA requires that community water systems: (1) receive prompt notification of any reportable release of an EPCRA extremely hazardous substance or a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) hazardous substance that potentially affects their source water and (2) have access to Tier II information (i.e., hazardous chemical inventory data). These requirements went into effect immediately upon signing the law and should be included in any emergency plan.
- D. This ESF covers Clallam County planning, response, cleanup, notice, evacuation and reporting required to address HAZMAT incidents in accordance with the above outlined FEMA and EPCRA planning and response scopes.
- E. Clallam County has been deemed a "Hazardous Materials Awareness Level County". As such, the County has no local Hazardous Materials Response Team and must request any operational HAZMAT response from the Washington State Patrol and other state and federal agencies as needed. Awareness level responders are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. Awareness level responders will not take any further action beyond notifying the authorities of the release and, if necessary and within appropriate safety and training parameters, awareness level responders may secure the scene so as to protect the public.
- F. HHS is the ESF Coordinator for response to HAZMAT events. The Emergency Operations Center (EOC) may be activated to coordinate first responder response to an incident and support state and federal HAZMAT responses.
- G. This HAZMAT Plan is consistent with Washington State CEMP and federal plans. This HAZMAT Plan is based on the ESF format and does not stand alone. Some components will be covered by other ESFs and other elements of the county's CEMP.
- H. This Hazmat Plan will also coordinate with the following agencies and plans:

- Washington State CEMP, Washington State CEMP, Washington State Emergency Management Division (State EMD), Washington State Department of Ecology.
- Washington State CEMP, Emergency Support function (ESF) - 10 Hazardous Materials Annex.
- National Oil and Hazardous Substances Pollution Contingency Plan or more commonly known as the National Contingency Plan (NCP), Federal Agencies.

I. This HAZMAT Plan should be activated when:

- Casualties or injuries occur due to a hazardous materials incident;
- Evacuation is necessary due to a hazardous materials incident especially outside of a facility boundary;
- A facility or transporter requests assistance with a hazardous materials response beyond capability of their own resources;
- A facility or transporter is required to make warning, notification, or reports under the Emergency Planning and Community Right-to-Know Act (EPCRA) or Comprehensive Environmental Response Compensation, and Liability Act (CERCLA); or
- A hazardous materials release or a potential release may involve multiple jurisdictions or agencies.

10. **POLICIES AND LEGAL AUTHORITIES**

- A. Local Emergency Planning Committees (LEPCs) are charged with creating hazardous material response plans for their areas (118-40-170 WAC). This HAZMAT Plan has been developed, approved, and is maintained by the Clallam County LEPC.
- B. Washington State's designation of Clallam County as a "Hazardous Materials Awareness Level" County recognizes that the County is not able to field a HAZMAT team. County policy will be to call for Washington State Patrol assistance and within appropriate safety and training parameters, to rescue, isolate and deny entry.
- C. HHS will coordinate and CCEM will support local agencies, the State of Washington and federal agencies in dealing with hazard materials incidents. County LAW/FIRE/EMS Agencies responding to hazardous materials releases have their own internal procedures. This ESF does not supersede those procedures. It is designed to support coordination of the efforts of the various agencies responding to the same incident.
- D. Management of a hazardous materials incident will follow the Incident Command System (ICS).
- E. Washington State Patrol (WSP) shall be the incident command authority for all hazardous materials incidents occurring anywhere in Clallam County. This ESF refers to all HAZMAT events in Clallam County.

- F. All actions taken at a Hazardous Materials Incident will be defensive in nature. Adequate training for response to hazardous material incidents should be conducted in a manner that is compliant with WAC 296-824, Emergency Response to Hazardous Substance Release and shall be within the capacities of the personnel on scene.
- G. Exposure to hazardous material release should be monitored and regulated in compliance with General Occupational Health Standards for a Healthy Workplace, Chapter 296-62 WAC.
- H. Applicable Federal Statutes and Regulations: This HAZMAT Plan is developed, promulgated and maintained according to the following federal and state laws, rules and regulations listed in Sections I and J below.
- I. Applicable Federal Statutes and Regulations
 - 1) Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA or Superfund)
 - 2) Superfund Amendments and Reauthorization Act (SARA) Title III, Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA)
 - 3) Clean Air Act (CAA) of 1990 Amendments, Section 112(r)
 - 4) Clean Water Act (CWA) of 1972
 - 5) Occupational Safety and Health Administration (OSHA) Regulations, 29CFR1910.
 - 6) American Water Infrastructure Act of 2018
 - 7) Emergency Planning and Notification, 40 CFR Part 355
 - 8) Hazardous Chemical Report: Community Right-to-Know, 40 CFR Part 370
 - 9) Comprehensive Emergency Response Plans, Title 42, Chapter 116, Section 11003 (a)-(g)
- J. Applicable State Statutes and Regulations:
 - 1. Emergency Management, 1995, Chapter 38.52 RCW
 - 2. Hazardous Substance Information Act, 1985, Chapter 70, 102 RCW
 - 3. Hazardous Material Incidents, Chapter 70.136 RCW
 - 4. Incident Command Agencies, 70.136.030 RCW
 - 5. Washington Industrial Safety and Health Act (WISHA), Chapter 49.17 RCW
 - 6. Oil and Hazardous Spill Prevention and Response, Chapter 90.56 RCW –
 - 7. Public Health and Safety, Title 70 RCW:
 - 8. Local Emergency Management/Services Organization, Plans and Programs, Chapter 118-30 WAC
 - 9. Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting, Chapter 118-40 WAC
 - 10. General Occupational health Standards, Chapter 296-62 WAC
 - 11. Emergency Response, Chapter 296-824 WAC
 - 12. Washington State Department of Ecology, Titles 173 and 317
 - 13. Washington State Department of Health, Title 246 WAC

11. SITUATION

A. Hazards Assessment

- G. The Clallam County Hazard Assessment (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. CCHA Table 1.1 provides a summary of these threats based on known risks. The dynamic and/or cascading variables of a catastrophic event may alter this assessment.
- H. The county's hazardous materials threats stem from facilities that include gas stations, marinas, propane storage sites, port facilities, the McKinley Paper Plant and the Pacific Northwest National Laboratories. According to the CCHA, the county's vulnerability to hazardous materials incidents is a medium priority risk.
- I. The volume and distribution of hazardous materials in a community determines the likelihood of a HAZMAT event. Transportation routes can pose a major threat because of the volume and variety of hazardous materials being transported over them. The county views the most likely hazardous materials incident to be caused by a traffic accident along Highway 101 or as a result of a spill near the Port of Port Angeles or within the Strait of Juan De Fuca. Since 2015, the majority of oil spills in Clallam County have involved volumes less than 100 gallons released from commercial or recreational fishing vessels. The Port Angeles Harbor has experienced several oil spills of a larger magnitude (500 gallons) in the last two decades.
- J. The threat presented by hazardous materials incidents is often to both the public health and safety and the environment. While most hazardous materials incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste release. It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan, from a defensive position.
- K. Facilities that handle hazardous chemicals (as defined under the Occupational Safety and Health Act and its implementing regulations) above set threshold amounts are required under EPCRA to provide information on the chemicals, their quantities, locations, and potential hazards. Section 312 of EPCRA requires that these facilities submit an inventory of these hazardous chemicals and certain other material information on a Tier II form which is submitted to SERC, LEPC and the local fire district.
- L. Certain Extremely Hazardous Materials (EHS), as determined by substances classified under EPCRA, are either transported, stored or used in Clallam County. The Tier II form asks each facility to identify whether they have EHS at their facility and are therefore subject to the Emergency Planning requirements under Section 302 of EPCRA.
- M. The listing of the 61 fixed-site facilities located in Clallam County that have submitted Tier II forms in 2021 are documented in Appendix B. The locations of the 22 facilities

that have present on their site extremely hazardous substances are listed in Appendix C and those locations have been placed on maps also contained in Appendix C with accompanying evacuation routes.

B. Planning Assumptions

- 1) Clallam County's status as a Hazardous Materials Awareness Level County remains unchanged. Response to a HAZMAT incident will be performed to the level trained and equipped. Primary consideration will be given to protection of the public by either evacuation or sheltering in place.
- 2) Clallam County LEPC/EPCRA plans and procedures are up-to-date and ready for implementation.
- 3) PENCOR is the designated agency to receive initial notification of any HAZMAT incident and will notify the applicable Fire District, HHS and the WSP.
- 4) The WSP is designated as the incident command authority for HAZMAT incidents for all jurisdictions within Clallam County.
- 5) HHS will notify CCEM of any HAZMAT incident and CCEM will notify WAEMD of a HAZMAT emergency incident and request a mission number.
- 6) Any HHS notification of a HAZMAT incident to the WSP or DOE does not constitute a notification from CCEM to WAEMD of an emergency situation. CCEM must notify WAEMD of a HAZMAT emergency and request a mission number.
- 7) CCEM's determination of the need for the BOCC to issue a Disaster Declaration may be required if the incident threatens life safety, property, the environment or the local economy.
- 8) Support for a large-scale HAZMAT incident will come from out of the area.
- 9) A hazardous material release or spill may develop slowly, or occur suddenly without warning.
- 10) A hazardous materials incident may be caused by or may occur during another emergency, such as flooding, fire, transportation accident, earthquake or terrorist act.
- 11) Business and industrial facilities located in Clallam County have complied with EPCRA rules and have coordinated their facility emergency response plans with their Fire Department/District and Emergency Management Organization. The entity having legal responsibility for the hazardous material at the time of the release is known under EPA regulations as the "Responsible Party". Determination of a HAZMAT release and applicable notification requirements of reportable releases are the statutory responsibility of the Responsible Party (e.g., regulated facility owner and/or operators).

- 12) The regulated facility's emergency coordinator has established appropriate internal procedures for detecting a release and reporting such release in a timely manner.
- 13) Victims of a hazardous materials incident may require unique or special medical treatment.
- 14) The length of time available to determine the scope and magnitude of a hazardous materials incident will impact population protective action recommendations.
- 15) During the course of an incident, winds may shift and other changes in weather conditions may necessitate changes in population protective action recommendations.
- 16) Vulnerable and special needs population may require assistance to evacuate during a HAZMAT emergency.
- 17) Population protection actions that may be necessary for the public in the affected area may include sheltering in place; evacuation; protection of animals; water and food supplies. A hazardous materials incident may require the evacuation of citizens at any location within Clallam County.
- 18) The choice of population protective actions will depend on many factors including the magnitude, severity/urgency of the situation, characteristics of the area, populations involved, and weather and road conditions, time of day, immediate response capabilities and proximity to surface water.
- 19) In some HAZMAT incidents, it may be necessary for response teams to isolate the area for an indefinite time due to a lack of information, a lack of adequate or qualified resources, or danger to responders. Due to this possible limitation, protections of life, property and the environment inside the incident perimeter might have to be delayed for a period of time. Extreme weather conditions or other unforeseen factors can also cause a response delay; response can be delayed by location, availability, storage and/or dispersal of the appropriate response equipment; initial response may be affected by limitations to alert and warning systems in the community; damaged transportation routes that may be impassable or the incident may overwhelm staff and equipment.
- 20) Hazardous materials could potentially enter water or sewer systems necessitating the shutting down of those systems and the ceasing of those services to the public. This may cause the need for population protection measures some distance from the initial incident.

- 21) Community notification will occur as soon as possible through available communication methods (emergency notification programs, media, social media, area broadcast from police and fire vehicles, and/or door-to-door). Notification to those affected could take hours or could be impossible due to transportation route or utility disruption or the threat to emergency responders.
- 22) It is neither implied nor should it be inferred that this HAZMAT Plan guarantees that a perfect emergency or disaster response will be practical or possible. No plan can shield individuals from all events. Some people will choose not to follow recommended instructions or may not receive any of the various notifications no matter what diligent efforts are made to provide such notifications.
- 23) While every reasonable effort will be made to respond to emergencies or disasters, resources and or systems may be overwhelmed.
- 24) Some events provide little or no warning to implement operational procedures and all emergency plans are dependent upon tactical execution which may be imperfect.
- 25) This plan can only be fulfilled if the situation, information exchange, extent of actual capabilities and resources are available at the time of the incident.

12. CONCEPT OF OPERATIONS

A. General

- 1) A hazardous materials (HAZMAT) incident includes, but is not limited to, the following conditions:
 - a) Any release of a hazardous material which poses or has the potential to pose a threat to public health, safety or the environment.
 - b) Any condition that has the potential to become a release that will pose a threat to public health, safety or the environment.
- 2) The response to a HAZMAT incident will be defensive or non-intervention based on the nature of the release.
- 3) Responders will perform only to the level trained and equipped.
- 4) Primary consideration will be protection of the life, environment, and property.
- 5) The first priority of the incident commander will be to identify the release product and determine the appropriate protective actions to protect life, environment, and property.
- 6) All responders will assist with the identification of the Responsible Party for the hazardous materials incident through the collection and reporting of relevant information related to their response activities.
- 7) Medical facilities within Clallam and Jefferson Counties are limited in the capability to receive contaminated patients:

- a) Decontamination operations should be conducted on-site in accordance with the response agencies established procedures and capabilities to preclude contamination of EMS personnel / vehicles and subsequent contamination of medical personnel / facilities.
- b) When contaminated victims must be transported to a medical facility, the IC or their designated representative must contact the receiving medical facility so they can prepare decontamination stations and ensure staff / facility safety.

B. Procedures

- 1) When a HAZMAT incident occurs, Fire Districts/Department will initiate the Incident Command System until WSP arrives on scene and assumes command authority. All jurisdictions will establish Unified Command as needed, and use the Incident Command System to manage the incident.
- 2) The Responsible Party has ultimate accountability for assuring effective abatement of the release or threatened release of oil or hazardous materials (RCW 4.24.314) to include cleanup costs and reimbursement.
- 3) Upon notification of a Hazardous Materials incident, Clallam County Emergency Management will inform WAEMD and obtain a mission number. This will establish liability coverage to registered local volunteers and equipment responding in a specialized or general support capacity if the incident commander requests such assistance.
- 4) Response to a Hazardous Materials incident will be defensive in nature and responding departments will perform only to the level trained. Primary consideration will be given to protection of the public by either evacuation or sheltering in place protection. Protection of property and environment will be secondary.
- 5) Command of a HAZMAT incident will be initially from a field command post location until the incident stabilizes. The County EOC may be activated to coordinate on-scene operations, notifications, and to respond to requests for resources.
- 6) The State Department of Ecology is responsible for 24-hour environmental pollution prevention, preparedness and response within the State of Washington.
- 7) The State Department of Ecology acts as the pre-designated State incident agency for incidents that occur on marine and fresh waters and for inland spills where the local Incident Commander has curtailed emergency response operations. In these instances, DOE assumes control of the incident and designates a State Incident Commander to continue management of the response action.
- 8) The DOE acts as the lead agency for spill abatement, response, containment and cleanup efforts to waters of the State. Reference is made to the 2020 Northwest Area Contingency Plan (NWACP). The NWACP is a joint plan between the Northwest States (Washington, Oregon and Idaho), the U.S. Coast Guard, and the EPA. The 2020 NWACP functions as the Washington State Master Plan for oil spill and hazardous substance release response.

- 9) CCEM will follow policies and procedures covered in the 2022 Clallam County CEMP.

C. Emergency Response Procedures and Operations

1. Notification

- Determination of a release of EPCRA classified substances is the statutory responsibility of the facilities owners and/or operators, i.e. the Responsible Party. The Facility Emergency Coordinator(s) shall establish appropriate internal procedures for detecting a release and for making timely notification internally to appropriate personnel, as well as to local, state and federal agencies, according to 40 CFR (Subparts B and C), and community water systems (under the American Water's Infrastructure Act) where the hazardous substance potentially affects the water system's source water. Facilities will respond initially to a release according to limits of training or actual capabilities and qualifications. Reportable releases are subject to the following notification to be made by the Responsible Party:
- Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) Section 103 (40 CFR Part 302.6, Part 300.405) requires that the release of a CERCLA hazardous substance that meets or exceeds the reportable quantity (RQ) set forth in 40 CFR 302.4 must be reported to the NRC.
- EPCRA Section 304 (40 CFR Part 355.40) requires that the release of a reportable quantity or more of an EPCRA extremely hazardous substance or a CERCLA hazardous substance that results in exposure of people outside the facility boundary be reported to the NRC, and any potentially-affected SERC, Tribal Government and LEPC. A released chemical from a transportation vehicle is reportable, unless the chemicals being transported are under active shipping orders.
- Hazardous Materials Transportation Act (HMTA) Section 1808 (49 CFR Part 171.15) requires that the release of a DOT hazardous material during transportation be reported to the NRC under certain circumstances such as death, injury, significant property damage, evacuation, highway closure, etc.
- Clean Water Act (CWA) Section 311 (40 CFR Part 110.3) requires that the release of oil be reported to the NRC if the release: (i) violates applicable water quality standards; (ii) causes a film, sheen or discoloration on the surface of the water or adjoining shorelines; or (iii) causes sludge or an emulsion to be deposited beneath the surface of the water or upon the adjoining shorelines.
- RCW 90.56.280 requires the Responsible Party to notify WA EMD and the Coast Guard of any spills of oil into Washington State waters.
- Clallam County PENCOCM is the designated agency to receive initial notification of potential hazardous materials incidents. PENCOCM will dispatch the appropriate fire agency to investigate and PENCOCM will also notify HHS and the WSP of the incident.
- HHS will notify CCEM of the incident.
- CCEM will notify WAEMD of any HAZMAT emergency and request a mission number.

- The WSP is the IC overseeing all HAZMAT response operations. The WSP will establish a Unified Command System with fire departments, emergency medical services, and other state and federal agencies. The WSP on-scene IC will determine whether to notify the DOE and/or the EPA or other needed state or federal agencies.
- If the Responsible Party is unknown, the on-scene IC ensures that WAEMD and the National Response Center (NRC) is notified and that both WAEMD and NRC are provided a situation assessment.

2. On-Scene Response

- The IC will need to assess the situation, determine the projected impact area, develop priorities and a written Incident Action Plan, and implement the response. The IC will concentrate on the immediate response at the incident site: isolating the area and restricting entry, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating, communicating and implementing protective actions for emergency responders and the public near the incident site.
 - The methods and procedures used to respond to the release of hazardous materials conforms to the standards set in National Fire Protection Association (NFPA) 472 – Standard for Professional Competence of Responders to Hazardous Materials Incidents and only vary by training and competency.
- c) First responder competencies, like training, are defined at the awareness, operational and hazardous materials technician level. Clallam County responders are trained to “awareness”. Awareness trained personnel shall be able to perform the following tasks when on scene of hazardous materials/Weapons of Mass Destruction (WMD) incident:
- Survey the hazardous material/WMD incident from a safe location to identify the name, UN/NA identification number, type of placard or other distinctive marking applied for the hazardous material/WMD involved.
 - Collect hazard information from the current edition of the DOT Emergency Response Guidebook.
 - Implement actions consistent with the LEPC (EPCRA) plans and procedures, the local emergency response plan, the standard operating procedures and the current edition of the DOT Emergency Response Guidebook by completing the following tasks:
 - Initiate protective actions.
 - Initiate the notification process.
 - First responders perform rescue/decontamination operations, isolate the scene and deny access to the public.
 - First responders notify PENCOM of a HAZMAT incident, if PENCOM has not already been notified.
 - PENCOM notifies HHS and the WSP of the HAZMAT incident and dispatched appropriate fire district responders to the scene.

- HHS notifies CCEM and DOE (if applicable)
- CCEM may activate the EOC for public warning and/or evacuation.
- CCEM may assist with coordination of short-term and long-term recovery.

d) When the Responsible Party is unknown, while on-scene, the IC will call both the WAEMD (800-258-5990), and the National Response Center (800-424-8802). The IC needs to be prepared to provide:

- Spill location
- Product
- Quantity
- Concentration

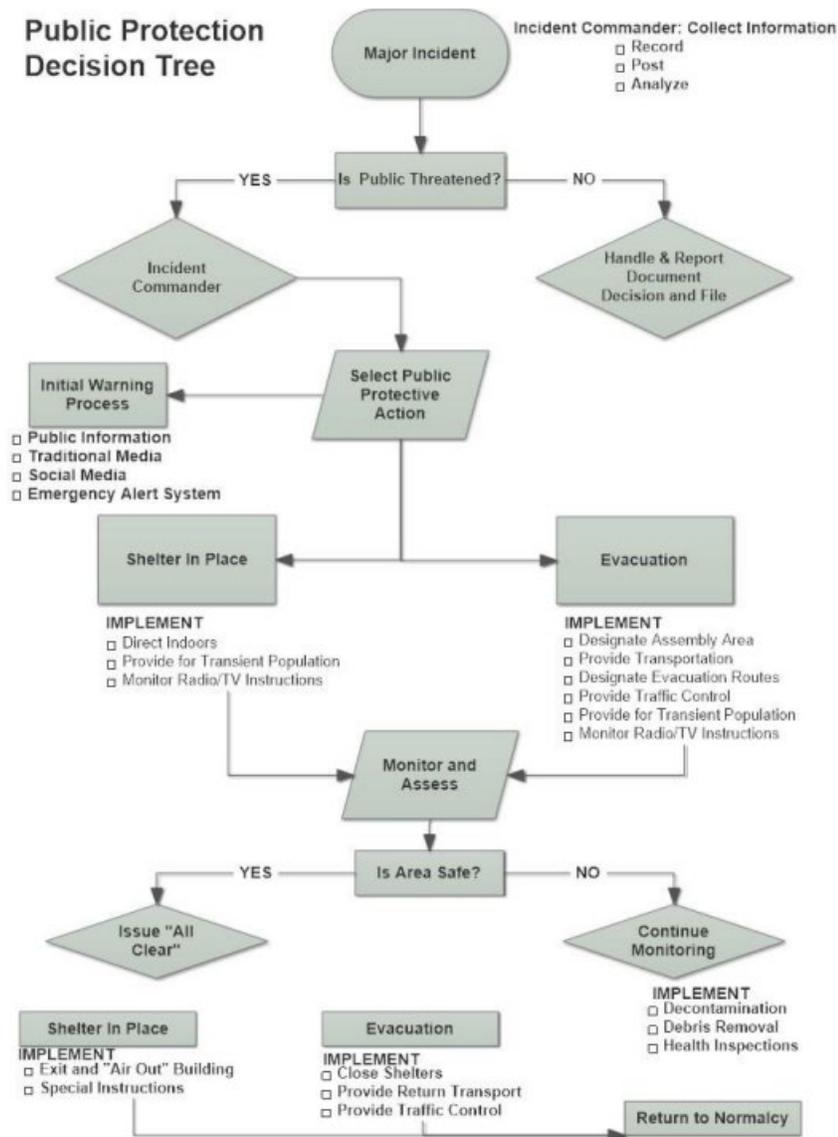
e) Community notification of those within the affected or potentially affected zone can be accomplished through use of the capabilities of:

- Emergency Alert System (EAS)
- CodeRED
- Local radio stations and regular media channel
- Social media networks
- Telephone notification
- Area broadcast from public address systems
- All Hazards Alert Broadcast (AHAB) warning sirens
- Door-to-door from police and fire vehicles
- Amateur Radio Emergency Services (ARES)

f) The IC or other authorized official determines the population to be contacted based on the location; quantity and type of release; and current weather conditions. Adjacent jurisdictions may be contacted if release is likely to affect them.

g) The following Public Protection Decision Tree diagram outlines the methods and procedures of the above NFPA standards:

Public Protection Decision Tree



h) Direction and Control

- Incident Command will initially be performed by the local fire agency while awaiting the WSP to assume command and become on-scene IC. Typically, these incidents will evolve to include representatives from the state, federal government, and the Responsible Party. The IC or Unified Command will need to assess the situation, determine the projected impact area based on the circumstances of the release or spill, develop priorities and action plans, and implement them. The IC(s) will concentrate on the immediate response at the incident site: isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating/implementing protective actions for emergency responders and the public near the incident site. The IC(s) will direct the activities of deployed emergency response elements.

- An Emergency Operations Center (EOC) may need to be activated based on the scope of the incident.
- As resources may be exhausted, further assistance should be sought from state and/or federal agencies as appropriate with command operations following ICS/NIMS structures. The Incident Commander may request additional fire and emergency medical resources, a Hazardous Materials Team, law enforcement, public works, HHS personnel, utilities, private industry, American Red Cross, and other assisting agencies as appropriate. In the case of an unattended (unidentified Responsible Party) release of hazardous materials, the Incident Commander is also responsible for notifying the State Emergency Operations Center and the National Response Center.

i) Personal Protection of Citizens

- During a hazardous materials emergency it is essential, to the degree possible, that citizens of the community be protected from the adverse effects of the hazardous materials release. The protection of the public during a chemical emergency is a complex task. “Evacuation” and “Shelter-in-Place” are options to be considered by Incident Command.
- Each protective strategy has its own inherent advantages and disadvantages:
 - Evacuation
The advantage of an evacuation is that it removes the population from both present and future risks. The concept of removing the population from the risk is also an acceptable strategy to many members of the public. Evacuations, however, are highly disruptive events that pose many problems, such as congregate care operations and traffic concerns. An effective evacuation may take several hours to complete, during which time evacuees may be exposed to concentrations of the toxic substance, which they are trying to avoid.
 - Shelter-in-Place
Shelter-in-place protection can be instituted on a relatively quick basis. The population does not have long distances to travel for protection and they are generally familiar with their surroundings. The speed of an in-place effort may make it the only reasonable short-term protection method for hospitals, nursing homes, schools and jails. The in-place concept, however, is foreign to many citizens and primarily should be considered only for incidents expected to last for a short duration.
No single protective strategy is applicable to all situations. Whereas some incidents may be suited to either evacuation or in-place protection, the two strategies are not mutually exclusive and may be combined to achieve the maximum population protection in some situations. For example, shelter-in-place for the public in

an appropriate radius around a toxic release, combined with evacuation of downwind populations, might result in the best protection potential for the highest number of citizens.

- The decision to evacuate or order in-place protection should be based upon known data or perceived risk when sufficient scientific data is immediately unavailable. Suggested reference materials include:
 - Emergency Response Guidebook (current edition)
 - Material Safety Data Sheets (MSDS)
 - Chemical Transportation Emergency Center (CHEMTREC)
 - Response Information Data Sheets
 - AIHA Emergency Response Planning Guidelines
 - NOISH Pocket Guide to Chemical Hazards
 - CAMEO Chemicals, found at <http://cameochemicals.noaa.gov/>
- The IC, or other authorized officer, shall have the authority for ordering or recommending the plan of action based on the type of threat, current weather conditions, condition of populations in the area, response capabilities, available transportation, time of day, and ability to quickly communicate to the at-risk population (38.52.070 RCW).

j) Facility Plans

Under 296-24-567 WAC each facility will have a written emergency plan and notify their employees about its contents. This plan should include:

- Escape plans and routes
- Procedure for employees to operate critical plan operations before evacuation
- Procedures to account for all employees after an evacuation
- A preferred means of reporting an emergency
- Installed alarm systems
- Training on plan contents
- Fire prevention plan

k) Resources

Updated resource information is available through CCEM. It includes information on county fire departments/districts and law enforcement agencies. The response and recovery resources available to the Clallam County LEPC comes from federal, state and local partners, public and private stakeholders and nongovernmental organizations. During response operations, acquisition of resources will be by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements (IAAs) and contracts or through emergency contracting in accordance with RCW 38.52.070. Response resources immediately available through MOU, MOA or IAA are available through CCEM.

l) Responder Safety

- Safety Officer Appointment – Duties

During any hazardous material emergency it is essential that on-scene response personnel be protected from adverse effects resulting from contamination by hazardous materials. The safety of response personnel shall be a priority responsibility of the IC. Depending on the size and nature of the incident, the appointment of a Safety Officer is required or strongly recommended to support the IC with this responsibility. The Safety Officer shall be assigned to monitor the safety hazards, unsafe situations and develop methods to ensure personnel safety. The appointed Safety Officer shall have the authority to alter, suspend, or terminate any activity that may be judged unsafe. The Incident Commander will assume the role of Safety Officer during a response in which a Safety Officer is not appointed.

- Adherence to Current Laws

It is the policy of the LEPC that all responders in the hazardous material incident adhere to applicable local, state, and federal laws, statues, ordinances, rules, regulations, guidelines and established standards pertaining to responder safety.

- Personnel Respond Only to Level of Training

Under no condition are response personnel authorized to exceed their individual level of certified training in accordance with the Occupational Safety and Health Administration (OSHA) standards in 29 CFR 1910.120.

D. Communication and Warning

- 1) PENCOM is responsible for receiving primary tactical communications and coordinating communications with responders during a hazardous material incident. In large part, responders will communicate with each other, the IC and PENCOM via radios. They may also use cell phones, other personal communications devices, computers, runners, and/or face-to-face. A combination of these may need to be employed for communication between the various agencies.
- 2) The off-scene EOC will be a focal point for communications, and should also be able to communicate with the various governments and agencies involved using whatever communication methods necessary.

- 3) CEMP ESF #2 provides guidance for Communications, Information Systems and Warning, and ESF #15 provides guidance for Public Affairs and ESF #15-1, the Clallam County Joint Information Center Plan, provides guidance for emergency communications with limited English proficient individuals.
- 4) Transmission and/or dissemination of information to the public by the PIO can be accomplished through use of the capabilities of:
 - a) Emergency Alert System (EAS)
 - b) CodeRED
 - c) Local radio stations and regular media channel
 - d) Social media networks
 - e) Telephone notification of vulnerable facilities
 - f) Area broadcast from public address systems
 - g) AHAB warning sirens
 - h) Door-to-door from police and fire vehicles
 - i) ARES

E. Cleanup/Containment

1) The Responsible Party is legally responsible for the costs of containment and cleanup of HAZMAT incidents. Cleanup of incidents will be performed as authorized by the DOE and/or the Federal On-Scene Coordinator.

2) Hazardous Material Contractors List - A list of hazardous materials spill contractors is available through the Department of Ecology at http://www.ecy.wa.gov/programs/spills/response/response_section.htm.

3) Health and Safety Plan (HSP)

1. Once the emergency response is complete the cleanup begins, OSHA's Hazardous Waste Operations and Emergency Response standards require a Health and Safety Plan (HSP) and cleanup personnel to be trained accordingly.
 2. Incident Documentation and Investigation
On-scene incident documentation and/or investigative follow-up is a joint or individual responsibility of local law enforcement, local fire department/district and/or the fire marshal, WSP, ECY and/or the Federal On-Scene Coordinator.
- Spiller Responsible for Clean Up Costs

As per RCW 4.24.314, the spiller is responsible for costs incurred in the cleanup of a hazardous materials incident. If the spiller is unknown or there is a dispute with the spiller about cost recovery, cleanup efforts will be undertaken by the ECY and/or EPA. Clallam County, and the municipal jurisdictions therein, will not accept any financial responsibility for cleanup or disposal of hazardous substances owned and/or spilled by others.

- After-Action Review and Evaluation

The Incident Commander will be responsible for arranging an after-action review and evaluation of significant incident. The review and evaluation should be conducted within 48-hours following control of the incident.

- Emergency Release Follow-up Notification Report and Form

Written report notification needs to be made within thirty (30) days following immediate verbal notification to the WA SERC and Clallam County LEPC on the Emergency Release. Following immediate verbal notification to the National Response Center, written notification is to be made within thirty (30) days. WSP Investigates criminal acts on state highways and roads.

4) Provision for Cost Recovery

- a) The Responsible Party (i.e., facility owner/operator, the transportation company) will make their own arrangements for cost recovery.
- b) The Responsible Party pays for costs of responding agencies and jurisdictions.
- c) Responding agencies and jurisdictions will separately document costs associated with the specific incident response.
- d) The Model Toxics Control Act may provide funding.
- e) Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA).
CERCLA requires reporting of releases of hazardous substances, establishes the liability of persons responsible for releases of hazardous substances and establishes an Environmental Protection Agency (EPA) trust fund.
- f) Local Government Reimbursement Program
If no Responsible Party can be determined, EPA may provide funding through the Local Government Reimbursement Program (800-431-9209) for up to \$25,000 in extraordinary local expenses for qualifying incidents.
- g) Reimbursement to Local Government

EPA Form 9310-1, Application Package for Reimbursement to Local Governments, will be used to apply for reimbursement; instructions and guidelines are included.

5) Training

- a) Hazardous material response training requirements are governed by WA 296-824-30005, which meets or exceeds the Occupational Safety and Health Administration (OSHA) standards in 29 CFR 1910.120. In addition, the National Fire Protection Association (NFPA) establishes a standard (NFPA 472) of professional competence for responses to hazardous materials incidents.
- b) All hazardous material incident emergency responders and workers at hazardous materials facilities, transport companies, waste treatment facilities, storage facilities and disposal facilities will be provided training which meets federal and state standards. Such training will be commensurate with their employers or organizations' plan and policies.
- c) The minimum level of responder training in accordance with 296-824-30005 WAC is:
- d) Minimum Level of Responder Training

LEVEL	REQUIREMENTS
Awareness Level	<p>Awareness level responders are those personnel who, in the course of their normal duties, could encounter an emergency involving hazardous materials/weapons of mass destruction (WMD) and be expected to recognize the presence of the hazardous materials/WMD, protect themselves, call for assistance and secure the scene.</p> <p>Awareness Level First Responders competencies:</p> <ul style="list-style-type: none"> • Understand what hazardous substances are and their associated risks. • Recognize the presence of hazardous substances in an emergency. • Can identify the hazardous substances, when possible. • Understand the potential consequences of hazardous substances in an emergency. • Understand the role of a first responder at the awareness level as described in: <ul style="list-style-type: none"> ○ The employer's emergency response plan, including site security and control ○ The United States Department of Transportation's Emergency Response Guidebook. • Can use the Emergency Response Guidebook. • Recognize the need for additional resources and the need to notify the incident's communication center accordingly.
Operations Level	<p>Operations level responders are personnel who respond to hazardous materials/WMD incidents for the purpose of implementing or supporting actions to protect people, property and the environment from the effects of a release. They</p>

LEVEL	REQUIREMENTS
	<p>are trained to respond in a defense fashion, which may include attempts to confine, contain or otherwise control the release without coming into contact with the material/product.</p> <p>First responders at the operations level must receive Operations training and demonstrate awareness level competencies as well as the competency to:</p> <ul style="list-style-type: none"> • Know basic hazard and risk assessment techniques. • Select and use personal protective equipment (PPE) appropriate for first responder operations level. • Understand the basic hazardous materials terms. • Perform basic control, containment, and/or confinement operations within the capabilities of the resources and PPE available. • Implement decontamination procedures to their level training. • Understand relevant standard operating and termination procedures.
<p>Technician Level</p>	<p>Technician level responders are personnel who respond to a hazardous materials/WMD incident using a risk-based response process to analyze the situation involving hazardous materials/WMD, select applicable decontamination procedures and control the release using specialized protective clothing and control equipment.</p> <p>First responders at the technician level must receive training and demonstrate operations level competencies as well as the competency to:</p> <ul style="list-style-type: none"> • Implement an employer’s emergency response plan. • Function within their assigned role in the incident command system. • Understand hazard and risk assessment techniques. • Understand basic chemical and toxicological terminology and behavior. • Use field survey instruments and equipment to classify, identify, and verify materials at the incident. • Select and use personal protective equipment (PPE) appropriate for hazardous materials technicians. • Perform advance control, containment, and/or confinement operations within the capabilities of the resources and PPE available. • Implement decontamination procedures to their level of training. • Understand termination procedures.
<p>Specialist Level</p>	<p>Specialist level responders are personnel who respond with and provide support to hazardous materials technicians. Their duties parallel those of hazardous materials technicians but require a more specific knowledge of the various substances they may be called upon to contain. Hazardous materials specialists also act as site liaisons with federal, state, tribal and local government authorities with regard to site activities.</p> <p>First responders at the specialist level must receive Specialist training and demonstrate technician level competencies as well as the competency to:</p> <ul style="list-style-type: none"> • Implement the local emergency response plan.

LEVEL	REQUIREMENTS
	<ul style="list-style-type: none"> • Know of the state emergency response plan. • Develop a site safety and control plan. • Understand chemical, radiological and toxicological terminology and behavior. • Understand in-depth hazard and risk techniques. • Use advanced survey instruments and equipment to classify, identify and verify materials at the incident. • Select and use proper specialized chemical PPE given to hazardous materials specialists. • Perform specialized control, containment and/or confinement operations within the capabilities of the resources and PPE available. • Determine decontamination procedures.
<p style="text-align: center;">Incident Commander</p>	<p>The Incident Commander (IC) is the person responsible for all incident activities, including development of strategies, tactics, ordering and release of resources.</p> <p>Incident Commanders, who assume control of a hazardous materials incident from the responders first on the scene, must receive Incident Commander training and demonstrate operations level competencies as well as the competency to:</p> <ul style="list-style-type: none"> • Know of the state emergency response plan and the Federal Regional Response Team. • Implement the local emergency response plan. • Implement the employer’s emergency response plan. • Have knowledge of the incident command system (ICS) and understand how they relate to it. • Implement the employer’s ICS. • Understand the hazards and risks associated with employees working in chemical protective clothing. • Understand the importance of decontamination procedures.

- e) In Clallam County, each organization with a responsibility for responding to hazardous materials incidents normally will complete the training for their own organization. As such, there is no cooperative, county-wide schedule that is maintained. Fire agencies will typically complete awareness and operations training internally, in the course of their firefighter training programs. The Washington State Patrol Fire Training Academy also offers regular awareness and operations courses as well as on-scene incident command courses.
- f) Each year, in the spring, the Washington State Patrol and the State Emergency Response Commission (SERC) conducts an Annual Hazmat Workshop at various locations across Washington State. This training is offered over a weekend to allow for participation by volunteer responders. HAZMAT Operations and On Scene Incident Command courses as well as courses on specialized subjects are offered at this workshop. The Washington Fire Chief’s HAZMAT and Special Operations Section annually conduct a conference in Wenatchee that

provides a number of classes, including: HAZMAT, rope rescue, terrorism and water rescue training.

6) Exercise and Plan Maintenance

a) Testing the Plan

Testing refers to the exercise of all or part of the HAZMAT Plan to improve the efficiency of all working elements. All or part of the agencies involved may be active participants in the drill (testing) process. After the drill, a critique by the participants shall be held to identify any elements of the plan that needs to be reviewed, revised, changed, or updated. This process shall support sound operational concepts and identify resources needed to carry out necessary functions in hazardous material emergencies. Agencies, organizations, and facilities may be informed of the testing and will be invited to participate or observe.

b) LEPC Annual Exercise

The Clallam County LEPC is responsible for coordinating one (1) annual exercise of the Hazardous Material Emergency Response Plan (HMERP). The annual exercise and other exercises may be added to the LEPC work plan at the annual meeting. The date may be set at a later meeting of the LEPC and announced to the general membership. This exercise may be a tabletop, functional, or full-scale exercise. Response drills may be in conjunction with other emergency response agencies and plans. After the exercise, participants will gather for a review to identify any elements in the plan needing to be revised or updated. This process will assure that operational concepts are sound and resources are adequately prepared to carry out necessary functions in a hazardous materials emergency. A critical component of this plan is to provide for the safety of citizens from the adverse effects of hazardous materials incidents. In addition to the on-going public education efforts of the LEPC, public components of the plan, including alert and warning, emergency public information, and shelter-in-place and evacuation shall be regularly exercised. While exercise objectives may not always focus on these public components, every effort should be made to include one or more of the public safety elements in functional and full-scale exercises.

c) Plan Maintenance

The HAZMAT Plan shall be reviewed at least annually by the Clallam County LEPC as required by 118-40-180(5) WAC. If no changes are required, the LEPC will report to the SERC in writing of when the review occurred and the finding of the review. The coordinator of the LEPC is the Clallam County Division of Emergency Management Coordinator. If changes are necessary, a revised HAZMAT Plan will be distributed to all agencies, organizations, and facilities that hold a current copy of the original plan as soon as possible and the SERC shall be notified in writing. The annual review shall assure that appropriate changes are made to the telephone roster, legal requirements, and resources. Within 60

days of any material revision, CCEM will email one electronic copy of the revised plan to the State Emergency Response Commission on behalf of the State Emergency Management Division to the following email address:

SERC@mil.wa.gov.

F. Resource Requests

- 1) Resources requested by WSP and DOE will be requested through their Incident Command structure.
- 2) If CCEM activates the EOC, requests for resources will be made to WAEMD in accordance with the procedures in the 2022 CEMP.

13. Response Activities by Phases – All Agencies

A. Mitigation Activities

1) Clallam County Residents

- a) Residents are given the opportunity to dispose of chemicals at the County Hazardous Waste collection station. Residents are encouraged to inspect their homes for chemical hazards and to properly store and dispose of chemicals.

2) Clallam County Facilities & Businesses

- a) Facilities and Businesses within the County are expected to be aware of and comply with the Local, State and Federal Environmental regulations that apply to their operations.

3) Fire Service

- a) Clallam County Fire Service Agencies and the County Fire Marshal are expected to conduct building and facility safety inspections where hazardous materials are generated, used, stored, disposed of or destroyed. Fire department personnel make recommendations as needed. However, fire districts do not have the authority to enforce codes. The County and Cities need to enforce proper hazardous materials storage and monitoring to avoid spills and leaks.

4) Emergency Management/LEPC

- a) Emergency Management and the LEPC maintain and review issues relating to hazardous material vulnerability analysis. Records pertaining to EPCRA and individual organization Risk Management Plans (RMPs) are maintained and accessible to the staff and the public. Coordination with county and city planning agencies is vital, as the location of hazardous materials fixed sites and transportation routes could have a significant impact on life and property, as well as future construction of roads and buildings.

B. Preparedness Activities

1) Fire Services:

- a) Develop, test and maintain SOP's for responding to hazardous materials incidents in coordination with this plan.
- b) Train personnel to identify potential hazardous materials incidents through the use of the North American Emergency Response Guidebook, and additional and advanced training offered through the Washington State Patrol, fire service, and other vendors.
- c) EMS personnel should be trained in proper initial medical care for patients exposed to hazardous materials.
- d) Monitor and report to proper jurisdiction violations of County/City Codes relating to the storage, use and handling of hazardous materials to lessen the impact of a hazardous materials incident.
- e) All agencies should ensure that all personnel that have the potential of responding to a HAZMAT incident have the appropriate level of training. Evaluate first responders for adequacy of training programs.
- f) Work with the CCEM to hold hazardous materials exercises.
- g) Ensure that all public safety agencies have current copies of the US D.O.T. Emergency Response Guide.

2) Emergency Management/LEPCs

- a) Maintain and coordinate the updating of this plan, and develop interagency agreements for response to hazardous materials incidents.
- b) Coordinate training of non-uniform personnel for HAZMAT response/recovery support functions.
- c) Sponsor exercises and drills, plans for evacuation and shelter, maintains public warning notification mechanism.
- d) Develop lists of specialized resources available.
- e) Coordinate and host local LEPC meetings.
- f) In conjunction with the LEPC, conduct outreach to review organizations' plans and preparedness for HAZMAT incidents.

3) Law Enforcement Agencies in Clallam County

- a) Develop, test, and update their SOPs for response to hazardous materials incidents in coordination with this plan.
- b) Assure that personnel are familiar with the SOP's and this plan, and that all personnel are trained to identify potential hazardous materials incidents. Training for identification of hazardous material includes how to use the North American Emergency Response Guidebook (Awareness Level, Minimum).
- c) Maintain lists of available resources.
- d) Coordinate with other responding agencies in the event a criminal element is present in a HAZMAT incident.

4) Public Safety Answering Points (PSAPs)

- a) Maintain emergency contingency plans and resources to ensure continuation of service.

5) Municipal & County Public Works

- a) Equip and train personnel consistent with their emergency response requirements.
- b) Provide current 24-hour call rosters to respective emergency management departments and a state of readiness to provide for a rapid deployment of resources when requested.

6) HHS

- a) Develop procedures and criteria to close an incident site for health and safety reasons.
- b) In conjunction with the DOE and DOH, develop procedures to help investigate and mitigate possible threats to public health as the result of HAZMAT impacts to water supplies and sewer systems.

C. Response Activities

- 1) The response and recovery resources available to the County come from federal, state and local partners, public and private stakeholders and non-governmental organizations. During response operations, acquisition of resources will be by prearranged memorandums of understanding (MOUs), Memorandums of Agreement (MOAs), interagency agreements, (IAAs) and contracts through emergent contracting in accordance with Revised Code of Washington (RCW) 38.52.070.

- 2) Awareness level personnel are limited to performing the following tasks when responding to a HAZMAT/WMD incident:
 - a) Survey the hazardous material/WMD incident from a safe location to identify the name, UN/NA identification number, type of placard or other distinctive marking applied for the hazardous material/WMD involved.
 - b) Collect hazard information from the current edition of the DOT Emergency Response Guidebook.
 - c) Implement actions consistent with the LEPC (EPCRA) plans and procedures, the local emergency response plan, the standard operating procedures and the current edition of the DOT Emergency Response Guidebook by completing the following tasks:
 - Initiate protective actions.
 - Initiate the notification process.
 - First responders perform rescue/decontamination operations in accordance with their training and SOPs, isolate the scene and deny access to the public.
 - First responders notify PENCOM of a HAZMAT incident, if PENCOM has not already been notified.
 - PENCOM notifies HHS and the WSP of the HAZMAT incident and dispatches appropriate fire district responders to scene.
 - HHS notifies CCEM and DOE (if applicable).
 - CCEM may activate the EOC for public warning and/or evacuation.
 - CCEM may assist with coordination of short-term and long-term recovery.
- 3) After being notified of a HAZMAT incident, CCEM notifies WAEMD and obtains mission number.

D. Recovery Activities - Containment / Clean-Up

- 1) Coordination of spill containment and clean-up is the responsibility of the designated Incident Command agency, i.e., WSP. Responding agencies will:
 - a) Identify, contain, recover and properly treat or remove hazardous materials and dispose of at a permitted site.
 - b) Limit incident site entry to trained personnel with appropriate personal protective equipment.
 - c) Follow decontamination procedures to limit area of contamination and restrict further spread of hazardous materials.
 - d) Plan for restoration and mitigation of damage to the environment.
 - e) Develop and implement mitigation strategies.

- f) Make necessary changes to this ESF and other supporting documents to improve future operations.

A list of hazardous materials spill contractors is available through the Department of Ecology at:

<https://ecology.wa.gov/DOE/files/b5/b571de76-2413-476a-98a5-26caf10757cf.pdf>

E. Documentation and Investigation Activities

- 1) Responding agencies will complete incident reports which will conform with the National Fire Incident Reporting System.
- 2) Cost recovery for response and cleanup costs is the responsibility of responding agencies according to their specified procedures. Costs will be accounted for with material receipts and equipment, personnel and apparatus rates as prescribed by the Washington State Fire Chiefs.
- 3) Criminal acts related to hazardous materials incidents will be investigated by the law enforcement agency having jurisdiction in cooperation with the Washington State Patrol.
- 4) All responses will be followed by an After-Action Review during which all agencies will participate.

14. RESPONSIBILITIES

A. General

- 10) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support (meals, rest areas, etc.) to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration.

B. Primary Agencies

1) First Responders

- a) Provide a limited initial response to hazardous materials incidents based on responder training and expertise.
- b) Identify hazardous material(s) without compromising safety (placard number, shipping documents, etc.).
- c) Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).
- d) Isolate the area according to the Emergency Response Guide (ERG) book or other appropriate resource information.
- e) Identify hazardous material(s) without compromising safety (placard number, shipping documents, driver comments, etc.).
- f) Provide for the safety of the public by whatever actions are necessary (evacuation, shelter-in-place).

2) Fire Services

- a) Develop, test and update Standard Operating Procedures (SOPs) for response to hazardous materials incidents in coordination with this HAZMAT Plan.
- b) Assure that response personnel are familiar with the SOPs and this HAZMAT Plan, and that personnel are trained to identify potential hazardous material incidents. Training for identification of hazardous material includes how to use the Emergency Response Guidebook (minimum awareness level).
- c) Provide a limited initial response to hazardous materials incidents based on responder training and expertise.
- d) Identify hazardous material(s) without compromising safety (placard number, shipping documents, etc.).
- e) Take appropriate defensive steps to minimize the effect of a hazardous condition on life, property and the environment.
- f) Provide fire suppression, immediate life safety services, and conduct rescue operations to the extent of training level.
- g) Act as incident commander until Washington State Patrol assumes incident command.
- h) Effectively deploy all necessary, and available, fire jurisdiction equipment and manpower.
- i) Deploy mutual aid as requested.

- j) Provide coordination and control of manpower and equipment through the communications center and at a command post near the scene.
- k) Provide manpower and equipment for decontamination and emergency medical aid at the scene of a hazardous material incident.
- l) Provide manpower and equipment for control and containment of a hazardous material release or fire involving hazardous materials whenever possible.
- m) Provide emergency medical care and transportation for those injured in a hazardous material incident.
- n) Other operations which may be appropriate in accordance with training.

3) Washington State Patrol

- a) The WSP is the state incident commander (IC), overseeing HAZMAT response operations within Clallam County. The WSP will establish a Unified Command system with fire departments, emergency medical services, and other state and federal agencies.
- b) Conducts safety inspections on vehicles transporting hazardous materials/waste and enforces state and federal transportation regulations, Chapter 46.48 RCW.
- c) Investigates accidents involving hazardous materials within its jurisdiction.
- d) Assists with identification of Responsible Party.
- e) Provides assistance with warning and emergency information dissemination.
- f) Provides training through the office of the State Fire Marshal, Professional Development and Response Section.

C. Supporting Agencies

1) Clallam County Emergency Management

- a) Prepare, submit to the LEPC for approval, distribute to response partners and maintain the Clallam County HAZMAT Plan. Submit the approved HAZMAT Plan to SERC. Exercise the HAZMAT Plan.
- b) Designate a coordinator to work with the LEPC.
- c) Provide public education materials to the public and businesses about hazardous materials and preparedness.
- d) Provide public information on response activities and public safety as necessary during major incidents.

- e) Provide CCEM staff support for HAZMAT emergency response.
- f) CCEM staff will as necessary:
 - Provide notification to agencies and organizations as requested by either the facility representative or first responders.
 - Open the EOC when indicated.
 - Provide on-scene liaison when requested by Incident/Unified Commander.
 - Script and transmit emergency alert system (EAS) messages when requested and appropriate (See Section 6, 2019 CEMP and ESF #2).
 - Attempt other methods of notification to the public either for informational purposes, shelter-in-place or for evacuation as dictated by the situation.

2) Municipal and Tribal Office(s) of Emergency Management

- a) Notify HHS – Environmental Health and CCEM as requested by the incident commander or as appropriate to the situation.
- b) Implement applicable operations plan.
- c) Activate the local EOC when necessary.
- d) Support the Incident Commander on scene as requested.
- e) Provide resource coordination as requested.

3) Law Enforcement

- a) Lead agency for all drug lab operations and investigation of any criminal activity.
- b) Provide coordination of resources during a hazardous materials emergency.
- c) Provide for traffic control and maintenance of evacuation during a hazardous materials emergency.
- d) Ensure that law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during a hazardous material emergency.
- e) Perform evacuation within parameters established for specific incident action plans.

- f) Assist where necessary in the rapid dissemination of warning and evacuation information to the public.
- g) Other operations which may be appropriate in accordance with training.

4) Local Emergency Planning Committee (LEPC)

- a) The LEPC is responsible for the development of this HAZMAT Plan and its distribution to the appropriate agencies and the general public.
- b) Will set up and coordinate hazardous materials exercises.
- c) Will act as the repository of the annual Tier II submittals.
- d) Will compile a list of companies with reportable quantities of hazardous materials.

5) Municipal/County Public Works

- a) Provide equipment and manpower to assist in the containment of a hazardous material release.
- b) Provide equipment and manpower to repair essential city and county facilities damaged as a result of a hazardous material release.
- c) Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.
- d) Provide protection / mitigation measures to ensure safety and integrity of drinking water and waste water systems.

6) PENCOT

- a) Responsible for receiving primary tactical communications and coordinating communications with response during a hazardous material incident.
- b) Designated agency to receive initial notification of hazardous material incidents and to notify applicable fire district to respond to the scene, and notify HHS and the WSP.
- c) Transmit CCEM emergency alert system (EAS) messages when requested and appropriate.

7) Clallam County Health and Human Services

- a) In conjunction with DOE and DOH, assist water and sewer utilities in the investigation and mitigation of impacts from the effects of a hazardous materials incident.

- b) Establish procedures and criteria for the closure of contaminated sites.
- c) Provide information to the public on the health effects of, and how to avoid contamination from a HAZMAT release as needed.

8) Fire-Based & Private Emergency Medical Services

- a) Provide advanced and basic life support services to hazardous materials exposure victims when requested.

9) South Puget Sound and Olympic Peninsula Chapter of the American Red Cross

- a) Assist with temporary housing, mass care shelter and feeding facilities, emergency first aid and medical service, welfare inquiries, information services and financial aid for essentials based on the immediate need at the time of emergency.

10) Tier II Facilities

- a) Designate a Facility Emergency Coordinator to act as the contact for facility and hazardous materials information.
- b) Submit Tier II and other information as required, by federal, state or local law to SERC, appropriate Clallam County LEPC, and serving fire department/district in accordance with Section 311.
- c) Notify SERC and appropriate county LEPC, per Section 304, of a release at the facility in excess of the reportable quantity for the substance and when the release could result in exposure of person(s) outside the facility.

11) Responsible Party

- a) The Responsible Party (owner or shipper) has ultimate accountability for ensuring effective and expeditious abatement of a release or threatened release of oil or hazardous materials (WAC 4.24.314) to include cleanup costs and reimbursement for the local responders.
- b) Will notify all required agencies as required under Sections 301,302, 303, 304, 311, 312, 313, and 324 of EPCRA and any enabling legislation at the state level.

15. REFERENCES

- A. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101)
- B. Northwest Area Contingency Plan (Jan. 2020)

- C. US Department of Transportation and Transport Canada, Emergency Response Guidebook.
- D. Clallam County Multi-Jurisdictional Hazard Mitigation Plan (2019)
- E. SARA Title III – Emergency Planning and Community Right-to-Know Act (EPCRA).
- F. Public Law 99-499 – Superfund Amendment and Reauthorization Act (SARA)
- G. Chapter 118-40 WAC – Hazardous Chemical Emergency Response Planning

16. TABS

- Appendix A: Clallam County Identified Hazardous Materials
- Appendix B: Regulated Fixed Facilities in Clallam County by Tier II Reporting
- Appendix C: Regulated Fixed Facilities Reporting Extremely Hazardous Substances under Section 302 of EPCRA
- Appendix D: Public Safety Procedures
- Appendix E: Sample Evacuation / Shelter in Place Warning Messages
- Appendix F: Chemical Release Notification Guide
- Appendix G: Chemical Release Notification Guide
- Appendix H: Promulgation

ESF 11-0 Agriculture and Natural Resources

Cover Page

This ESF is difficult to fit in the FEMA ESFA format because it covers 5 unrelated subjects. This means there may be 5 separate ESF coordinators, 5 separate lists of Primary and Support Agencies and 5 different scopes of work. For that reason, we have treated each subject required by the ESF 11 as a separate “sub-ESF.”

The following are the ESF 11 “sub ESFs”:

- ESF 11-1 Emergency Provision of Nutritional Assistance.
- ESF 11-2 Coordinate Animal and Plant Disease and Pest Response.
- ESF 11-3 Assurance of Food Safety and Security.
- ESF 11-4 Protection of Natural and Cultural Resources and Historic (NCH) Properties.
- ESF11-5 Safety and Wellbeing of Household Pets and Livestock.

ESF #11-1 Agriculture and Natural Resources Emergency Provision of Nutrition Assistance

ESF Coordinator

Clallam County Health & Human Services – Environmental Health Services (HHS)

Lead Agencies

Clallam County Emergency Management (CCEM)

Clallam County Health & Human Services – Environmental Health Services (HHS)

Support Agencies

American Red Cross, Kitsap and Olympic Peninsula Chapter (ARC)

Clallam County Public Works

Washington Department of Transportation (WSDOT)

Clallam County School Districts

The Salvation Army (TSA)

Washington State Department of Transportation (WSDOT)

Non-Governmental Organizations (NGOs)

Commercial food distributors

Food banks in Clallam County

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. PURPOSE

The purpose of ESF #11-1 is to facilitate and coordinate the provision of nutritional assistance (food and water) following a disaster in the Clallam County region.

B. SCOPE

- 1) The scope includes:
 - a) HHS determines the nutritional assistance (food and water) needs of those affected by the emergency and provides the information to CCEM.
 - b) HHS assists CCEM Logistics in obtaining emergency food and water supplies and arranging for their delivery and distribution (ESF #7).

- c) HHS coordinates the authorization of emergency food stamps.
- d) HHS coordinates with CCEM PIO to provide public with information about distribution food, water and emergency food stamps (ESF #15).

2. POLICIES

- A. Each Primary and supporting agency will utilize, to the greatest extent possible, their own day-to-day policies to support nutritional assistance efforts, except when the situation requires the agency to utilize exceptional policy changes or modifications due to exigent conditions.
- B. Each supporting agency is responsible for managing its assets after receiving direction from the CCEM.
- C. Food supplies secured and delivered under ESF #11 are appropriate for household or mass-feeding meal service.
- D. Supporting agencies responsible for ESF #6 Mass Care are encouraged to use congregate feeding arrangements as the primary outlet for distribution of disaster food supplies.
- E. Priority will be to move critical supplies into areas of acute need, and then to areas of moderate need.
- F. It may be necessary for FEMA to transport and distribute food supplies within the situation area until commercial distribution channels are restored. FEMA policy is to only fill the needs where businesses cannot. Upon notification that commercial channels of trade have been restored, ESF #1 agencies may authorize the use of disaster food stamp program procedures.

3. SITUATION

A. Emergency/Disaster Conditions and Hazards

Refer to the 2019 Clallam County Multi-Jurisdiction Hazard Assessment (published separately) for the natural and manmade events that may affect Clallam County.

B. Planning Assumptions

- 1) The following conditions are assumed within the worst-case event area:

- a. Most individuals and families will shelter in place. Those unable to do so will be displaced from their homes and may need shelter at ESF #6 Mass Care facilities at locations throughout the county.
 - b. Food inventories in commercial establishments (restaurants, food stores), and at volunteer organizations and in-transit will be inadequate to support the number of individuals in the shelter.
 - c. Water supply may be unusable requiring provision of emergency potable water supplies.
 - d. There may be a near total disruption of electricity and petroleum fuel resources. The only fuel resources available in the county will be propane, gasoline and diesel fuels on hand or in transit on county highways.
 - e. Food stored in commercial cold storage and freezer facilities not destroyed in the affected area will become inoperable within 48 hours without generator power. Thawing frozen food may be salvaged for consumption prior to that time.
 - f. Land delivery of food from the I-5 corridor may be interrupted for months, requiring FEMA to establish an airbridge or maritime resupply route.
- 2) Schools, institutions, commercial businesses and other like facilities may have inventories of USDA commodities, and should have supplies that may be mobilized for mass feeding.
 - 3) It may be necessary to provide mobile Community Points of Distribution (CPODs) to distribute food along designated arterials for those sheltering in place. HHS will coordinate with CCEM for road clearing, logistic and transportation support.
 - 4) Shelter operations will have sufficient sanitation and cooking facilities to maximize the use of the available products. Food requiring cold or frozen storage must be consumed or preserved before it spoils.
 - 5) Supporting agencies are encourage the use of congregate care feeding areas for mass feeding and as the central location for the distribution of food supplies.

4. CONCEPT OF OPERATIONS

A. GENERAL

- 1) Available institutional food and water supplies should be inventoried and secured at the first indication of an emergency situation likely to require such supplies.

- 2) HHS will consolidate all requests for food and water support from ARC, TSA, and other supporting agencies for processing by CCEM.
- 3) All requests for food and water, including the types, amounts, and destination locations will be processed through CCEM.
- 4) CCEM will coordinate the distribution of bulk food and bottled water as required.
- 5) Priority of providing food and water will be to areas of critical need as established by CCEM in the Incident Action Plans (IAPs), which may include emergency shelters, medical facilities, emergency responders in the field, or other groups/areas as determined.
- 6) Available potable water supplies may be identified and certified by HHS with assistance from the State Department of Health (DOH) as resources are available. HHS shall assume the lead agency role until other qualified personnel are appointed and approved.

B. ORGANIZATION

- 1) Primary and supporting agencies in Clallam County will coordinate efforts to carry out the provision of ESF #11. When resources within the county are in imminent danger of exhaustion, the County will request mutual aid or WAEMD support to supplement local capability.

C. PROCEDURES

- 1) Primary and supporting agencies will use their respective procedures and resources to carry out their assigned ESF #11 roles. If required, the County will obtain outside assistance to supplement local capability.

5. RESPONSE ACTIVITIES BY PHASES

A. MITIGATION

- 1) Develop mutual aid agreements with government agencies, professional associations, and private agricultural agencies/organizations.
- 2) Provide surveillance for any animal or plant disease, syndrome, chemical, poison, or toxin that may pose a substantial threat to the agricultural industries, aquaculture or seafood industries, economy, or public health of Clallam County.

- 3) Provide surveillance for pests which may pose a potential or substantial threat to agriculture, horticulture, economy, or public health of Clallam County.

B. PREPAREDNESS

- 1) HHS coordinates preparation of education activities for the public about food preservation/storage and family sanitation in emergency situations.
- 2) HHS coordinates with CCEM PIO to provide the public with the planned locations of mass care facilities.
- 3) CCEM and HHS prepare a model to predict the number of people requiring mass care feeding during a “worst case scenario.”
- 4) Develop procedures needed by HHS to provide the predicted “worst case scenario” population in ESF #6 Mass Care facilities with safe food and water. Procedures need to:
 - a. Predict critical emergency food and water needs for a predicted mass care population for 7 days immediately following an event.
 - b. Predict critical emergency food and water needs for a predicted mass care population for 7 to 30 days following a catastrophic event.
- 5) Develop procedures and educate the public about how to determine if foods are fit for human consumption. Train inspection teams to determine if food stocks are fit for human consumption.
- 6) Coordinate pre-recorded messages about food and water safety with the CCEM-PIO for distribution to the public.
- 7) Educate staff and public about the importance of sheltering in place, stressing the **“Camping in Your House”** and **“30 Days on Your Own”** preparedness programs.
- 8) Coordinate a back-up plan for staffing the designated ESF #11 Coordinator for CCEM in the event that designated staff is unavailable to respond.
- 9) Develop a communications plan to support ESF #11 support agencies doing food and water inspections.
- 10) Participate in emergency management training and exercises at the local, state, and federal level.
- 11) Conduct emergency management training and exercises with ESF #11 support agencies.

C. RESPONSE

- 1) Upon request, provide staff for CCEM EOC.
- 2) Implement procedures to ensure the general public has access to safe food and water during an emergency.
- 3) Implement procedures to provide ESF #6 “worst case scenario” Mass Care facilities with safe food and water distribution.
- 4) Refine “worst case scenario” predictions to prioritize mission requests to CCEM logistics with amounts of food and water needed to support mass care.
- 5) Implement procedures for determining whether salvaged foods are fit for human consumption. Provide inspection teams to ensure the viability of stored food and water stocks.
- 6) Identify potential preventable food and water contamination problems that can cause health issues. Continue public education about how to avoid these problems.
- 7) Coordinate distribution of food and water with CCEM logistics.
- 8) Conduct on-going health education activities showing proper food/water preparation and storage.

D. RECOVERY

- 1) Continue to support response activities, as required.
- 2) Revise procedures based on the lessons learned from the emergency or disaster.
- 3) Assist with preparation of the after-action report.

6. RESPONSIBILITIES

B. General

4. All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment

- Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration
5. All individuals, families, and organizations within Clallam County should be prepared for a minimum of 30 days of self-sufficiency in regards to food and water.
 6. All primary and supporting agencies for this ESF are responsible for developing internal procedures to conduct food and water distribution operations in the County.
 7. All primary and supporting agencies for this ESF in the County will coordinate their plans and operations through HHS.
 8. Primary and supporting agencies requiring additional resources or assistance should coordinate their request through HHS for processing and prioritization before transmittal to CCEM.

B. Primary Agencies

1) HHS

- a) At the outset of an emergency situation, and in coordination CCEM, obtains inventories of food and bottled water supplies from Clallam County Schools, local institutions, and businesses for use in emergency operations. Provides inventory to CCEM.
- b) Determines the critical food and water needs of the affected population in terms of numbers of people, their location, and usable facilities for mass feeding and food distribution.
- c) Advises CCEM to request outside assistance for emergency food and water supplies when local resources do not exist or have been exhausted.
- d) Assists with the coordination of acquisition and distribution of food and water for mass feeding and the transportation for food and water stocks.
- e) Develops emergency food and water procurement and distribution strategies and procedures with supporting agencies.
- f) Monitors supporting agencies food distribution activities.
- g) Monitors safe storage and preparation of food and water.

2) CCEM

- a) In coordination with HHS, identify sources and develop procedures to obtain and distribute bulk food and water when required.
- b) In coordination with the Administration/Finance Chief, establish procedures to track expenditures, receipt of, and distribution/consumption of emergency food and water for possible future reimbursement or auditing requirements.
- c) At the outset of an emergency situation, and in coordination HHS, obtain the local inventories of food and bottled water supplies from Clallam County Schools, local institutions, and businesses for use in emergency operations.
- d) Processes food and water requisitions prepared by HHS for transmission to WAEMD.
- e) Arranges receipt, handling, storage (ESF #7) and transportation (ESF #1) of food and water to distribution sites identified by HHS.
- f) Develops and assists in the development of county and local plans, training sessions, workshops, and exercises to assist the community in preparation for and response to nutritional assistance emergencies.

B. Supporting Agencies

1) ARC and TSA

- a) Assists CCEM and HHS in developing strategies and procedures for identifying, obtaining, distributing, and sustaining food and water supplies during an emergency.
- b) At the outset of an emergency, assists HHS in obtaining inventories of locally available food and bottled water supplies.
- c) Assists in obtaining food and water needs for disaster victims during an emergency.
- d) Assist in developing Community Points of Distribution for emergency food and water distribution.
- e) Consistent with internal policies and capabilities, assists in mass care and feeding operations.

2) Public Works, WSDOT, Clallam Transit

- a) Assists the CCEM with transportation required for the collection and distribution of bulk food and water.

3) Clallam County School Districts

- a) Maintains a 3-day inventory of USDA commodities and a supply of fluids.
- b) Assists the CCEM with transportation required for the collection and distribution of bulk food and water.

7. REFERENCES

- A. Puget Sound Region Feeding Plan (Dec. 2012)
- B. Camping in Your House and 30 Days on Your Own preparedness program materials

ESF #11-2 Agriculture and Natural Resources Animal and Plant Disease and Pest Response

Coordinator

Clallam County Health and Human Services – Environmental Health Services (HHS)

Primary Agencies

Clallam County Emergency Management (CCEM)

Clallam County Health and Human Services – Environmental Health Services (HHS)

Supporting Agencies

LAW/FIRE/EMS in Clallam County

Clallam County Humane Society (CCHS)

Clallam County Veterinarians and Animal Welfare NGOs (NGOs)

Clallam County WSU Extension Office (WSU)

Washington State Department of Agriculture (WSDA)

United States Department of Agriculture (USDA)

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. PURPOSE

The purpose of ESF #11-2 is:

- 1) To explain the county's role in identifying and reporting an outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease or devastating insect infestation.
- 2) To outline the procedure for notifying state authorities of an outbreak.
- 3) To provide guidance for how the county may coordinate support for an integrated Federal, State, local, and tribal response.

B. SCOPE

The scope includes:

- e) HHS identification of the potential for or occurrence of animal/zoonotic disease outbreaks or pest infestations in the county.
- f) HHS notification to State Department of Agriculture and Secretary of Health of a potential or actual outbreak of an animal/zoonotic disease or pest infestation in the county.
- g) HHS request for a BOCC Declaration of Emergency and activation of CCEM EOC.
- h) CCEM and HHS activation of a Unified Command to deal with the emergency.
- i) CCEM/HHS coordination of county resources to support the State and federal response.

2. POLICIES

- G. Each Primary and supporting agency will utilize, to the greatest extent possible, their own day-to-day policies to monitor animal and plant disease and pest conditions, except when the situation requires the agency to utilize exceptional policy changes or modifications due to exigent conditions.
- H. Each supporting agency is responsible for managing its assets after receiving direction from the lead agency.
- I. Response to localized incidents may be coordinated by CCEM and HHS using county assets.
 - 1) Animal depopulation activities will be conducted as humanely possible while preventing or stopping pathogen spread and limiting the number of animals that must be euthanized.
 - 2) Disposal methods for infected or potentially infected carcasses will be chosen for their effectiveness in stopping or preventing pathogen spread and for their minimal impact on the surrounding environment.
- J. If an incident exceeds the county's resources, HHS may begin coordination with State and Federal health officials or request activation of the EOC and coordination with WAEMD.
- K. If the situation is an Incident of National Significance, Clallam County agencies will play a supporting and/or liaison role to Federal agencies and officials.
- L. Actions taken during an animal or plant emergency are guided by and coordinated with State, local and tribal emergency management officials, homeland security officials using USDA internal policies and procedures.

3. SITUATION

D. Emergency/Disaster Conditions and Hazards

The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 of the CCHA provides a summary of these threats based on known risk.

E. Planning Assumptions

- 6) Local agriculture or livestock owners will be the first to discover and report suspected animal or plant disease or infestation outbreaks.
- 7) Local veterinarians or agricultural specialists will confirm and report suspected disease or infestation outbreaks to local, county, state, and/or federal authorities.
- 8) State and/or federal agricultural specialists will initiate appropriate response protocols.
- 9) CCEM will activate to an incident appropriate level and assist in response and recovery efforts.
- 10) First responders may not be familiar with the special conditions of an animal or plant health emergency. These include quarantine, bio-security precautions, personal protection equipment, decontamination, etc.
- 11) The county's resources would be rapidly depleted if the FAD outbreak involves multiple premises or large areas
- 12) Livestock, wildlife, birds, plants and/or crops may be affected. Plants and/or animals may die of insect infestation or foreign animal disease and may need to be euthanized/destroyed.
- 13) Some land owners, individuals or groups may strenuously object to euthanizing animals or destruction of plants. Some people may not consider the threat of the disease spread valid and may take actions counterproductive to control and eradication efforts.

4. CONCEPT OF OPERATIONS

B. GENERAL

ESF #11 provides direction for an integrated County response with state and federal resources for situations involving an outbreak of a highly contagious animal or zoonotic disease, an outbreak of a highly infective plant disease or infestation affecting animals and crops in Clallam County.

C. ORGANIZATION

- 2) WSU Extension - Clallam County provides education and informational resources related to agriculture.
- 3) HHS monitors animal and plant disease and pest conditions in the county.
- 4) The Washington State Department of Agriculture, Department of Health, and Department of Fish and Wildlife provide agency specific subject matter expertise in accordance with the Washington State Comprehensive Emergency Management Plan.
- 5) The United States Department of Agriculture provides subject matter expertise in accordance with the National Response Framework.

F. PROCEDURES

- 1) Upon notification of a suspected or confirmed outbreak of a highly contagious animal or zoonotic disease, an outbreak of a highly infective plant disease or infestation affecting crops, CCEM will notify WAEMD who will notify the appropriate state/federal agencies. CCEM will assure that HHS is aware of the suspected or confirmed outbreak if it has not already been informed.
- 2) In the event of an outbreak of a highly contagious or economically devastating animal/zoonotic disease:
 - a) The State Coordinating Officer (SCO), who may be the State Veterinarian or other official from either the animal health or the emergency management community, serves as the State's principal point of contact with the federal government, represented by the USDA Area Veterinarian in Charge.
 - b) WAEMD activates the SEOC. CCEM activates the EOC and its state, regional, or local emergency operations center (EOC), as needed, as the State's base of operations for interfacing with local governments, state agencies, federal government, and the private sector.

- c) The State Veterinarian and Area Veterinarian in Charge will establish a Joint Operations Center/Unified Command, which serves as the focal point for coordinating the disease management decision making process.

5. RESPONSE ACTIVITIES BY PHASES

B. MITIGATION

- 4) Develop mutual aid agreements with government agencies, professional associations, and private agricultural agencies/organizations.
- 5) Provide surveillance for any animal or plant disease, syndrome, chemical, poison, or toxin that may pose a substantial threat to the agricultural industries, aquaculture or seafood industries, economy, or public health of Clallam County.
- 6) Provide surveillance for pests which may pose a potential or substantial threat to agriculture, horticulture, economy, or public health of Clallam County.

C. PREPAREDNESS

- 12) Train first responders and the agricultural industry to the awareness level in agricultural security and agricultural terrorism.
- 13) Develop county and local plans and resources to enhance surveillance and awareness to provide for early detection of animal health emergencies and agro-terrorism.
- 14) Conduct training sessions and workshops to assist local communities and support agencies and organizations.
- 15) Participate in and/or conduct exercises and tests.

D. RESPONSE

- 1) The nature and extent of the incident will dictate the level of response and expertise required to lead the response. For example, the USDA would likely be the lead response agency to handle animal based diseases while HHS might take the lead on a local water contamination incident.
- 2) Collect samples, ensure proper packing and handling, and submit the samples to designated laboratories for appropriate testing.

- 3) Manage the crisis response and the resulting consequences, and cooperate with the law enforcement officials in criminal investigations, if a terrorist act is suspected.
- 4) Oversee the coordination of decontamination and/or destruction of animals, plants, cultured aquatic products, food, and their associated facilities as determined necessary.
- 5) Through the Clallam County Public Health Officer or appropriate state or federal agency, quarantine, stop sale, stop movement and otherwise restrict animals, plants, equipment, and products as necessary to control and eradicate diseases and pests.
- 6) Secure supplies, equipment, personnel and technical assistance from support agencies, organizations, and other resources to carry out the response plans associated with animal health emergency management or any act of agricultural terrorism that may pose a substantial threat to the county.
- 7) Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- 8) Provide consultation and coordinate response with the HHS on animal and plant issues which may impact public health.
- 9) Coordinate with support agencies for the removal and proper disposal of animal waste, dead animals, and contaminated agriculture products.

D. RECOVERY

- 4) Coordinate public information and provide updates for ESF #15 - External Affairs.
- 5) Coordinate damage assessments and reporting.
- 6) Maintain financial records on personnel, supplies and other resources utilized.
- 7) Restore equipment and supplies to normal state of operational readiness.
- 8) Resume day-to-day operations.

6. RESPONSIBILITIES

A. General

- 11) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:

- Personnel accountability, safety, lines of authority and succession
- Providing logistical support (meals, rest areas, etc.) to their personnel and equipment
- Facility / infrastructure damage assessment and reporting
- Continuity of operations to maintain essential services
- Facility / infrastructure repair and restoration.

B. Primary Agencies

1) CCEM and HHS

- a) Implement an integrated response to an outbreak of an economically devastating or highly contagious animal/zoonotic exotic plant disease, or plant pest infestation.
- b) Identify geopolitical boundaries for quarantine areas as appropriate.
- c) Make recommendations for appropriate treatment or disposal of contaminated crops or livestock as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas).
- d) Coordinate veterinary and wildlife services in affected areas.
- e) Coordinate with ESF #8 on animal/veterinary/wildlife issues in disease and natural disaster issues.

C. Support Agencies

1) Law Enforcement

- a) Provides security and access control to selected areas.

2) Clallam County Humane Society

- a) Assists with providing shelter and food for displaced animals.
- b) Assists with reuniting displaced animals with owners as possible.
- c) Assists lead agencies as requested.

3) Clallam County WSU Extension Office

- a) Assists lead agencies as requested.

- b) Provides subject matter expertise, education and informational resources related to agriculture

7. RESOURCE REQUIREMENTS

8. REFERENCES

9. TERMS AND DEFINITIONS

ESF #11-3 Agriculture and Natural Resources Assurance of Food Safety and Security

ESF Coordinator

Clallam County Health and Human Services – Environmental Health Services (HHS)

Primary Agencies

Clallam County Emergency Management (CCEM)

Clallam County Health and Human Services – Environmental Health Services (HHS)

Supporting Agencies

LAW/FIRE/EMS in Clallam County

Clallam County WSU Extension Service (WSU)

Washington State Department of Health (DOH)

Washington State Department of Agriculture (WDA)

United State Department of Agriculture (USDA)

United States Department of Homeland Security (HLS)

Federal and State primary and supporting agency responsibilities for this are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. PURPOSE

ESF #11-3 provides guidance to County, local and tribal government about how to coordinate programs governing food safety and security with State and federal agencies during an emergency.

B. SCOPE

Assurance of Food Safety and Security scope of work includes:

- Inspection/verification of food safety - slaughter operations – Water quality testing only, USDA inspects/permits for slaughter operations
- Inspection/verification of food safety - processing plants – Performed by USDA, WSDA
- Inspection/verification of food safety – product distribution/retail – Performed routinely
- Inspection/verification of food safety – import facilities – N/A
- laboratory analysis of food samples – Samples taken and sent to DOH

- control of adulterated products – Limited to recall participation
- food borne disease surveillance – Twenty four hour response, samples sent to DOH
- field investigations – Conducted as needed

2. POLICIES

- A. HHS will utilize, to the greatest extent possible, day-to-day policies to facilitate the assurance of food safety and security.
- B. HHS will be the liaison for communications with other agencies with food safety and security duties.
- C. HHS will notify appropriate state and federal agencies and CCEM of any instance of food adulteration or threat to food safety.
- D. If the situation escalates beyond the capacity of local resources, actions may be guided by internal USDA policies and procedures with the support state and/or federal food safety authorities, including Homeland Security officials.
- E. HHS may request CCEM to activate the EOC. CCEM may coordinate support for response agencies.

3. SITUATION

G. Emergency/Disaster Conditions and Hazards

- 1) The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 of the CCHA provides a summary of these threats based on known risk.

H. Planning Assumptions

- 7) Local businesses, food service agencies and/or medical institutions will be the first to discover and report suspected food safety/security issues.
- 8) Local medical, veterinarian or agricultural specialists will confirm and report suspected food safety/security issues to county, state, and/or federal authorities.

- 9) State and/or federal food specialists will initiate appropriate response protocols.
- 10) CCEM will activate to an incident appropriate level and assist in response and recovery efforts.

4. CONCEPT OF OPERATIONS

C. GENERAL

- 1) HHS, as the lead agency for this function, will delegate a representative for the affected area. This representative will serve as a liaison between local and state government to coordinate efforts.
- 2) In the event of a food supply safety/security incident, HHS may request CCEM to activate the EOC to provide a local base of operations.
- 3) Upon CCEM EOC activation, CCEM will notify WAEMD of the emergency and coordinate support for the response.

D. ORGANIZATION

- a. HHS ensures the safety and security of Clallam County's commercial supply of food products following a potential or actual incident affecting the County. It supports a liaison role to state and/or federal government should the situation necessitate.
- b. The Food, Safety, Animal Health, and Consumer Services Division, Washington Department of Agriculture and Washington Department of Health provide subject matter expertise for matters related to food safety and security.
- c. The Food Safety and Inspection Service (FSIS) of the Department of Homeland Security (DHS) coordinate federal response for food safety and security issues as warranted.

I. PROCEDURES

- 3) Primary and Supporting Agencies will use their in-house procedures and resources to carry out their assigned ESF #11-3 roles. If required, the County will obtain outside assistance to supplement local capability.
- 4) HHS will notify the Food Safety, Animal Health, and Consumer Services Division, Washington Department of Agriculture (WSDA) and Washington Department of Health (DOH) immediately of a food safety/security emergency.

- 5) HHS will coordinate directly with the Department of Health and CCEM. HHS will notify the Food Safety and Inspection Service (FSIS) and CCEM will notify the State Emergency Operations Center as needed regarding the food safety/security emergency.
- 6) The Food and Safety and Inspection Service (FSIS) is activated upon notification of the occurrence of a potential or actual Incident of National Significance by the Department of Homeland Security (DHS) that a federal response is warranted.
- 7) Actions undertaken are guided and coordinated by:
 - a. State and local food safety officials
 - b. Emergency preparedness and response officials
 - c. Homeland Security officials
 - d. WSDA and DOH internal policies and procedures.
- 8) CCEM will activate as needed and serve as the base of operations for interfacing with local governments, state agencies, federal government, and the private sector.

5. RESPONSE ACTIVITIES BY PHASES

C. A. MITIGATION

- 7) Conduct threat, risk, and vulnerability assessments of key food safety/security infrastructure. Include results in the Clallam County Multi-Jurisdiction Hazards Assessment.
- 8) Coordinate the development of policy and procedures to provide for an efficient and swift response to food safety/security threats, risks and vulnerabilities listed in the Clallam County Multi-Jurisdiction Hazards Assessment.
- 9) Participate in and/or conduct exercises and tests with all appropriate agencies and organizations.
- 10) Review and analyze lessons learned in emergency/disaster incidents that have occurred elsewhere, and make changes where applicable.

D. B. PREPAREDNESS

- 16) Review and revise food safety/security policies and procedures annually.
- 17) Establish procedures for alerting personnel and other key employees during an incident of local or regional significance.

- 18) Update equipment and resource listings on an annual or more frequent basis, and distribute appropriately.
- 19) Revise mutual aid agreements as needed.
- 20) Train employees on specific food safety/security functions.
- 21) Participate in emergency management training and exercises at the local, state, and federal level.
- 22) Perform routine food safety inspections.

E. RESPONSE

- 3) Identify the presence of food safety/security incident. Establish on scene Incident Command.
- 4) Notify the appropriate agencies as called for in this ESF, Section 4, Concept of Operations, paragraph C, Procedures, subparagraphs 2 and 3.
- 5) Establish and maintain contact with CCEM and State and Federal food safety/security agencies.
- 6) Coordinate with appropriate law enforcement in events where contamination of the food supply with a chemical or biological agent may have been intentional or suspicious.
- 7) Designate certain individuals to serve as subject matter experts for law enforcement.
- 8) Coordinate with CCEM to provide support for communication, surveillance, and response with all responding agencies.
- 9) Coordinate the disclosure of public information with the CCEM PIO as detailed in ESF #15, Public Information.
- 10) Maintain complete and accurate documentation of all related costs, actions, and communications.

D. RECOVERY

- 1) Consult with CCEM regarding recovery strategy.
- 2) Assist in preparing damage assessments.

- 3) Maintain contact with CCEM, provide regular reports, and communicate on all ESF #11-3 activities. Continue collection of incident information until EOC is deactivated.
- 4) Assist in preparing the after-action report, to include mitigation measures to be included in the next update of the Clallam County Multi-Hazard Assessment.

6. RESPONSIBILITIES

C. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration
- 2) All Primary and Supporting Agencies for this ESF are responsible for developing internal procedures for responding to food safety/security emergencies in the County. Procedures must include instructions for CCEM to verify HHS notifications to all State and Federal Agencies which may participate in a food safety/security response.
- 3) All Primary and Supporting Agencies in the County will coordinate their plans and operations through HHS.
- 4) Primary and Supporting Agencies requiring additional resources or assistance should coordinate their request through HHS for processing and prioritization before transmittal to CCEM.
- 5) All Primary and Supporting Agencies assist in the development of county and local plans, training sessions, workshops, and exercises to assist the community in preparation for and response to food safety/security emergencies.

C. Primary Agencies

1) HHS

- a) Provide food inspections to ensure a safe food supply to the public.
- b) Advise local government officials of health hazards.
- c) Investigate cases of food borne illness and/or the onset of a food safety/security emergency. Catalog findings of adulterated food and report them to the Washington State Department of Health.

- d) Provides on scene Incident Command as necessary. May request CCEM to activate the EOC and notify WAEMD of a food safety/security emergency. USDA and DOH will be notified as needed by HHS or by CCEM at HHS's request.
- e) Advise local law enforcement and the Washington State Department of Health of suspected or determined crimes related to food safety and security.
- f) In coordination with local food safety/security agencies, obtains situational awareness and provides reports to CCEM when the EOC is activated.
- g) Draft health advisories and coordinate announcement of immediate protection measures to address the emergency with CCEM PIO for public release to the media.
- h) Assists State and federal food safety/security response as requested.
- i) Document all response actions and expenditures of labor, equipment and materials.

2. CCEM

- a) Activates the EOC when requested. Coordinates local and county support of State and federal response to food safety/security emergencies.
- b) PIO coordinates distribution of health advisories to the public via the media and ESF #2, Communications warning systems.
- c) In coordination with the Administration/Finance Chief, establish procedures to track expenditures for labor, equipment and materials for possible future PDA reimbursement or auditing requirements.
- d) Conduct and participate in food safety/security training and exercises.

C. Supporting Agencies

1) Law Enforcement

- a) Provides security in support of a food safety/security response.
- b) Investigates suspected or determined crimes involving food safety/security.

2) Clallam County WSU Extension Service

- a) Provide assistance to the Clallam County Public Health Department as requested during food safety and security events.

7. RESOURCE REQUIREMENTS

8. REFERENCES

ESF #11-4 Agriculture and Natural Resources Protection of Natural, Cultural and Historic Resources (NCH)

ESF Coordinator

Clallam County Department of Community Development (DCD)

Primary Agencies

Clallam County Emergency Management (CCEM)
Clallam County Public Works Department (Works)
Clallam County Department of Community Development (DCD)

Supporting Agencies

Washington State Department of Health (WDOH)
Washington State Department of Fish and Wildlife (WDFW)
Washington State Department of Natural Resources (DNR)
Washington State Department of Archeology & Historic Preservation (DAHP)
Washington State Department of Ecology (DOE)
Local and tribal NCH agencies (NCH Agencies)

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

6. INTRODUCTION

A. PURPOSE

The purpose of ESF #11-4 is to coordinate local, tribal, state and federal response to emergencies affecting natural and cultural resources and historic properties (NCH).

B. SCOPE

ESF #11-4 coordinates NCH response functions within the context of emergency or disaster situations, including:

- coordinating with the appropriate local, tribal, state or federal agencies for the protection, preservation, conservation, rehabilitation and restoration of ecosystems, water resources, farmlands, wildlife, historic and archeological landmarks, and tribal land and heritage sites; and

- coordinating post-event baseline assessments of damages and coordinating technical assistance and resources for assessing impacts of response and recovery activities to NCH resources.

7. POLICIES

- M. ESF #11-4 actions are coordinated and conducted cooperatively with local and tribal, state and federal incident management officials and private and non-profit entities. Each primary and supporting agency will utilize, to the greatest extent possible, day-to-day policies to support NCH responses, except when the situation requires the agency to utilize exceptional policy changes or modifications due to exigent conditions. Actions taken to protect, preserve, conserve, rehabilitate and restore NCH resources are guided by the internal policies and procedures of the Primary and Supporting Agencies.
- N. The primary ESF #11-4 agency will coordinate response activities to ensure appropriate use of all workers and volunteers, and to ensure appropriate measures are in place to protect their health and safety.
- O. Local and tribal departments may be the first responders to an NCH emergency. They may call upon Works for assistance if their resources are overwhelmed.
- P. DCD is the Primary Agency for County NCH response. Works may be tasked to become the primary agency if necessary. DCD/Works may handle the incident without CCEM assistance. If DCD/Works resources are overwhelmed, it may request CCEM to activate the EOC and assist in coordinating a response.
- Q. CCEM may coordinate support from WAEMD.

8. SITUATION

J. Emergency/Disaster Conditions and Hazards

The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 provides a summary of these threats based on known risk.

K. Planning Assumptions

- 11) Property owners, visitors, first responders or Local NCH agencies may be the first to notice and report an NCH emergency.
- 2) NCH emergencies may include threats to water quality, air quality, soil quality, forest health, fish and wildlife, fish and wildlife habitat and cultural or historic properties.
- 3) Protection of life and safety considerations may delay an NCH response.
- 4) Resources needed to address a catastrophic NCH event, i.e., NRCS oil spill equipment may be destroyed or assigned to other jurisdictions. Replacement resources may be weeks away.
- 5) Emergency environmental waivers and legal clearances may be needed for some NCH responses.

9. CONCEPT OF OPERATIONS

D. GENERAL

- 4) Local and tribal departments may be the first to find and respond to an NCH emergency. They may call on DCD for assistance if their resources are overwhelmed.
- 5) In conjunction with tribal nations, local conservation districts and state and federal organizations, Clallam County DCD, acting as coordinator, and as needed with Works will take the lead in assessing and responding to an NCH emergency or threat of an emergency. DCD may request CCEM activation of the EOC if their resources are overwhelmed.
- 6) Upon CCEM EOC activation, all NRC response activities will be coordinated through CCEM. Response at incident sites will be coordinated by the Incident Manager using the Incident Command System.
- 7) Upon CCEM EOC activation, CCEM will notify WAEMD of the emergency and request state support. DCD, as coordinator, will contact, as necessary, any other government agency that needs to be informed with respect to the emergency such as DOE, DNR, WDFW, Army Corp of Engineers and the EPA.

E. ORGANIZATION

- a. Primary and Supporting Agencies in Clallam County will coordinate efforts to carry out the provision of ESF #11-4. Each Primary and Supporting Agency will utilize, to the greatest extent possible, it's day-to-day policies to support NCH responses. Actions taken to protect, preserve, conserve, rehabilitate and restore NCH resources are guided by the internal policies and procedures of each Primary Agency.

L. PROCEDURES

- 9) Primary and Supporting Agencies will use their in-house procedures and resources to carry out their assigned ESF #11-4 roles. If required, the County will obtain outside assistance to supplement local capability.

5. RESPONSE ACTIVITIES BY PHASES

E. MITIGATION

- 11) Coordinate with local, tribal, state and federal agencies to identify natural and cultural resources and historic properties for inclusion in the Clallam County Multi-Jurisdiction Hazard Assessment.
- 12) Develop mutual aid agreements with primary and supporting agencies, professional associations, and private organizations.
- 13) Review and analyze lessons learned about NCH emergencies elsewhere and update procedures if necessary.
- 14) Carry out Mitigation activities called for in ESF #3, Public Works, Section 6, paragraph A.

D. PREPAREDNESS

- 23) Carry out the Preparedness Activities called for ESF #3, Public Works, Section 6, paragraph B
- 24) Assist with surveillance of NCH resources to identify and minimize threats.
- 25) Use and update the Clallam County Multi-Jurisdiction Hazard Assessment to prepare an inventory of NCH resources that might be addressed by ESF #11-4.
- 26) Participate in emergency management training and exercises at the local, state, and federal level.
- 27) Conduct emergency management training and exercises with NCH support agencies.

F. RESPONSE

- 11) Carry out the Response Activities called for ESF # 3, Public Works, Section 6, paragraph C.

- 12) Coordinate with ESF # 3 to manage, monitor, or provide technical assistance on emergency stabilization (and during recovery, restoration) of shorelines, riparian buffer zones, and hillsides to protect NCH resources.
- 13) Provide a DCD and a Public Works representative to CCEM, who will advise decision makers and coordinate response efforts among NCH agencies.
- 14) Assemble situational assessment and assist with Preliminary Damage Assessment.
- 15) Assist Public Information Officer (PIO) and Joint Information Center (JIC) if activated.
- 16) Assist in emergency compliance with relevant environmental laws during emergency response activities, such as emergency permits/consultation for natural resources use or consumption.

D. RECOVERY

- 5) Support cleanup and recovery operations following disaster events.
- 6) Maintain contact with CCEM, provide regular reports, and communicate on all ESF #11-4 activities.
- 7) Assess and report progress repairing damage to NCH assets, including an estimate of the time required to complete restoration.
- 8) Continue collection of incident information until EOC is deactivated.
- 9) Assist in preparing the after-action report, to include mitigation measures to be included in the next update of the Clallam County Multi-Hazard Assessment.

6. RESPONSIBILITIES

D. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration

- 2) All Primary and Supporting Agencies for this ESF are responsible for developing internal procedures for responding to NCH emergencies in the County. Procedures must include instructions for CCEM to provide notifications to all State and Federal Agencies which may require permits or participation in an NCH response.
- 3) All Primary and Supporting Agencies for this ESF in the County will coordinate their plans and operations through Works.
- 4) Primary and Supporting Agencies requiring additional resources or assistance should coordinate their request through Works for processing and prioritization before transmittal to CCEM.
- 5) All Primary and Supporting Agencies assist in the development of county and local plans, training sessions, workshops, and exercises to assist the community in preparation for and response to NCH emergencies.

D. Primary Agencies

1) Clallam County DCD / Public Works

- h) At the onset of an emergency, and in coordination with Local NCH agencies, obtains situational awareness of the incident. Provides reports to CCEM.
- i) May assist Local NCH Agencies with on scene Incident Command or assume Incident Command if requested.
- j) May request CCEM to activate the EOC and request outside assistance if the emergency threatens to overwhelm local resources.
- k) Assists CCEM Logistics in coordinating acquisition of resources.
- l) Document all response actions and expenditures of labor, equipment and materials.
- m) Coordinates with NCH agencies and CCEM to ensure all State and Federal Agencies which may require permits or participation in an NCH response are notified.

2) CCEM

- g) In coordination with the Administration/Finance Chief, establish procedures to track expenditures for labor, equipment and materials for possible future PDA reimbursement or auditing requirements.
- h) Coordinates local and county NCR response and requests WAEMD support when required. Ensures State and Federal agencies have been advised of the emergency and coordinates necessary State and Federal permits needed for the response

E. Supporting Agencies

1) Local and Tribal NCH Agencies

- f) Assists Works and in developing strategies and procedures for identifying NCH resources to be included in the Clallam County Multi-Jurisdiction Hazard Assessment.
- g) At the onset of an emergency, and in coordination with NCH agencies, obtains situational awareness of the incident. Provide reports to Works.
- h) Assume Incident Command or request Works to assume Incident Command.
- i) Documents all response actions and expenditures of labor, equipment and materials.

8. RESOURCE REQUIREMENTS

9. REFERENCES

ESF #11-5 Agriculture and Natural Resources Safety and Wellbeing of Household Pets and Livestock

ESF Coordinator

Clallam County Emergency Management (CCEM)

Primary Agencies

Clallam County Emergency Management (CCEM)

Clallam County Health and Human Services (HHS) – Environmental Health

Supporting Agencies

Pet/Livestock Owners (to the extent they are able)

Law Enforcement Agencies in Clallam County – Animal Control

Clallam County Humane Society

Clallam County Veterinarians

Animal Care/Rescue Non-Government Organizations (NGOs)

South Puget Sound and Olympic Peninsula Chapter of American Red Cross (ARC) (service animals only)

Clallam County WSU Extension Office (WSU)

Washington State Department of Agriculture (WSDA)

Washington Department of Fish and Wildlife (WDFW)

United States Department of Agriculture (USDA)

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

10. INTRODUCTION

A. PURPOSE

- 1) This Emergency Support Function (ESF) provides guidance and assignment of responsibility for animal protection issues before, during, and after an actual or potential emergency situation; and is designed to facilitate overall coordination of animal issues during emergency operations.

B. SCOPE

- 4) ESF #11-5 provides guidance and assignment of responsibility for animal services before, during, and after an actual or potential emergency situation; and is designed to facilitate overall coordination of animal issues during emergency operations.
- 5) This plan is applicable to livestock and pet owners as well as state, local, and private agencies with response and support capabilities for evacuation, shelter, and care of domestic and wild animals during non-disease disasters and emergencies.

11.POLICIES

- R. Priority is given to human safety; at no time during an emergency or disaster situation should responder, emergency worker, or the public safety be compromised due to an animal issue.
- S. Coordination of animal disaster operations will be conducted according to the standards and practices of the National Incident Management System - Incident Command System.
- T. Only trained and certified animal care groups will operate as ESF #11-5 Emergency Workers in Clallam County. This is to provide the greatest protection of worker's safety, animal health and care, and effective utilization of personnel, supplies and equipment.
- U. Definitions of various categories of pets/stock/wild animals and the legal requirements for dealing with them in an emergency are listed in the Section 8, Tabs and Definitions of this ESF #11-5.
- V. Animal evacuation and provision of shelter should be conducted in conjunction with human evacuation and sheltering efforts. Animals should be provided shelter near their owners, when possible. Owners are responsible for providing food, water, exercise and appropriate standard of care for their animals during the time they are in emergency shelters.
- W. People with Access and Functional Needs requiring service animals will remain with their service animal throughout every stage of disaster assistance. Service animals will be evacuated and sheltered with their owners.
- X. Each Primary and Supporting Agency will utilize, to the greatest extent possible, day-to-day policies when responding to an emergency. involving pets/stock/wild animals.
- Y. Each Primary and Supporting Agency is responsible for managing its assets during an emergency
- Z. Response to localized incidents may be coordinated by CCEM and (TBD agency) using county assets.
- AA. If an incident exceeds the county's resources, (TBD agency) may request activation of the CCEM EOC and request assistance from WAEMD.

BB. Animal depopulation activities will be conducted as humanely as possible.

CC. Disposal methods will be chosen for their effectiveness and minimal impact on the surrounding environment.

12.SITUATION

M. Emergency/Disaster Conditions and Hazards

- 1) The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 provides a summary of these threats based on known risk.

N. Planning Assumptions

- 14) Emergency planning for animals requires extensive collaboration among emergency management officials, animal control agencies, animal care organizations, veterinarians, county and state agencies, animal shelter providers, breeders, volunteer groups, and citizens.
- 15) Pet and livestock owners, when notified of an impending emergency will take reasonable steps to protect and care for animals in their possession, and if evacuated, will normally take their domestic animals with them, or place them in prearranged private boarding kennels, stables, or similar facilities.
- 16) There will be circumstances when pet and livestock owners will not be able to protect their animals during an emergency situation, or will abandon their pets during disasters. This includes unscheduled drop-offs at animal facilities.
- 17) In an emergency or disaster, a significant number of pets and livestock may escape. Escaped or abandoned animals are likely to suffer and pose a risk to rescuers and the public.
- 18) Animal food supplies may be destroyed, contaminated or be in limited supply requiring resupply from outside of the area.

13.CONCEPT OF OPERATIONS

E. GENERAL

- 1) Animal owners (domestic and/or livestock) have the responsibility for care and protection of their animals, during an emergency situation.
- 2) In compliance with legal requirements, CCEM will coordinate County efforts to plan for and organize local animal care actions to provide shelter for displaced animals.
- 3) Displaced animals will be sheltered, fed, and if possible, returned to their owners. Animals who pose a danger to the public will be disposed of in a humane and expeditious manner.
- 4) Wild animals will normally be left to their own survival instincts. Wild animals that have strayed out of their natural habitat should be allowed to return to their natural habitat. If the wild animals are a danger to the public, they will be disposed of in a humane and expeditious manner by animal control services, WDFW officers, or law enforcement personnel.
- 5) All organizations that support this ESF in the county, or surrounding municipalities, are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
- 6) All organizations supporting this ESF in the county, or surrounding municipalities as applicable, will coordinate their plans and operations with CCEM.
- 7) Any organization supporting this ESF that requires additional resources or outside assistance is required to forward their request to CCEM, when activated, for processing and prioritization.

F. ORGANIZATION

- 6) WSU Extension - Clallam County provides education and informational resources related to agriculture.
- 7) HHS monitors animal and plant disease and pest conditions in the county.
- 8) The Washington State Department of Agriculture, Department of Health, and Department of Fish and Wildlife provide agency specific subject matter expertise in accordance with the Washington State Comprehensive Emergency Management Plan.
- 9) The United States Department of Agriculture provides subject matter expertise in accordance with the National Response Framework.

O. PROCEDURES

- 1) Primary and Supporting Agencies that support this ESF #11-5 are responsible for developing their respective SOPs for conducting emergency operations in support of the County.
- 2) Primary and Supporting Agency SOPs are to be coordinated with CCEM to maximize use of assets during a response and avoid duplication of effort.
- 3) Primary and Supporting Agencies must include provisions for the safety training and maintenance of Emergency Workers credentials.

5. RESPONSE ACTIVITIES BY PHASES

F. MITIGATION

- 15) Recruit and organize a volunteer emergency animal response capability within the County.
- 16) Coordinate with ESF #6 Primary and Secondary Agencies in identifying human shelter locations. Coordinate animal shelter locations in or near these ESF #6 shelter facilities. This is especially important for AFN animal owners.
- 17) Estimate the numbers and types of pets and stock that may be affected by a disaster in Clallam County.
- 18) Identify animal health care professionals willing to provide emergency medical assistance, kennels or boarding facilities.
- 19) Identify farms, parks, fairgrounds and stockmen willing to provide emergency transportation and/or temporary boarding facilities for stock.
- 20) Identify sources of animal feed for use in an emergency.
- 21) Develop mutual aid agreements for ESF #11-5 activities between government agencies, veterinarians, pet rescue organizations, agricultural agencies/organizations and animal husbandry organizations.
- 22) Coordinate public service announcements providing information for animal owners about what measures they should take to care for animals in an emergency. Encourage the public, animal shelters and livestock operators to develop emergency procedures and evacuation plans for their animals.

E. PREPAREDNESS

- 28) Train ESF #11-5 responders in the safe handling of animals during an emergency.

- 29) Coordinate the development of a registration system for domestic animals to facilitate reunification with owner's post-disaster.
- 30) Coordinate use of assets and resources identified in the previous Mitigation section to develop plans to provide for the safety and wellbeing of animals in or near ESF #6 shelters.
- 31) Coordinate use of assets and resources identified in the previous Mitigation section to develop plans to provide for the safety and wellbeing of unaccompanied animals and stock in a safe and secure location.
- 32) Coordinate procedures between the Sheriff's Animal Control officer, local and tribal law enforcement and WDFW for handling wild and/or dangerous animals.
- 33) Conduct training sessions and workshops to assist ESF #11-5 Primary and Support Agencies in exercising the plans to provide for the safety and wellbeing of animals.
- 34) Participate in and/or conduct ESF #11-5 exercises and tests.

G. RESPONSE (by Pre-Qualified Responders)

- 10) CCEM to provide early warning to the public about threats that may require evacuation and remind them of their responsibility to care for their pets and stock.
- 11) Primary Agencies coordinate with CCEM to determine the locations of opened ESF #6 emergency shelters. Primary agencies mobilize Supporting Agencies to move ESF #11-5 assets to support preplanned human and animal shelter operations.
- 12) Primary Agencies coordinate with CCEM for the evacuation of stock to safe locations. Primary agencies mobilize Supporting Agencies to move the stock at the direction of the Primary.
- 13) CCEM PIO coordinates with ESF #6 and ESF #11-5 Primary Agencies to provide the public with locations of animal shelters and pet friendly shelters for companion animals.
- 14) Implement animal shelter registration system at all animal shelter facilities.
- 15) First responders provide situational awareness about emergency animal needs to CCEM. CCEM tasks Primary Agencies to coordinate an appropriate response using the Supporting Agencies.
- 16) Primary Agencies coordinate with CCEM logistics (ESF #7) to obtain and distribute animal food, medicine and equipment to Supporting Agencies for distribution to those in need.

- 17) CCEM coordinates with law enforcement to respond to dangerous animals.
- 18) Primary Agencies should arrange to provide CCEM with the status of veterinary and animal hospital capabilities. If the capabilities are overwhelmed, CCEM will request assistance from WAEMD.
- 19) Primary Agencies and CCEM coordinate humane euthanasia and cadaver disposal as detailed in ESF #11-2 when necessary.

D. RECOVERY

- 9) Continue to provide ESF #11-5 services until animal shelters are demobilized. Coordinate the consolidation of personnel and supplies during the closing of animal shelters or confinement areas.
- 10) Assist CCEM in preparing the animal portion of the emergency damage assessment.
- 11) Assist CCEM in preparing the after-action report.
- 12) Assist Supporting Agencies with the long-term maintenance, placement, or disposition of domestic animals which cannot be reunited with owners or wildlife that cannot be returned to their normal habitats.
- 13) Maintain financial records on personnel, supplies and other resources utilized.
- 14) Restore equipment and supplies to normal state of operational readiness.
- 15) Resume day-to-day operations.

7. RESPONSIBILITIES

C. General

- 6) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting
 - Continuity of operations to maintain essential services
 - Facility / infrastructure repair and restoration

D. Primary Agencies

- 3) CCEM/HHS
 - a) Coordinate the mitigation and preparedness measures called for in this ESF #11-5, Section 5, Response Activities by Phases, paragraphs A, Mitigation and paragraph B, Preparedness.
 - b) Coordinate the response measures called for in this ESF #11-5, Section 5, Response Activities by Phases, paragraph C.
 - c) Coordinate the recovery measures called for in this ESF #11-5, Section 5, Recovery Activities by Phases, paragraph D.

C. Support Agencies

- 1) Animal and Livestock Owners
 - a) Provide an appropriate standard of care for their animals at all times, including during emergencies, disasters and evacuations.
 - b) Be prepared to utilize their own resources and be self-sufficient following a disaster for a minimum of 30 days and possibly longer.
 - c) Ensure that their animals are not a threat to property, animals, public health or safety.
- 4) Law Enforcement
 - a) Provides security and access control to selected areas.
- 5) Veterinarians, Pre-qualified Volunteers and Animal care/Rescue NGOs
 - d) Assist with providing shelter and food for displaced animals.
 - e) Assist with reuniting displaced animals with owners as possible.
 - f) Assists lead agencies as requested.
- 6) Clallam County WSU Extension Office
 - c) Assists lead agencies as requested.
 - d) Provides subject matter expertise, education and informational resources related to agriculture

10.RESOURCE REQUIREMENTS

- A. Food and water will initially be procured from supplies on hand within Clallam County.
- B. Direct purchasing and contract development with private sector food businesses and volunteer organizations will be utilized until bulk distribution of food and water supplies can be coordinated with state and federal agencies as needed.

11.REFERENCES

- A. Emergency Planning for Household Pets and Service Animals – Providing Rescue, Care, Shelter, and Essential Needs (FEMA)
- B. Pets Evacuation and Transportation Standards Act (2006)
- C. FEMA Disaster Assistance Policy 9523.19, Eligible Cost Related to Pet Evacuations and Sheltering (Oct 2007)
- D. Pet Disaster Preparedness (American Red Cross)

12.TERMS AND DEFINITIONS

Emotional Support Animal (ESA) – A companion animal that provides therapeutic benefit, such as alleviating or mitigating some symptoms of the disability, to an individual with a mental or psychiatric disability. Emotional support animals are typically dogs, cats, or may include other animals. To be afforded protection under United States federal law, a person must meet the federal definition of disability and must have a note from a physician or other medical professional stating that the person has that disability and that the emotional support animal provides a benefit for the individual with the disability. An animal does not need specific training to become an emotional support animal. In the U.S., federal protection against housing discrimination is afforded to persons under two federal statutes: Section 504 of the Rehabilitation (Section 504) and the Federal Fair Housing Amendments Act of 1988 (FHAA). Persons with disabilities may request a reasonable accommodation, such as a waiver of a "no pets policy," for any assistance animal, including an emotional support animal, under both the FHAA and Section 504.

Exotic Animals - Some examples of exotic animals include big cats, venomous and other nonindigenous snakes, primates, turtles & other reptiles, and raptors.

Household Pet(s) (Federal Definition) – According to FEMA DAP 9253.19 “[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure

rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.”

Livestock - Livestock includes, but is not limited to, horses, mules, cattle, sheep, swine, and goats.

Service Animal – As defined by the ADA, a service animal refers to any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, or other mental disability. Works or tasks may include: guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. The Department of Justice’s (DOJ) new rules limit the definition of service animal in the ADA to include only dogs. The new rules also define service animal to exclude emotional support animals. This definition does not apply to the Fair Housing Act (FHA Act) or the Rehabilitation Act, Section 504. Individuals with disabilities and others with access and functional needs may have an assistance animal in addition to dogs, including emotional support animals, under the FHA Act or Section 504. In situations where both laws apply, housing providers, including emergency shelters, must meet the broader FHA Act/Section 605 standard which provides for the inclusion of assistance animals that fall outside the ADA’s service animal definition. Service animals are not pets and will remain with their owners at all times.

Wildlife - Wildlife encompasses species of animals that are managed, protected, or otherwise administered by state and Federal wildlife, game, and management agencies.

ESF #12 Energy (Fuel) & Utilities

ESF Coordinator

Clallam County Public Utility District #1

Clallam County Emergency Management (Activation Level 1 Event) - CCEM

Primary Agencies

Clallam County Public Utility District #1 (PUD)

Port Angeles City Light (CITY LIGHT)

Bonneville Power Administration (BA)

Fuel Service Providers

Support Agencies

Clallam County Emergency Management (CCEM)

Clallam County Public Works Department (WORKS)

Clallam County Fire Protection Districts/Departments (FIRE)

Law Enforcement Agencies in Clallam County (LAW)

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. Purpose

- 1) The purpose of ESF #12 is to provide for the coordination and implementation of preparation, response and recovery efforts necessary to save lives, minimize health and safety threats, protect property and mitigate adverse impacts to the environment during and after an emergency or major disaster where energy services or supplies have been impaired, including conducting a damage assessment, assuring the effective use of available electric power, propane and petroleum products to meet essential needs and facilitating the restoration of energy systems affected by such emergency or disaster. ESF #12 supports the following core capabilities based on intersecting activities with other ESFs: infrastructure systems, operational coordination, logistics and supply chain management, situational assessment and public information and warning.

B. Definitions

- 1) Energy – Includes electrical and fuel service providers. It does not apply to military, medical or industrial nuclear applications.
- 2) Fuel Service Provider – Includes any petroleum products provider which serves Clallam County, including fuel refiners, marketers, transporters and owners of delivery facilities whether publicly or privately owned.

C. Scope

- 1) The scope of this plan is Clallam County centric even though all energy supplies originate outside of county boundaries. FEMA ESFA (Jan 2008) and the 2009 FEMA Training Manual define the ESF #12 scope of work as:
 - a) Collect, evaluate and share information on energy system damage and estimations on the impact of energy system outages within affected areas
 - b) Provide information concerning the energy restoration process to all stakeholders
 - c) Facilitate the restoration of energy systems
 - d) Coordinate Fuel Service Providers and otherwise assist in obtaining fuel for transportation, communications, emergency operations and other critical facilities (Energy industry utilities coordination)
 - e) Coordinate and otherwise assist utilities in obtaining equipment, specialized labor, and transportation to repair or restore utility systems

- f) Energy forecast (Includes power and fuel).
- 2) Water, sewer and stormwater utilities are covered by ESF #3, Public Works. Communication utilities are covered by ESF #2, Communications.

2. POLICIES

A. Energy Providers - The County and all energy utility providers shall prepare and update contingency plans for implementation in the event of energy shortages or emergencies where energy supply or services may be impaired and such plans shall comply with RCW 38.52 and Chapter 118.30 WAC.

B. Agencies - During an emergency all ESF #12 Energy Primary and Supporting Agencies will:

- 1) Conduct all emergency operations following the principles identified in NIMS.
- 2) Utilize, to the greatest extent possible, the agencies' day-to-day policies to facilitate the integrity of their energy systems and infrastructure; except when the situation requires exceptional policy changes or modifications.
- 3) Provide services to the infrastructure and facilities under their respective jurisdictions. Restoration of normal operations at energy facilities is the responsibility of the facility owners.
- 4) Provide CCEM with situational assessment as soon as possible.
- 5) Support the coordination and information collection of energy preliminary damage assessments.
- 6) Inspect, repair and operate their own infrastructure or to those agencies with which it has contractual agreements to maintain their infrastructure.
- 7) Ensure that a continuity of operations plan is in place to maintain their essential services.

D. Facilities - Property owners, municipal corporations and associations with private facilities and/or infrastructure are responsible for:

- 1) Construction, maintenance, and repair of infrastructure under their respective ownership.

- 2) Meeting any associated government regulations related to such.
- 3) Each individual, family, worker, visitor, business, organization and institution within Clallam County is responsible for emergency planning for a minimum of thirty (30) days of self-sufficiency of both food and water, along with general emergency preparedness.

3. SITUATION

A. Emergency/Disaster Conditions and Hazards

The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 of the CCHA provides a summary of these threats based on known risk.

B. Planning Assumptions

- 1) The occurrence of a disaster could destroy or damage portions of the county's energy grid and disrupt fuel and propane gas supplies.
- 2) Within Clallam County, there is a very low level of energy production comprised of solar and wind power generated by private homeowners which may or may not be fed into the power grid and in a disaster will likely be destroyed. The storage of fuel and propane gas by Fuel Service Providers within Clallam County is constrained due to such providers utilizing a just-in-time strategy.
- 3) Widespread and possibly prolonged electric power failures often occur in an emergency or disaster.
- 4) Delays in the production, refining, and delivery of petroleum-based products may occur as a result of transportation infrastructure problems and loss of electrical power.
- 5) Clallam County's disaster response and recovery operations may be hindered due to inadequate energy and petroleum sources and supplies.

4. CONCEPT OF OPERATIONS

A. General

- 1) Disruptions in energy supply are typically caused by damage to energy transmission and distribution systems, operational failure of such systems, or unusual economic or political events that affect the availability of these resources.
- 2) Responses to energy and petroleum shortages or disruptions and their effects are necessary for preservation of the public health, safety and general welfare of the county's residents, workers and visitors. In reaction to events impacting energy production, transportation, storage, distribution or transmission, it is assumed that the various energy industries and all involved local, state and federal agencies will activate and initiate their respective emergency plans for response and recovery. Because a wide range of emergencies or disasters may require ESF #12 activation, the lead agency or jurisdiction may shift depending on the particular emergency or disaster. During a Level 1 Activation Event, CCEM will act as a coordinator for assessment of damage, response and recovery within Clallam County.
- 3) Activities required during an emergency may include:
 - a) Situational assessment of damage to fuel and electric power infrastructure.
 - b) Assessing energy supply and demand including identification of critical facilities' fuel needs.
 - c) Coordinating with electric utilities, petroleum, propane fuel service and other energy providers to identify requirements to repair and reopen energy delivery facilities.
 - d) CCEM coordination to establish priorities for repair of damaged energy systems.
 - e) CCEM coordination with WAEMD for temporary, alternate or interim sources of emergency fuel and power.
- 4) The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect health, safety and general welfare and to minimize to the fullest extent possible injurious economic, social and

environmental consequences of such an energy supply alert. (RCW 43.21G.050)

B. Organization

- 1) Clallam County electricity is supplied by Bonneville Power Administration by a single main-line running from Shelton to Port Angeles. Clallam County PUD #1 and Port Angeles City Light distribute the electricity within the county.
- 2) Petroleum products, including propane, are refined in the I-5 corridor and brought to the county by truck. A limited supply of maritime bunker fuel and diesel is brought to the Port of Port Angeles by barge. Tesoro maintains a tank farm and offloading facility at 1720 Ediz Hook Road in Port Angeles.

C. Procedures

- 1) The energy utility and petroleum distribution systems will continue to provide services through their normal means during a disaster to the maximum extent possible.
- 2) Energy utility and fuel service providers will compile damage assessment information and provide them to the CCEM, as needed or requested. CCEM will collect, evaluate and report conditions to WAEMD, public safety and other impacted agencies and organizations in accordance with the 2019 CEMP.
- 3) CCEM will provide energy utility and fuel services information to the public, when necessary, in accordance with procedures detailed in ESF #15, Public Affairs.
- 4) When applicable, PUD#1 will implement its Critical Systems And Customers Restoration Response plan which identifies the specific priorities and categories of customers for restoring energy after a Level 1 Activation Event
- 5) Priorities for resource requests, the allocation of resources, prioritization of restoration sites, or procedures and location of fueling facilities will be determined in coordination with any existing Mutual Aid Agreements, Memorandum of Understandings and the CCEM ESF #12-1 Fuel Plan.

D. Spill Response

- 1) See ESF #10, Clallam County Hazardous Materials Emergency Support Function. Local fire departments will likely be the first agency to arrive on-scene during an energy-related emergency (HAZMAT leak and/or fire,

downed electrical lines and poles, etc.). First responders will stand by until PUD/PA City Light has de-energized power lines to the site for safe access. Initial response includes but is not limited to:

- a) Establish Incident/Unified Command
- b) Establish incident priorities:
 - Life safety
 - Property
 - Economy
 - Environment

5. Response Activities by Phases – All Agencies

A. Mitigation Activities

- 1) CCEM has identified local energy and utility sources within the 2019 Multi-jurisdiction Hazard Assessment (a supporting document to the 2021 CEMP) and continues to update information about these sources.

B. Preparedness Activities

- 1) All public energy utilities will maintain emergency call lists, operating procedures and emergency resources and update them as needed.
- 2) The position of CCEM Fuel Coordinator is established. The Fuel coordinator will report to the CCEM Staff Energy Liaison and assist the CCEM Staff Energy Liaison in reporting on fuel issues.
- 3) The Fuel Coordinator may convene a fuel council to develop guidelines for priority use of public and private fuel resources when there may be insufficient supplies to meet essential needs.
- 4) The CCEM Fuel Coordinator will develop a plan for reconnaissance and salvage of fuel (to include fuel polishing) in the event of a long duration emergency where fuel supply is severely impacted.
- 5) The CCEM Fuel Coordinator may coordinate with local Public Information Officers (PIOs) in the preparation of news releases to inform the public of conservation and safety measures.
- 6) Conduct and participate in energy emergency exercises with the energy industry and local governments to test written plans and to prepare for energy emergencies.
- 7) Participate in hazard mitigation studies to reduce the adverse effects of future disaster.

C. Response Activities

- 1) CCEM will activate the EOC and notify the Washington State Emergency Operations Center (WAEMD) that an event has occurred.
- 2) Utilities and fuel service providers will coordinate the mobilization of personnel and equipment required for emergency repair and operation of facilities.
- 3) Utilities and fuel service provider personnel will assist with conducting damage assessment operations and reporting these assessments to their chain of command.
- 4) An Energy/Utility Liaison has been established to work in the EOC and will be responsible for the communication between PUD, PA City Light and CCEM.
- 5) The CCEM Fuel Coordinator reports fuel status to the Energy/Utility Liaison detailing fuel resources which are in short supply and are necessary for the life safety and health of the population. The Energy/Utility Liaison will inform CCEM of the shortages. CCEM will request WAEMD assist with fuel deliveries via WebEOC.
- 6) CCEM will maintain a list of alternative local suppliers of fuel and will employ, as needed, the salvage of fuel under its ESF12-1 Fuel Plan.
- 7) CCEM will coordinate with the CCEM PIO to provide up-to-date information to the public.

D. Recovery Activities

- 1) The EOC will coordinate with State and Federal agencies for supplemental energy resources, including electricity, propane, and petroleum products.
- 2) The EOC will assist in compiling damage assessment reports and act upon request for State and Federal Assistance as needed.
- 3) The Energy/Utility Liaison may coordinate with the EOC and local governments to establish priorities among users, including by way of emergency order directed by the Clallam County Board of Commissioners, if adequate utility supply is not available to meet all essential needs. They may also coordinate supporting resources for utility restoration and repair to meet essential needs.

6. RESPONSIBILITIES

A. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment, repair, restoration and reporting
 - Continuity of operations to maintain essential services
 - Reporting assessment of damages and operational status of public works facilities and structures to the Clallam County EOC.

B. Primary Agencies

- 1) Bonneville Power Administration (BPA) is responsible for supplying wholesale power to Clallam County PUD#1 and Port Angeles City Light.
- 2) Clallam County Public Utility District #1 and Port Angeles City Light provides retail electrical service to commercial and residential customers in Clallam County.
- 3) Various corporate fuel service providers and private bulk haulers provide routine re-supply service to government and public fuel service providers.
- 4) Emergency operations include, but are not limited to:
 - a) Determine the extent of electrical and fuel service provider outages and provide CCEM with estimates of time for restoration.
 - b) BPA, PUD#1 and PA City Light will determine the extent of power outages and provide CCEM with restoration estimates.
 - c) Identifying and coordinating restoration priorities with other impacted energy companies.
 - d) Participate in field Unified Command.
 - e) Provide Liaison with CCEM when requested.
 - f) Provide timely and accurate information to end-users.
 - g) Perform life safety and property preservation operations when indicated.

- h) Assess fuel service provider infrastructure damage, supply adequacy and fuel market situation.
- i) Determine location, extent and restoration of electricity supply and outages or disruptions.
- j) Determine status of shortages or supply disruptions for propane gas.
- k) Report findings to CCEM as requested.
- l) Comply with energy allocations and curtailment programs as determined by the governor.
- m) Coordinate out-of-area private and public energy assistance

C. Supporting Agencies

1) Clallam County Emergency Management

- a) Develop working relationships with appropriate local energy companies.
- b) Ensure Energy Liaison is assigned and familiar with CCEM operations.

2) Clallam County & Municipal Public Works Departments/Agencies

- a) Coordinate with PUD#1/PA City Light to clear debris from jurisdictional public rights-of-way to allow utility service providers access to restore service.
- b) Coordinate with utility service providers to ensure impacted utilities do not pose a life-safety threat to first responders and public works personnel.
- c) Assist with traffic control.

3) Fire Departments/Protection Districts in Clallam County

- a) Conduct initial scene control and life safety operations.
- b) Establish Incident/Unified command.
- c) Dispatch fire-based hazardous material teams when required.

4) Law Enforcement Agencies in Clallam County

- a) Provide traffic control for utility service providers as requested
- b) Assist in securing areas with downed power lines and/or propane leaks.
- c) Assist in crowd control and life safety operations.

7. REFERENCES

- A. FEMA ESFA Jan. 2008 & FEMA Training Manual 2009
- B. Washington State Energy Assurance and Emergency Preparedness Plan
- C. 2019 Clallam County Multi-Jurisdiction Hazard Assessment
- D. Clallam County Comprehensive Emergency Management Plan (CEMP)
- E. Clallam County ESF #12-1 Fuel Plan
- F. PUD#1 Emergency Response and Restoration Plan August 2018
- G. Chapter 38.52 RCW
- H. Chapter 43.21F RCW
- I. Chapter 43.21G RCW
- J. Chapter 118.30 WAC
- K. Chapter 194-22 WAC

8. TABS

ESF #13 Public Safety and Security

ESF COORDINATOR

Clallam County Sheriff's Office (CCSO)

PRIMARY AGENCIES

Clallam County Sheriff's Office
Washington State Patrol (WSP)
Law Enforcement Agencies in Clallam County (LAW)

SUPPORTING AGENCIES

PENCOM

WSDOT, County, Municipal and Tribal Public Works Departments

DOC – CBCC Inmate Recovery, Community Emergency Response and Crisis Negotiation Teams

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

- A. **Purpose** - ESF #13 integrates the various public safety law enforcement capabilities and resources present in Clallam County to support a full range of incident management activities needed to address incidents having the potential for or actual threat to public safety and security.
- B. This Emergency Support Function (ESF) is applicable to all agencies, organizations and personnel assigned law enforcement, public safety and security functional responsibilities. It is also applicable to other support agencies assigned support functions in this ESF. This ESF directs maintaining law and order through:
 - 1) Traffic and crowd control.
 - 2) providing security for vital facilities and supplies,
 - 3) controlling access to operating scenes and vacated areas, and preventing and investigating crimes against people and property.

- C. This Emergency Support Function (ESF) is applicable to all agencies, organizations and personnel assigned law enforcement, public safety and security functional responsibilities. It is also applicable to other support agencies assigned support functions in this ESF.
- D. This ESF directs maintaining law and order through traffic and crowd control, providing security for vital facilities and supplies, controlling access to operating scenes and vacated areas, and preventing and investigating crimes against people and property.

2. POLICIES

- A. Each law enforcement public safety agency in the County is required to have standard operating procedures to govern their operations. This ESF does not supersede those procedures.
- B. Private businesses and facilities have the primary responsibility for public safety and security on their property. They may call for government assistance in the event a crime or emergency occurs.
- C. Political subdivisions have the responsibility to secure emergency sites and provide traffic/crowd control in the political subdivision jurisdiction. That responsibility may extend to initial response on private property. Property owners have the post-response responsibility of securing emergency sites on private property as soon as possible.
- D. In most situations, each political subdivision has the legal authority have the legal authority to rely on its own law enforcement and public works resources to respond to events. Each will call for mutual aid when those resources are exhausted or in imminent danger of being exhausted.
- E. Each political subdivision is required to use the NIMS/ICS structure. Most incidents will be handled by the appropriate incident commander from an on-scene incident command post.
- F. In larger-scale incidents requiring additional resources, mutual aid agreements may be activated. Incident operations and requests for WAEMD resources will be coordinated through a Unified Command structure at CCEM.
- G. When local and immediate mutual aid resources are exhausted, including assistance from Jefferson County, the State Law Enforcement Mobilization Plan can be implemented to provide requested law enforcement assistance from throughout the state.

H. Law Enforcement is represented in the EOC.

3. SITUATION

A. Hazards Assessment

- 1) The Clallam County Hazard Assessment (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. CCHA Table 1.1 provides a summary of these threats based on known risk. The dynamic and/or cascading variables of a catastrophic event may alter this assessment.
- 2) Law enforcement agencies are expected to continue efforts to protect lives and property during emergency situations.
- 3) Generally, law enforcement challenges are compounded by emergency related community interruptions.
- 4) Law enforcement activities under emergency conditions are the responsibility of the local law enforcement agency with jurisdiction in the area.
- 5) During large-scale emergencies and major disasters, law enforcement agencies may be required to expand operations and undertake certain tasks that are not performed on a day-to-day basis.
- 6) Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.
- 7) NO FUEL MEANS NO RESPONSE. Fuel may need to be reserved for rescue and response. Supplies may need to be secured for distribution to emergency equipment.
- 8) Communications are likely to be limited to SIMPLEX line of sight and amateur HAM operations for several days.
- 9) State patrol, city police officers, border patrol, park police, tribal officers, corrections officers, Game Wardens and other commissioned officers may be called upon to assist law enforcement within the Operational Areas until Sheriff's Office law enforcement control is re-established.

C. PLANNING ASSUMPTIONS

- 1) During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.

- 2) Local conditions may overwhelm local law enforcement capabilities, and it may be necessary to activate mutual aid plans or request law enforcement support from outside the area. In extreme emergencies, outside support may include requesting assistance from the Washington Army National Guard.
- 3) During large-scale evacuations, law enforcement support may be needed to control traffic.
- 4) In the aftermath of an evacuation or other emergency action, it may be necessary to control access to damaged areas to protect public health, protect property, provide safety and deter theft.
- 5) If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require law enforcement protection.

4. CONCEPT OF OPERATIONS

A. General

- 1) The private sector has primary responsibility for security of its property and facilities.
- 2) The Clallam County Sheriff's Office, the cities and tribes all perform law enforcement and public works duties in the unincorporated portions of the county and their appropriate city and tribal jurisdictions. These public entities are the first line of response and support during incidents having a potential or actual threat to public safety and security.
- 3) County resources, when available, will support the tribal, local or other county/state agency resources when requested or required and supplement private resources when needed.
- 4) The major law enforcement agencies in Clallam County have 24-hour operational capable two-way radio communication links between respective mobile units and the CCEM (EOC/ECC). This becomes a valuable resource during a disaster situation. (See ESF #2 Communications, Information Systems and Warning for available communication frequencies).
- 5) The Mutual Aid Act (Washington Laws of 1985, Chapter 89, Section 7[1]) provides law enforcement with mutual assistance capabilities between jurisdictions. Assistance is facilitated by the signatory agencies to the Mutual Law Enforcement Assistance Agreement.
- 6) When local law enforcement resources are exhausted, supplementary assistance may be requested through Washington State Emergency Management Division (State EMD).

B. Procedures – Routine Event (accident, crime, fire, etc.)

- 1) When an event occurs, PENCOM will notify Fire Districts/Department or local law enforcement.
- 2) Responders will initiate the Incident Command System at an on-scene Location in accordance with their standard operating procedures.
- 3) When necessary, for large incidents, the IC may request the County to activate the EOC. Unified Command System may be implemented at that time to manage the incident.

- 4) The property owner (government or private) has ultimate responsibility for assuring security, safety and cleanup of the incident scene (RCW 4.24.314).
- 5) CCEM will follow policies and procedures covered in the 2021 Clallam County CEMP.

C. Procedures – Catastrophic event (mass casualty or catastrophic damage)

- 1) Officers/employees on duty will report their status and location to their supervisor by the best means possible. Radio or telephonic notification from the field is acceptable.
- 2) ALL Washington Public Agency officers/employees, in the field or off duty, who are unable to mobilize to their duty station are to mobilize to the nearest Operations Area Command Post. There, they will provide law enforcement public safety and security within the boundaries of the Operations Area until restored transportation links allow them to resume daily operations. They are to gather and report situational assessments as they travel to the Operations Area Command Center for transmission to CCEM.
- 3) CCEM will activate the EOC and begin mobilizing the CCEM Staff.
- 4) In an extreme situation, U.S. Military personnel may be dispatched to reinforce local law enforcement. In this case, U.S. Military personnel will serve under the supervision of civilian authorities.

5. RESPONSE ACTIVITIES BY PHASES – ALL AGENCIES

A. MITIGATION

- 1) Coordinate a local warning and notification system.
- 2) Carry out anti-terrorist activities.
- 3) Participate in regular hazard vulnerability analyses to identify potential hazards.

B. PREPAREDNESS

- 1) Review and update plans and procedures.
- 2) Conduct drills and exercises to test plans, procedures, and training.
- 3) Train primary and auxiliary law enforcement personnel to conduct emergency operations.
- 4) Identify and train law enforcement personnel to staff the EOC/ECC and ICP.
- 5) Identify key facilities and determine possible security requirements.

- 6) Identify pre-planned evacuation routes for known risk areas and prepare traffic control plans.
- 7) Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to interlocal agreements.
- 8) Maintain mutual aid agreements with other jurisdictions for law enforcement services, and provide law enforcement support as requested.

C. RESPONSE

- 1) Notify E911 Communications and the Clallam County Sheriff's Office, CCEM of major police emergencies.
- 2) Notify law enforcement agencies and key staff members of the emergency so that assigned responsibilities can be enacted.
- 3) Notify reserves and volunteers; place on standby as needed.
- 4) Establish priorities for law enforcement operations.
- 5) Suspend leaves and special assignments as needed.
- 6) Coordinate with CCEM, Joint Information Center (JIC), and Public Information Officer (PIO) regarding emergency news releases advising the public regarding the emergency.
- 7) Coordinate traffic control.
 - a. Coordinate with the Clallam County Engineer's Office, WSDOT, and Public Works for signs, barricades and other resources.
 - b. Coordinate with Washington State Patrol (WSP), WSDOT and engineers to verify proposed routing traffic on state highways and to establish traffic control points.
- 8) Prepare a traffic control plan for movement of evacuees, essential workers, and essential resources.
- 9) Establish staging areas for personnel and equipment.
- 10) Establish emergency area entry control points.
- 11) Establish liaison for law enforcement operations in the EOC/ECC.
- 12) Provide security for the EOC/ECC if necessary.

- 13) Maintain communication links between EOC/ECC, law enforcement mobile units, and other strategic operation points.
- 14) Assist with movement to shelters.
- 15) Survey essential facilities (e.g., food, water, fuel, utilities) requiring security.
- 16) Perform damage assessments and make reports to the EOC/ECC.
- 17) Maintain order in and around the emergency/disaster scene. Safeguard property in and around the scene. Investigate crimes.
- 18) Provide warning and communication support. Recommend the evacuation of endangered populations. Provide security of evacuated property, if resources are available.
- 19) Inform the public of evacuation orders including, but not limited to:
 - a. Door-to-door notification of persons in affected areas.
 - b. Warning the public through the use of mobile public address systems.
- 20) Coordinate ground and water search and rescue (SAR) operations within the county.
- 21) Assist the Coroner in necessary investigation, identification and recovery of deceased person(s). Assist with notifications of next-of-kin.

D. RECOVERY

- 1) Continue security operations as needed.
- 2) Perform traffic control for evacuees return, if needed.
- 3) Provide access control for damaged areas, issuing passes/permits if required.
- 4) Assist in damage assessment.

6. RESPONSIBILITIES

B. General

- 12) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:

- Personnel accountability, safety, lines of authority and succession
- Providing logistical support (meals, rest areas, etc.) to their personnel and equipment
- Facility / infrastructure damage assessment and reporting
- Continuity of operations to maintain essential services
- Facility / infrastructure repair and restoration.

A. CO-LEADS

1) Law Enforcement Agencies in Clallam County

- a) Provides law and order during emergency situations.
- b) Assists with planning, directing, and controlling evacuations.
- c) Provides security for critical facilities and public infrastructure.
- d) Protects property in evacuated areas.
- e) Provides access control to damaged areas.
- f) Performs emergency traffic control as needed.
- g) Provides crowd control as needed.
- h) Assists with counter-terrorism and anti-terrorist operations.
- i) Assists in search and rescue (SAR) operations.
- j) Assists with security for shelter and mass care operations.
- k) Assists the coroner in investigation, identification, recovery and management of deceased persons.
- l) Develops trains and exercises an Emergency Action Plan (EAP) for the area of responsibility.
- m) Participates in annual Comprehensive Emergency Management Plan (CEMP) exercises and plan revisions.
- n) Maintains law enforcement inter-local agreements.
- o) Provides qualified individuals to staff the EOC/ECC and ICPs when activated.
- p) Supplies the appropriate financial and administrative reports to the EOC/ECC.

2) Clallam County Sheriff's Office

- a) Coordinates and provides law and order during emergency situations.
- b) Coordinates law enforcement inter-local agreements.
- c) Plans, directs, and controls evacuations.
- d) Coordinates and provides security for critical facilities and infrastructure.
- e) Coordinates and protects property in evacuation areas.
- f) Coordinates and provides traffic control functions when and where needed.
Coordinates and provides access control to impacted areas.
- g) Coordinates and provides crowd control when needed.
- h) Conducts counter-terrorism and anti-terrorist operations.
- i) Supports search and rescue operations.
- j) Coordinates and provides security for shelter and mass care operations.
- k) Evacuates prisoners from the jail to another suitable facility, if necessary.
- l) Assists the coroner in necessary investigation, identification, recovery and management of deceased persons.
- m) Participates in annual Comprehensive Emergency Management Plan (CEMP) exercises and plan revisions.
- n) Coordinates other emergency functions as necessary.
- o) Coordinates and provides qualified individuals to staff the EOC/ECC and ICPs when those facilities are activated.
- p) Develops trains and exercises an Emergency Action Plan (EAP) for the unincorporated county.

B. SUPPORTING AGENCIES

1. Emergency Operations Center/Emergency Coordination Center (EOC/ECC)

- a) Provides planning initiatives, resource priorities, and operational objectives as requested by the Incident Commander.

- b) Requests state/federal resources through State EMD when local resources are about to be depleted.
- c) Coordinates resource requests and priorities.
- d) Designates a Clallam County Incident Public Information Officer (PIO) for single source distribution and information uniformity/consistency.
- e) Activates and issues emergency warnings as necessary.

2. Fire Services

- a) Provides crowd control as needed.
- b) Assists with search and rescue operations.
- c) Assists with hazardous materials incidents in Clallam County.
- d) Assists with counter-terrorism and anti-terrorist operations.
- e) Provides qualified individuals to staff the EOC/ECC and ICPs when activated.
- f) Supplies appropriate financial and administrative reports to the EOC/ECC.
- g) Develops trains and exercises an Emergency Action Plan (EAP) for their area of responsibility.
- h) Participates in annual CEMP exercises and plan revisions

3. Clallam County Coroner

- a) Investigates, identifies, recovers and manages information regarding deceased persons.
- b) Notifies next-of-kin.

4. CCEM

- a) Collects, analyzes and distributes warning information to the general public, response community and the public at large.
- b) Initiates and supports the EOC/ECC operations.
- c) Receives, compiles and distributes incident reports, damage assessments and required state/federal reports.
- d) Plans, schedules and conducts annual training and exercise program for the Comprehensive Emergency Management Plan (CEMP).

- e) Coordinates and updates responder entity contact information.
- f) Maintains historical records for disaster incidents.

5. Public Works

- a) Assists with traffic control as needed.
- b) Provides access control equipment and barricades to damaged areas.
- c) Provides qualified individuals to staff the EOC/ECC and ICPs when activated.
- d) Develops trains and exercises an Emergency Action Plan (EAP) for the area of responsibility.
- e) Provides appropriate financial and administrative reports to the EOC/ECC.
- f) Participates in annual Comprehensive Emergency Management Plan (CEMP) exercise and plan revisions.

6. State Department of Transportation (WSDOT)

- a) Coordinates evacuations and traffic modifications on state highways in accordance with local jurisdictions impacted by emergencies or disasters.
- b) Performs traffic control as needed.
- c) Provides access control to damaged areas.
- d) Provides qualified individuals to staff the EOC/ECC and ICPs when activated.
- e) Develops trains and exercises an Emergency Action Plan (EAP) for the area of responsibility.
- f) Participates in annual Comprehensive Emergency Management Plan (CEMP) exercises and plan revisions.

7. State Emergency Management Division (WAEMD)

- a) Coordinates resource requests as needed.
- b) When local entities become overwhelmed, assists local jurisdictions with disaster event information collection, analysis, and dissemination.

8. Washington State Patrol (WSP)

- a) Assumes Incident Command for hazardous materials events occurring in Clallam County as outlined in the Mutual Aid response plan.
- b) Provides qualified liaison individuals to staff the EOC/ECC and ICPs when activated.
- c) Develops trains and exercises an Emergency Action Plan (EAP) for the area of responsibility.
- d) Participates in annual Comprehensive Emergency Management Plan (CEMP) exercises and plan revisions.

7. RESOURCE REQUIREMENTS

Resource requirements will vary depending on the scope and type of emergency. Support agencies will provide personnel, vehicle, and specialized support equipment as requested.

REFERENCES

- A. Clallam County Sheriff's Office Policy Manual
- B. Clallam County Hazard Identification and Risk Assessment, 2021.
- C. Washington State Comprehensive Emergency Management Plan
- D. Police Power Act

8. TABS

ESF #15 External Affairs

ESF Coordinator

Clallam County Sheriff's Office – Public Information Officer (PIO)

Primary Agencies

Clallam County Emergency Management (CCEM)/Joint Information Center (JIC)

City and Tribal Public Information Offices

Support Agencies

PENCOM

Clallam County Fire Protection Districts/Departments

Law Enforcement Agencies in Clallam County

Clallam County Information Technology (CCIT)

Local Media outlets as defined in ESF #2

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

1. INTRODUCTION

A. Purpose

- 1) The purpose of ESF #15 is to coordinate the release of critical, consistent and accurate emergency information and warnings to the affected public, government stakeholders, media, and non-governmental organizations (NGO's). When an emergency occurs, responding agencies may establish a Joint Information Center (JIC). The JIC is intended to:

- a) provide a structure and system for developing and delivering coordinated interagency messages;
 - b) develop, recommend, and execute public information plans and strategies on behalf of Unified Command;
 - c) advise the Incident Commander concerning public affairs issues that could affect a response effort;
 - d) control rumors and inaccurate information that could undermine public confidence in the emergency response effort; and
 - e) supplement first responder public information officer's operations with JIC resources when necessary.
- 2) The JIC serves as a focal point for the gathering, verifying, coordinating and disseminating of information to the public and media concerning emergency incident response, recovery, and mitigation. The JIC will be physically located at the Clallam County Emergency Operations Center (EOC), but can be held virtually if the situation dictates and connectivity allows for such a virtual JIC. During an emergency incident, public information officers from agencies/organizations involved in incident management activities utilize the National Incident Management System (NIMS) to work together in conjunction with the EOC and/or the incident commander to provide critical emergency information, crisis communications, and public affairs support. The Clallam County JIC structure (JIS) is designed to work equally well for large or small situations and can expand or contract to meet the information dissemination needs of the incident. The Clallam County Emergency Management (CCEM) staff will be available for staffing and managing the JIC. The goal of the JIC is to get critical, consistent and accurate emergency information to the affected public and to operational stakeholders as expediently as possible.

B. Scope

- 1) ESF #15 applies to information needs resulting from emergency situations. Those situations may be isolated, contained emergencies all the way to broad-scope, high magnitude disasters.

C. FEMA ESFA (Jan 2008) identifies the ESF #15 scope of work as:

- a) Emergency public information and protective action guidance;
- b) Media and community relations;
- c) Congressional and international affairs; and
- d) Tribal and insular affairs.

2. POLICIES

- A. The lead first responder jurisdiction is responsible for releasing information to the general public and state, local, private and tribal organizations regarding first response and recovery activities during most incidents. The first responder incident commander may request activation of the EOC when faced with an incident that exceeds the jurisdictions capabilities. CCEM may activate the JIC if necessary.
- B. The CCEM Director or designee will make the initial decision to activate the EOC and JIC during a large scale emergency or disaster affecting Clallam County. Under the JIC concept, each agency representative has the commitment to share and coordinate information with all other participating agencies and the EOC prior to release of such information to the media and public. The primary benefit to this concept is that the public receives accurate, timely and coordinated emergency information.
- C. The JIC will be created under Unified Command to effectively manage communication resources and public messages when multiple organizations are involved in incident response. Under the Incident Command/Unified Command System (ICS/UCS), the JIC is led by the Lead Public Information Officer (Lead PIO) whose jurisdiction has authority for the incident.
- D. In certain situations, a virtual JIC may be established in place of a physical location if connectivity is available and the situation requires (such as during a pandemic).
- E. Life-safety information and instructions to the public have first priority for release.
- F. Clallam County disseminates warnings and emergency information using a variety of outlets described in ESF #2. These include:

- 1) **EAS/IPAWS** - The Emergency Alert System (EAS) and Integrated Alert Public Warning System (IPAWS)
- 2) **NOAA** Weather Radio.
- 3) **CodeRED**: A subscription–based messaging system to disseminate important or otherwise critical information by Clallam County Public Safety agencies.
- 4) **All Hazards Alert Broadcast (AHAB)**: all hazard warning sirens that can be activated by the State EMD Duty Officer or locally as needed. Sirens are tested monthly with tsunami warning messages.
- 5) **Media**: Further information dissemination is conducted by local media outlets KONP, KSQM, KZQM, KSTI, KBDB, KNWU and WAVE Cable Network. During a catastrophic event, news releases may involve longer range broadcasters outside of Clallam County.
- 6) Social Media Platforms

- G. The JIS/JIC has no authority as an independent organization. It is the public information arm of CCEM called for in the National Incident Management System (NIMS).
- H. Any information dissemination authority delegated to the JIC is limited to the specific emergency or disaster needing the services of the JIC. The emergency/disaster, in most cases, will be identified by an “incident or mission number” assigned by WAEMD.
- I. Each County department will coordinate emergency public announcements through the Clallam County Sheriff’s Public Information Officer (PIO)
- J. Public information releases must be approved by Unified Command prior to release. The Lead PIO will obtain approval from Unified Command for any release of emergency public information.
- K. Responsibility for the Clallam County JIC Plan—including its appendices, checklists and notifications lists—lies with the Director of the CCEM. The plan shall be maintained and kept current on the following schedule:
 1. Review and update the Clallam County JIC Plan and its appendices every three years.

2. Resource inventories/database lists and checklists should be reviewed and updated annually.

- L. No guarantee of a perfect response is implied by this ESF. If Clallam County assets and systems are overwhelmed, the JIS/JIC will endeavor to make every reasonable effort to organize and respond to the situation based on information and resources available.

3. SITUATION

A. Emergency/Disaster Conditions and Hazards

B. Assessment - The 2019 Clallam County All Hazard Assessment and Mitigation Plan (CCHA) is published separately and provides information about the potential natural and human caused hazards found throughout the county. The CCHA is the basis for county/political subdivision emergency management plans and procedures. Table 1.1 provides a summary of these threats based on known risk.

B. Planning Assumptions

- 1) Disruption and damage to the telecommunications infrastructure will likely occur in the event of an emergency or disaster.
- 2) Any undamaged communications infrastructure will likely be overwhelmed and may cease to function.
- 3) Requested telecommunications resources may not be available or may be delayed.
- 4) Mobilization of PIOs may be delayed.
- 5) The type and degree of damage will determine the methods for disseminating warnings, health and safety information as well as news about response and recovery efforts.
- 6) Warnings, health and safety information will be disseminated as soon as possible by whatever means available.

- 7) All PIOs will endeavor to provide all stakeholders with clear, accurate, and complete reports of changing situations as soon as possible, including individuals with access and functional communication needs.
- 8) Public messaging before, during and after the incident will be in a variety of formats and languages and must be accessible to those with alternate communications needs.
- 9) Public messaging will include specific information as to what people with access and functional needs should do in an evacuation and/or sheltering situation that is different from the actions recommended to the general population.
- 10) Public messaging for people with access and functional needs, including those with alternate communication needs, will also focus on community gathering points such as schools, ethnic grocery stores, ethnic media outlets, churches, community centers, advocacy groups and support agencies

4. CONCEPT OF OPERATIONS

A. General

- 1) The Clallam County JIC will be established in conjunction with an EOC activation when the CCEM Director or designee believes that activating the JIC is warranted. Under the Incident Command/Unified Command System (ICS/UCS), the JIC is led by the Lead Public Information Officer (Lead PIO) whose jurisdiction has authority for the incident.
- 2) The Clallam County Sheriff's Public Information Officer will be the Lead PIO during emergencies where the County has authority over the incident. In other cases, a Lead PIO will be appointed by the jurisdiction having authority over the incident. The Lead PIO, or designee, will work with the Sheriff's Office PIO and CCEM Staff, whether or not the EOC is activated. The Lead PIO is to issue appropriate warnings, press releases, monitor and update county social media, coordinate information among municipal and agency PIOs, and conduct media interviews. Public information releases must be approved by Unified Command prior to release.

- 3) Upon EOC activation, the Lead PIO is responsible for establishing, maintaining and deactivating the JIC. The JIC is to be co-located with, or near, the EOC unless a virtual JIC needs to be established. Clallam County has created a JIC Plan with the expectation that it will be followed by participating agencies/organizations.
- 4) The Lead PIO will monitor situational assessment and evaluate activities in the EOC. The Lead PIO will coordinate the release of public information and warnings with CCEM staff, field PIOs, the JIC, CCIT and PENCOT. Field PIOs and those representing other agencies or operational areas will communicate with the JIC in a manner that's available, depending on the situation.
- 5) Public safety agencies and volunteer organizations may make their PIO resources available to the JIC when requested and when circumstances allow.
- 6) ESF #2, Communications will be used to disseminate emergency alert messages approved by Unified Command.
- 7) The JIC will provide public messaging in alternative formats and languages to inform people with access and functional needs of support resources and situation updates.

B. ORGANIZATION

- 1) The JIC structure is designed to accommodate the diverse range of responses, ranging from a large multiple-agency, all-hazards response to a small single-agency, single-hazard response. The structure can grow or shrink depending on the unique requirements of a specific response and should be customized for each response. The JIC may consist of a single PIO handling information gathering, press releases and media contacts to a JIC Manager, and multiple PIOs.

C. PROCEDURES - Specific procedures for JIS/JIC operations are contained in the JIC Plan.

5. RESPONSE ACTIVITIES BY PHASES – ALL AGENCIES

A. Mitigation Activities

- 1) CCEM conducts public education and outreach on a regular basis. The department disseminates preparedness and other public information on its website and at fairs, community events, trainings, presentations and meetings. Much of this information is based on all-hazards planning and specific information is made available which offers insight and suggestions for reducing risks associated with those hazards.
- 2) The department, in conjunction with incorporated municipalities and special purpose districts, has conducted vulnerability assessments and logged critical facilities through the Clallam County Multi-Jurisdiction All-Hazards Mitigation Plan, published separately. This plan is available to the public for review. The plan identifies significant hazard occurrences of the past as well as offering strategies to mitigate potential loss of life and property.

B. Preparedness Activities

- 1) Encourage local agencies to be a party to an MOU agreeing to adhere to the Clallam County JIC Plan.
- 2) Provide training to acquaint MOU participants and the media with the JIC Plan.
- 3) Identify areas where public education programs (i.e., personal preparedness) are needed.
- 4) Identify possible locations to be used for media briefings.
- 5) Encourage county, local, private and tribal organizations to have PIO staff attend Washington state and FEMA approved public information courses, including IS-702, Public Information Systems, and public relations/communication training.
- 6) Develop and maintain a roster of media and ESF #15 personnel, including complete contact information for both home and office.
- 7) Develop effective working relationships with the news media to aid in providing timely information broadcasts to the public.
- 8) Develop plans for monitoring traditional and social media during an emergency.
- 9) Develop procedures for rumor control.
- 10) Ensure that ESF #15 support agencies can communicate with the CCEM. This must be coordinated with ESF #2 Communications procedures.

- 11) Familiarize PIO staff with ESF #2 Emergency Alert equipment and procedures.
- 12) Prepare and maintain pre-recorded and written messages for various incidents and situations for distribution through various media.
- 13) Identify people with access and functional needs, including those with alternate communication needs, and be prepared to provide them with public information and warnings.
- 14) Test, train and exercise the ESF #15 plan and the JIC Plan to identify gaps and familiarize disparate agencies and personnel with procedures for emergency communications and messaging.
- 15) Be involved in all phases of exercise development, which includes planning, facilitation and evaluation.

A. Response Activities

1) CCEM:

- a) Will assess the scope, magnitude, extent and potential duration of the incident.
- b) May, based on a preliminary incident assessment, activate the JIC in accordance with the CEMP, ESF #15 and the JIC Plan.
- c) Will provide staffing to the JIC.

2) The Lead PIO:

- a) Will establish and operate a Joint Information System/Center when appropriate.
- b) Will document and maintain a record of all incoming and outgoing communications.
- c) Will establish contact with the policy group and pertinent elected officials representing the affected area. The Lead PIO will coordinate press

opportunities for officials to discuss the incident and hold regularly scheduled press conferences.

- d) Will monitor media, including social media, and implement a rumor control process when appropriate.
- e) Will coordinate with affected partners, both within and out of county government, to develop a flow of information concerning protective measures, response and recovery efforts to meet the emergency and provide the information to CCEM.
- f) Will inform the WAEMD PIO about JIC activities and coordinate release of County and State information to the public and media.
- g) Will coordinate public information and warnings for people with access and functional needs, including those with alternate communication needs.

D. Recovery Activities

- 1) CCEM and Lead PIO
 - 4) Continue response activities until instructed to demobilize.
 - 5) Coordinate dissemination of information on recovery programs and available disaster assistance programs.
 - 6) Coordinate with the CCEM Director for demobilization of ESF #15.

6. RESPONSIBILITIES

A. General

- 1) All Primary and Supporting Agencies must have established disaster related policies, systems, and procedures in place for:
 - Personnel accountability, safety, lines of authority and succession
 - Providing logistical support to their personnel and equipment
 - Facility / infrastructure damage assessment and reporting

- Continuity of operations to maintain essential services
- Facility / infrastructure repair and restoration
- Reporting assessment of damages and operational status of public works facilities and structures to the Clallam County EOC.

B. Primary Agencies

1) CCEM JIC:

- a) Activate the CCEM JIC as necessary to support emergency operations. Follow JIC operational guidelines contained in the JIC Plan.
- b) Notify all affected jurisdictions and stakeholders of operational and situational conditions and provide frequent and regular status updates.
- c) Maintain the County Emergency Management blog and other related social media sites.
- d) Provide adequate and appropriate emergency information and resources to Clallam County media.
- e) Provide people with access and functional needs, including those with alternate communication needs, with public information and warnings.
- f) Coordinate with ESF #2 to provide accessible alert systems.
- g) Authorize EAS, WEAS, CodeRED and Clallam County ALERT messages when necessary.
- h) Develop public messaging in multiple formats and languages. Inform people with access and functional needs of response activities they should engage in and will encounter during and following a disaster.

D. Supporting Agencies

1) PENCOM

- c) Assist with delivery of emergency messaging.
- d) Provide situational awareness of exceptional events.

2) Clallam County Fire Protection Districts/Departments

- d) District/Department PIOs coordinate messaging with JIC.
- e) Provide PIO and CCEM with situational awareness.
- f) Assist with delivery of emergency messaging as required.

3) Law Enforcement Agencies in Clallam County

- a) PIOs coordinate messaging with JIC.
- b) Provide situational awareness.
- c) Assist with delivery of emergency messaging as required.

4) Local Media Outlets

- a) Provide situational awareness.
- b) Assist with emergency messaging and news about response and recovery.

6. REFERENCES

- A. Clallam County JIC Plan
- B. Joint Information Center Manual - Communicating During Environmental Emergencies – Northwest Area (2020)

7. TABS

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**CLALLAM COUNTY
JOINT INFORMATION CENTER PLAN (ESF 15)**

I. PURPOSE

When an emergency incident occurs, quick and accurate information dissemination to the public and operational stakeholders is required. The Clallam County Joint Information Center (JIC) serves as a focal point for the gathering, verifying, coordinating and disseminating of information to the public and media concerning emergency incident response, recovery, and mitigation. The JIC is physically located at the Clallam County Emergency Operations Center (EOC), but can be held virtually if the situation dictates and connectivity allows for such a virtual JIC. During an emergency incident, public information officers from agencies/organizations involved in incident management activities, utilize the National Incident Management System (NIMS) to work together in conjunction with the EOC and/or the incident commander to provide critical emergency information, crisis communications, and public affairs support. The Clallam County JIC structure (JIS) is designed to work equally well for large or small situations and can expand or contract to meet the information dissemination needs of the incident. The Clallam County Emergency Management (CCEM) staff will be available for staffing and managing the JIC. The goal of the JIC is to get critical, consistent and accurate emergency information to the affected public and to operational stakeholders as expeditiously as possible.

II. SCOPE

The Clallam County JIC will be established in conjunction with an EOC activation when the CCEM Director or designee believes that activating the JIC is warranted. Under the Incident Command/Unified Command System (ICS/UCS), the JIC is led by the Lead Public Information Officer (Lead PIO) whose jurisdiction has authority for the incident. The Lead PIO has four primary responsibilities:

- To gather and analyze incident data. This involves understanding how an ICS/UCS operates and developing an effective method for obtaining up-to-date information from appropriate ICS/UCS Sections;
- To verify information. That is, to serve as the source of accurate and comprehensive information about the incident and the response to a specific set of audiences;
- To coordinate a consistent message for each incident. This involves employing techniques for obtaining community feedback to provide response agencies with insight into community information needs; and
- To disseminate the information to the public. The JIC will use various communication methods to meet the goals of timeliness and effectiveness.

The Lead PIO is also responsible for ensuring effective information flow which meets the expectations of various audiences when multiple organizations come together to respond to an emergency or to manage an event. The Clallam County JIC is a

centralized “communication hub” that serves to achieve communication goals of the incident.

The JIC will be created under Unified Command to effectively manage communication resources and public messages when multiple organizations are involved in incident response. Ideally, a JIC should be located in or near the Incident Command Post and staffed by personnel from the participating organizations. If the JIC is located in the Command Post, it is imperative that any media representatives present be given an adequate work space that is physically separated from working Command and General Staff personnel. Satellite JICs may be needed for response to major incidents involving large geographic areas.

In certain situations, a virtual JIC may be established in place of a physical location if connectivity is available and the situation requires (such as during a pandemic).

III. PRE-INCIDENT ACTIVITIES

A. Communication Strategy

A list of media agencies should be established and maintained to ensure contact information is available for the incident (Appendix A). It is critical to identify the types of information delivery systems to the public and to use the best strategy to meet the needs of the incident. Understanding media deadlines is critical for proper JIC function. Listed below are types of delivery systems:

- Radio
- Television
- Newspapers
- Newsletters
- Public Meetings
- Information to Emergency Shelters
- News Conferences
- Internet Postings
- Emergency Alert System

Timeliness, accuracy, and knowledge of the incident assure that the media will recognize the JIC as the source of information for the incident. Allowing the media access to visual images, providing a location for interviews, and providing a spokesperson to get the message out is critical to the success of the operation.

B. JIC Needs

1. Facilities

The JIC will be located at the Clallam County Sheriff's Office within one of the EOC rooms located in the basement at 223 East Fourth Street, Port Angeles WA. The briefing room has been identified as the main work area for the JIC. In the event the Sheriff's Office is unavailable, the location of the JIC will be determined at the time of its activation and should always be closely located to the EOC for coordination.

The JIC can also be held virtually, if the situation requires and connectivity is available.

2. Equipment and Supplies

Each PIO should have ready access to a go-kit. This kit should contain tools and resources that will help the PIO complete his/her job. Attached is a list of items that should be found in each individual PIO's go-kit (Appendix). In addition to individual go-kits, there are a number of shared resources needed to operate the Clallam County JIC. This list of JIC supplies and equipment is also attached (Appendix).

C. Plan Development and Maintenance

Responsibility for the Clallam County JIC Plan—including its appendices, checklists and notifications lists—lies with the Director of the CCEM. The plan shall be maintained and kept current on the following schedule:

1. Review and update the Clallam County JIC Plan and its appendices every three years.
2. Resource inventories/database lists and checklists should be reviewed and updated annually.

D. Training

1. JIC Staff

a) PIOs staffing the JIC should complete the National Incident Management System IS-702 course on Public Information Systems. The course is available online at: www.training.fema.gov.

b) PIOs staffing the JIC should be familiar with the Clallam County JIC Plan. To ensure knowledge of the plan, the CCEM will schedule annual training to acquaint the group's members with the JIC concepts and the Clallam County JIC Plan. The local media will also be invited to such training.

2. Media

a) The CCEM will schedule an annual meeting/call with the News Managers at local media outlets. This time will be used to familiarize them with the JIC concepts and the Clallam County JIC Plan, as well as phone numbers and websites where they will be able to find emergency information when the JIC is in operation. This meeting can be held in combination with the above PIO JIC staff training or separately.

E. Exercise Schedule

The Exercise Schedule will consist of participation as a JIC in functional and full-scale emergency exercises and tabletop exercises as developed.

IV. PROCEDURES

A. Activation

The CCEM Director or designee will make the initial decision to activate the EOC and JIC during a large scale emergency or disaster affecting Clallam County. Under the JIC concept, each agency representative has the commitment to share and coordinate information with all other participating agencies and the EOC prior to release of such information to the media and public. The primary benefit to this concept is that the public receives accurate, timely and coordinated emergency information.

B. Evolving Incident Response Guide

The following table describes the proposed response to an evolving emergency incident:

STEP	INITIAL RESPONSE PIO WILL:	SITUATION ESCALATED EOC ACTIVATED JIC WILL:
Step 1: Gathering Information	<ul style="list-style-type: none"> • Ask responders on-scene, call other sources as needed • Observe news medial coverage for accuracy of reporting and rumors 	<ul style="list-style-type: none"> • Have access to the scene (Field PIOs and Incident Command) • Ask EOC staff • Ask Public Inquiry center Staff (if activated) • Attend regular briefings • Use reports issued by communications and information management • Observe news media coverage for accuracy of reporting and rumors
Step 2: Verifying Information	<ul style="list-style-type: none"> • Consult with Incident Command 	<ul style="list-style-type: none"> • Consult with other PIOs in the JIC • Consult with other sources in the EOC • Consult PIOs in the field • Consult other PIOs in the JIS but not working out of the JIC
Step 3: Coordinating Information	<ul style="list-style-type: none"> • Get approval of Incident Command (verbal OK) 	<ul style="list-style-type: none"> • Coordinate with other PIOs in the JIS to identify key messages • Use prescribed protocol; use additional review as needed and as time allows • Document the process
Step 4: Disseminating Information	<ul style="list-style-type: none"> • Primarily respond to reporters' questions and give interviews • Distribute pre-scripted information such as backgrounders or fact sheets, if possible. 	<ul style="list-style-type: none"> • Schedule media briefings • Give Interviews (face to face; phone) • Arrange news conferences with multiple spokespersons • Issue news releases-based on templates and unique to the incident (distributed electronically and by other means) • Use other technology as appropriate

C. Initial Organizational Structure

There will be instances where a JIC cannot be set up immediately due to lack of connectivity or for other reasons. Until a JIC is established and a Lead PIO is designated, communication with the media and other key audiences is carried out by the lead agency's information office, either remotely or on site. The Initial Information Officer (Initial IO) carries out activities with or without assistance. The time needed to travel to the Command Post and have basic JIC operations in place will affect decisions about how and by whom communications are conducted. For example, issuing the initial news release within 30 to 120 minutes of notification may require that facts be provided over the phone or electronically to an agency IO operating from the office or a remote location.

The Initial IO is concerned with both communications (who to communicate with, both media and public) and logistics (how to communicate), if operating from the Command Post or remote locations. In order to build trust with the public and among agencies responding to the incident, every press release should include a "cooperative response

statement.” This statement should include, by name, all the primary participating agencies responding to the emergency incident.

The following includes tasks an Initial IO should accomplish within the first 24 hours of an incident response to set up a functional JIC:

- Share latest information immediately with other lead agencies. (Call the state environmental agency, the USCG, and/or EPA);
- Sign in and receive necessary identification or clearance if operating on scene;
- *Contact the Incident Commander or Unified Command;*
- Obtain objectives for the response;
- Establish a dedicated phone line, email address, and website, if possible, for inquiries from the media;
- Gather basic facts about the incident: who, what, when, where, and how;
- Make contact with the Situation Unit Leader and Environmental Unit Leader for incident information;
- Draft, spell-check, and proofread news release and information released to a website;
- Obtain review and approval of all news releases and web information by Incident Commander or Unified Command;
- Proofread and finish release. (If significant changes are made, the release must be re-approved by the Incident Commander or Unified Command);
- Obtain approval for fact sheets and web-based information;
- Attach or post fact sheets, photographs, video footage, or other information if relevant to the incident;
- Distribute initial news release to media, affected agencies, and other audiences within 30 minutes whenever possible, but no later than two hours;
- Contact other local agency communicators for assistance or information about their community;
- Respond to media calls and other requests for information;
- Conduct media interviews;
- Begin to develop a media plan, setting the next time and place for updates, briefings, news conference, etc. This should be closely coordinated with the Incident Commander and the Planning Section Chief;
- File copies or create a log of callers, time of calls, questions, and responses;
- Find answers to questions by the media or key audiences;
- Brief the next shift of IOs; and
- Assess the need for community relations personnel and work with the Liaison Officer to ensure community outreach is well coordinated within the response team.

D. JIC Staff Roles & Responsibilities

1. Lead Public Information Officer (Lead PIO)

The Lead PIO supports the information needs of the response by serving as the liaison between Incident Command and the JIC. The Lead PIO establishes the JIC at the direction of the CCEM Director, and maintains and deactivates the JIC. The Lead PIO also represents and advises the Incident Commander on all public information matters relating to the incident.

The Lead PIO will:

- Oversee JIC operations in accordance with this JIC Plan, ensuring adequate space, equipment, and available personnel;
- Appoint personnel to key positions based on skill level and previous training;
- Coordinate community outreach.
- Participate in Unified Command meetings and provide advice for handling issues;
- Develop public information plans, goals, and strategies for specific operational periods;
- Analyze public perceptions and make necessary strategic adjustments;
- Provide direction for handling controversial and sensitive issues;
- Establish daily schedules for news conferences, briefings, tours and public meetings. These should be closely coordinated with the Operational Planning Cycle. This ensures that the Lead PIO has the latest information available;
- Prepare Unified Command for news conferences;
- Moderate news conferences and assist with public meetings. It is suggested that the task of news conference moderator be assigned to someone other than the spiller, if the spiller is filling the Lead PIO position;
- Conduct media briefings;
- Develop plans for media tours and assist the Liaison Officer with very important person (VIP) tours and visits;
- Obtain approval from Unified Command to disseminate public information products;
- Seek general approval from Unified Command to post simple, factual updates to the Incident Website without Unified Command review;
- Monitor traditional, electronic, and social media; correct misinformation and identify trends and issues;
- Coordinate exchange of information among other sections and participating agencies; and
- Resolve disputes among JIC personnel or organizations involved with public information.

2. JIC Manager

The JIC Manager supervises the daily operations of the JIC and executes plans and policies as directed by the Lead PIO. The JIC Manager provides direction to

team leaders to ensure that all functions are well organized and operating effectively.

3. Media Operations Leader

The Media Operations Leader disseminates information to the public and ensures all of the following are performed:

- Prepare speakers prior to interviews;
- Conducts news conferences and town meetings;
- Sends press releases to the media;
- Provides escort services to the media;
- Develops and implements community outreach programs;
- Identify misinformation or rumors that may affect response and correct such misinformation or rumors in the public domain; and
- Oversees Call Center.

4. Logistics Team Leader

The Logistics Team Leader participates in development and implementation of the JIC by providing the resources needed to accomplish the JIC goals by ensuring the following:

- Plan organization of JIC Logistics Team and assign work;
- Notify team of activation;
- Identify service/support needs;
- Prepare and implement plan for mobilization, communication, and demobilization;
- Provide all support and service requirements needed to facilitate effective and efficient JIC management; and
- Provide facilities, transportation, supplies, equipment maintenance, food, communication, and computers for the JIC.

E. News Conferences

News conferences should be held when there is new, important information. A news conference is generally held within the first 12-24 hours of a response and thereafter daily – even twice a day – for major incidents. The Incident Commander or Unified Command personnel will identify the main speakers at news conferences. Personnel from nearly all positions in the JIC will play some part in preparation.

News conferences should not be held inside the incident Command Post due to privacy concerns and potential distractions to response personnel. A consistent area to

conduct media news conference / interviews should be established that will not impact response personnel.

The Media Operations Leader should use the following guidelines to hold a news conference:

- Select the appropriate time – typically about two hours before news deadlines (10 a.m. or 3 p.m.), or as soon as possible after a major development;
- Whenever possible, select and schedule a location that is easily accessible, has power and plenty of parking, minimal background noise, and a good backdrop;
- Set up space (audio-visual, chairs, public address system, etc.);
- Notify media about time, location for the news conference, including a map or driving directions;
- Produce briefing packets with news releases, fact sheets, FAQs, maps, etc.;
- Identify speakers' order of presentation;
- Schedule and conduct speaker preparation in advance of the news conference. Speaker preparation is essential. Time spent will depend on incident circumstances. Each speaker should have one to three main messages that contribute to a good overall picture;
- Develop or rehearse questions and answers (Q&A) for each speaker – not for distribution but help each member of Unified Command think ahead about answers to questions that may be asked;
- Appoint a news conference moderator – usually the Lead PIO – who will:
 - Greet the assembly,
 - Explain the purpose of the news conference,
 - Set the agenda,
 - Introduce the speakers,
 - Discuss format,
 - Call on reporters,
 - Provide sources for additional information,
 - Control the amount of time spent on any given subject,
 - End the news conference on time,
 - Sign in attendees; and
 - Call on local reporters first or early in the Q&A session;
- Assign a JIC staff person to record the event with a digital recorder or camera;
- Assign a JIC staff person to take written notes of each question asked (and by whom) and answers given; and
- Assist reporters with any additional needs immediately following the news conference.

F. Approval/Distribution of Press Releases/Web Content

Unified Command must approve all news releases prior to distribution. The Unified Command should review draft releases for factual accuracy, while avoiding getting bogged down in copyediting.

The Lead PIO is responsible for ensuring that Unified Command review and approval occurs quickly. If approval is delayed because of disagreement about factual statements, the Lead PIO should employ two tactics:

- 1) Re-word statements to satisfy Unified Command or,
- 2) Delete disputed statement(s) and try to resolve any issues before the next news cycle.

Besides press releases, Unified Command also must approve other public information developed by individual agencies responding to an incident. Review and approval must occur prior to publication, Web posting, or distribution. The Lead PIO or delegate will help facilitate this process. Whenever possible, review is completed as soon as practical, but no more than within two hours. In some instances, such as posting simple factual updates, the Lead PIO may negotiate with Unified Command whether these products need their prior review.

Timely distribution of press releases is crucial. Electronic distribution can be handled by either the JIC or a response agency's office – whichever is most expedient and up-to-date. News releases and updates should be distributed to:

- News media;
- WA State EMD;
- Clallam County BOCC;
- Governor's Office;
- JIC staff and other interested personnel in the response organization;
- Response organizations' headquarters and/or regional offices;
- State and congressional elected officials from that area;
- Tribal officials;
- Local officials and local emergency management departments;
- Special publications; and
- Environmental and other advocacy organizations.

G. Handling Media Calls

The JIC's primary activity is handling media phone calls and electronic queries. News releases provide the basic reference for JIC staff who field calls from reporters or conduct on-camera interviews. It is essential that adequate personnel be assigned to the media phone bank. JIC staff should use Media Query forms to track all media calls, questions, and answers. As much as possible, incoming calls from reporters should not be transferred to voice mail.

H. Media Briefings

Media briefings are less formal than news conferences and are generally conducted by the Lead PIO or designee. A media briefing quickly provides certain types of information, such as where cleanup crews will be working or

where photographers and camera crews can get photos and video footage. They are a good way to also give reporters the day's general schedule and time of the next news conference, public meeting, etc. Send an advisory to reporters or make calls at least an hour in advance of JIC media briefings. All meeting and briefings should be scheduled on the Daily Meeting Schedule, FEMA ICS Form 230 (Sample attached to Appendix), so that no conflicts occur.

I. Deactivation of the JIC

The CCEM Director shall determine when to deactivate the JIC and the Lead PIO shall take the lead in providing notice to the public and operational stakeholders that the JIC is being deactivated.

V. Community Relations Protocols /Procedures

A. Public Meetings

Public meetings are necessary under a variety of circumstances. Many JIC personnel play a role in organizing and hosting public meetings. The JIC Manager works with JIC staff to determine the need and format of meetings. Options include open house events with multiple information displays, or more traditional venues featuring speakers with audience questions. Local elected officials who may—or may not—wish to participate should be contacted in advance. A representative of the Responsible Party, if known, may consider using a public meeting as an opportunity to express regret about the incident.

Based on the Lead PIO's recommendations, Unified Command will decide whether to hold public meetings and/or mobilize a Community Relations Specialist or Unit. The Lead PIO's recommendations should be based on one or more factors, including:

- Injuries or deaths as a result of the incident;
- Potential health risks;
- Degree of community concern, fear, or grief;
- Damage to the natural environment or potential harm to wildlife;
- Proximity of incident, command center, or staging areas to neighborhoods, schools, and other key community resources;
- Lack of local news and information sources or disproportionate media attention;
- Need for road detours and other emergency measures;
- Damage to or restriction upon community resources like parks or public buildings;

- Damage to cultural resources;
- Response efforts continuing for several days or more;
- Widespread rumors and other unconfirmed or inaccurate information; and
- A community's past history with a disaster or emergency response.

To prepare for a public meeting:

- Select the time and a location that is easily accessible and Americans with Disabilities Act compliant, with plenty of parking, power, and minimal background noise. It is always best to conduct a meeting at the end of the work day to ensure adequate time for community members to arrive after getting off work;
- Determine meeting format (open house, audio/visual presentation, panel discussion, web conference);
- Ensure adequate set-up (tables, chairs, easels, displays, sound system, etc.);
- Identify speakers with technical expertise (health, wildlife, fish / shellfish, tribal interests, economic impacts, etc.);
- Schedule and conduct speaker preparation;
- Arrange for language interpreters, if needed;
- Develop talking points and internal Q&A for speakers;
- Develop and package handouts and presentation materials;
- Appoint a meeting moderator;
- Staff a sign-in table and information posts; and
- Handle inquiries from media and public.

B. Information Centers

Walk-in or walk-up information centers should be considered when there is a high demand for public information due to circumstances such as evacuations, human health risks, property damage, and environmental damage.

C. Telephone Hot lines

Telephone hot lines or recorded message lines can be a useful tool to provide residents with a phone number dedicated for community calls. This helps ensure that citizen calls are not preempted by other priorities and keeps the main JIC line reserved for media. Recorded messages may be appropriate to inform residents about rapidly changing conditions such as road closures, potentially harmful exposure to dangerous substances, and progress about incident response. Recorded messages should be updated frequently to provide information to callers who might

otherwise swamp incoming telephone lines. If a hot line is established, it needs to be adequately staffed to handle the volume of calls.

D. Door-to-Door Canvassing

Door-to-door canvassing can be used when it is important to warn, instruct, or reassure residents. This method can help inform residents about what they are hearing, seeing, or smelling, and can correct rumors or misperceptions. If evacuation is recommended and/or required, notification is generally the responsibility of the Clallam County's Sheriff's Office, Tribal Police (when applicable), Port Angeles or Sequim Police (when applicable) and not the JIC.

E. Elevating Information

Elevating information that may have value to the Unified Command or Incident Commander is a rare, but important, function of the Community Relations Specialist/Unit. For example, if a local citizen or group raises an issue or has knowledge that may aid or hamper the response, that information should be elevated through the proper chain-of-command.

F. Interpretation and Translation

Interpreting or translating incident information into other languages may be needed in communities with a large community of non-English-speaking residents. Some agencies maintain lists of employees with language skills who might be recruited for incident response. The Washington State Department of Ecology has five multi-lingual teams fluent in Spanish, Chinese, Korean, Russian, and Vietnamese. Other resources that may have language services include community groups, community centers, and local churches. While community members may have credibility and trust within the community, they may lack the translation skills for technical information. It is good to keep in mind that many languages have different dialects, which can hamper interpretation.

G. Using Volunteers

Using credible community volunteers to disseminate information door to door or staff an information center can be useful in building trust. Volunteers also can be a critical resource when many residents need to be individually contacted in a short amount of time. Unified Command must always approve using volunteers. They must be properly trained to understand the scope and limitations of their role. One source of well-trained emergency volunteers is the Community Emergency Response Teams.

H. School Districts

Local school districts should be notified immediately. In addition to providing necessary safety precautions for students, schools have excellent systems for providing information to families. Schools are also good places for public meetings and other response assistance.

I. Local Churches, Nonprofits, and Service Organizations

Local churches, nonprofits, and service organizations can provide communication networks to inform members, and often have available meeting space or other types of support. These organizations have the additional value of credibility among their constituents.

VI. Analyzing Public Perception and Content

To provide Unified Command with the best possible communications guidance, a JIC must have accurate, ongoing analyses of public perception and media content. Given the quick pace of an incident response, this analysis may not be formal, but it may play a big role in determining public perception. JIC personnel need to:

- Monitor primary newspaper, radio, television, and websites;
- Attend community meetings;
- Conduct phone or door-to-door surveys;
- Coordinate and facilitate focus groups, depending on the magnitude of the incident;
- Track calls and requests from reporters and the public;
- Identify potential problems or rumors, and report them immediately to the Lead PIO and appropriate agency or office; and
- Identify significant minority communities and determine the most effective ways to communicate with them.

A. Content Analysis

Content analysis is the review of both media reports and community comments to help determine the effectiveness of JIC communication efforts. Areas for evaluation include visual images, information sources, factual statements, and key messages. In conducting an evaluation, the following should be considered:

- Overall themes or key messages in media reports and quotes by local citizens;
- Statements about confusion, fear, or anger;

- Visual images used by media or described by citizens, including metaphors, analogies, or stories;
- Information sources quoted by media reports or community members; and
- Accuracy of “factual” statements.

B. Media Content Analysis

Media content analysis considers:

- Length of a news report, either as broadcast minutes, newspaper column-inches, and number and tone of media blog entries;
- Placement of news articles—lead stories, front page, or placed elsewhere;
- Sources quoted in news reports;
- Accuracy of “factual” statements;
- Key messages stated by sources, quoted in the report, or implied as the overall theme of the report or interview;
- Visuals such as pictures, word analogies, or anecdotal stories that help explain environmental, health, or safety issues; and
- Negative words or phrases that might influence public perception or understanding of the issue.

C. Community Feedback

Community feedback helps a JIC shape, modify, and target communication products and strategies—especially when there is a high degree of public displeasure. Community feedback tools include questionnaires at public meetings or posted on websites and blog sites, surveys conducted door to door or by phone, and focus groups. Use of these methods is dependent on the magnitude of the incident.

D. Telephone Surveys

Telephone surveys can be conducted randomly or targeted to elected officials, organization directors, church pastors, school principals or counselors, neighborhood association officers, police or fire department personnel, and others in the affected community.

VII. References

Joint Information Center Manual – Communicating during Environmental Emergencies – Northwest Area (2020)

Assessing Oil Spill Damage

<https://fortress.wa.gov/ecy/publications/SummaryPages/0208004.html>

Coping with Technological Disasters: A User Friendly Guidebook (Prince William Sound Regional Citizens’ Advisory Council) <http://www.pwsrccac.org/wp->

[content/uploads/filebase/programs/oil_spill_prevention_planning/coping_with_technological_disasters.pdf](#)

Emergency Spill Response in Washington State

<https://fortress.wa.gov/ecy/publications/SummaryPages/971165cp.html>

EPA Emergency Response Program <https://www.epa.gov/emergency-response>

Geographic Response Plans <http://www.oilspills101.wa.gov/northwest-area-contingency-plan/geographic-response-plans-grps/list-of-geographic-response-plans/>

NOAA Office of Response and Restoration <http://response.restoration.noaa.gov/>

Spills Notification Rule

<https://fortress.wa.gov/ecy/publications/SummaryPages/92119.html>

APPENDIX

Joint Information Center Supplies Checklist

Necessities

- Cell phones: - all JIC staff
- Computers – at least 3 needed with external drive and software
- Computer memory sticks (at least 8 GB memory each; virus scanned)
- Computer software (Windows, Word, Adobe Acrobat Reader, Internet Explorer, Outlook)
- Computer Wi-Fi card
- Internet connectivity
- Land phone (DSL and/or normal cords)
- Phone / email lists with internal Ecology contacts
- Phone / email lists with external state, federal contacts
- Phone / email lists with JIC participants & ICS contacts
- Media phone / email list
- Printer

Supplies

- Batteries, replacements for all equipment; AAA, AA, 9-volt, C, D, camera, lithium etc.
- Binder clips, various sizes
- Binders (3-ring) with dividers, several
- Clipboards
- Copier
- Digital cameras (still and video)
- Digital recorders
- Dry erase markers and eraser
- Easels
- Extension cords with 3 prongs – 4 20-foot cords
- File folders
- Flip chart paper, 4 pads
- 3-hole punch
- Name tags
- Power surge protectors
- Printer cartridges – at least 4
- Printer paper – 6 reams (4 white, 2 colored)
- Push pins
- Radio, AM/FM
- Staplers – with extra staplers
- Scissors
- Tablets (writing tablets)
- Tape – clear, masking, blue, duct
- TV and DVD player / recorder
- White sheet (if A/V screen is unavailable)
- Whiteboard

APPENDIX

JIC GO KIT SUPPLY LIST

Office Supplies: Stapler, Tape (scotch, duct, masking), Cell phone charger, Staples, Pens (13)
AA Batteries, Markers, Binder Clips, Paper Clips, Blank USBs, Paper Pads, Power Strip
Extension Cords

Non-perishable food items for 1 week

Organization Letterhead

Crisis/Emergency Risk Communication Handbook

Crisis/Emergency Risk Communication Binder

Communication phonebook/contact list

USB Containing Templates

APPENDIX

News Conference/Public Meeting Worksheet

Event:

Date:

Time:

Location:

Methods for notifying public:

Translation/Interpretation Needs:

Length of conference or meeting:

Audio/visual materials:

Moderator:

1. Presenter/Handout:

2. Presenter/Handout:

3. Presenter/Handout:

4. Presenter/Handout:

5. Presenter/Handout:

Refreshments:

Special needs arrangements:

Notes:

APPENDIX

NEWS RELEASE TEMPLATES

The following Templates are included as examples of news releases that might be issued in the pre-JIC phase of a response, before Unified Command and a JIC have formed. The templates are designed to be as inclusive as possible and highlight initial coordination and participation among responding public and private entities. Specifically, they offer contact information for one media lead from each agency actively producing the release and/or participating in the response. However, if no media person from a particular agency involved in the response has been identified—and confirmed—as a principal point-of-contact, then no contact information for that agency should be included.

FOR IMMEDIATE RELEASE – (date and time)

Contacts: _____, (state or federal agency) media relations; (name, your office **and/or** work cell # -- or the stand-by phone #360-701-7401 **and/or** regular work cell #) _____, (other agency) media relations; phone/cell #

(State or Federal Agency) and (federal, tribal, local agencies) responding to (oil spill/hazardous material release) in/at _____

(DATELINE) – The (state or federal agency), (other state and/or federal agencies, RP, tribal, local and county entities, and private cleanup contractors) are responding to an oil spill at/near _____ in county/city.

More information about the spill will be provided as soon as it becomes available.

FOR IMMEDIATE RELEASE – date and time

Contacts: _____, (State or federal agency) media relations; (name, your office **and/or** work cell # -- or the stand-by phone #360-701-7401 **and/or** regular work cell #) _____, (other state or federal agency) media relations; phone/cell #

Incident Web site for continuing updates: (if applicable, list URL)

(State or federal agency) and (other state/federal/tribal, local agencies) responding to (oil spill/hazardous material release) in/at _____

(DATELINE) – The (State or federal agency), (other state, federal, tribal, local agencies, responsible party, and private cleanup contractors) are responding to an (oil spill/hazardous material release) at/near _____ in county/city.

The (spill/release) was reported to (state or federal agency) at about (time). State and federal authorities have responders and investigators at the site to determine the source, type, and location of the (spilled oil/hazardous material) and to plan cleanup strategies.

(State or federal agency) and (other agencies) are working to: (Choose appropriate bullets for oil spill **OR** hazardous material)

(Oil Spill bullets)

- Hire private spill cleanup contractors.
- Get boats, oil skimming vessels, oil containment boom and other response equipment in the water.
- Take samples of the spilled oil.
- Investigate potential sources of the spill.

- Conduct aerial over flights to determine the magnitude of the spill and track its location.
- Identify important fish and wildlife habitat areas.
- Observe and respond to potential shore line and wildlife impacts.

(Hazardous Material spill bullets)

(If oil, add these messages :)

Oil is visible in the surrounding water and shorelines (inside harbor/inlet/sound from x to y). Oil spilled to water typically forms oily patches that spread out quickly. These “oil slicks” can cover many acres of water.

All oil spills cause environmental damage, regardless of size. Oil is toxic to the environment and the damage starts as soon as the oil hits water. A single quart of oil has the potential to foul more than 100,000 gallons of water.

The following templates are included as examples of news releases that might be issued once a JIC has been established under Unified Command. The templates are designed to highlight coordination response and participation among responding public and private entities. Unified Command logos should be included on the releases.

Incident Name Joint Information Center Established

Joint Information Center

(Unified Command logos/names here)

News Release #?

Date: Contact:

(XXX) XXX-XXXX

Incident name joint information center established Location, State

A Joint Information Center has been established at location to disseminate response information for the incident name.

The media is requested to use the phone numbers listed below for incident response inquiries and interviews.

(###) ###-####

A website with incident response information can be found at the following URL:

www.incidentwebsite.com, @twitter, other social media tools

Members of the Unified Command are responding to a type spill near location, today. The -- -- was reportedly carrying nearly max capacity gallons of type of product, but it is not known how much of the product was discharged.

The cause of the incident is under investigation.

###

Incident Media Briefing

Joint Information Center

(Unified Command logos/names here)

News Release #

Date: Contact:

(XXX) XXX-XXXX

Incident name media briefing location, State

The incident name unified command is holding a media briefing at the location today to discuss response topic.

WHEN: time, day

WHERE: building name, room number, exact location, street address, city, state

WHO: (name, agency), Federal On Scene Coordinator

(name, agency), State On Scene Coordinator

(name, agency), Local On Scene Coordinator

(name, representing) Tribal On Scene Coordinator

(name, agency), Responsible Party

BACKGROUND: Incident summary, something happened at some place someday. Typically can be the lead paragraph from previous release.

Please visit www.incidentwebsite.com for incident response information. @twitter, other social media tools

###

Response Continues

Joint Information Center

(Unified Command logos/names here)

News Release

Date: Contact:

(XXX) XXX-XXXX

Incident name spill response continues location, State

Members of the unified command continue to coordinate product type spill recovery operations in the location, dateline.

Responders have recovered more than ----- gallons of oily water mixture and -- yards of solid soiled waste. More than ----- feet of containment boom and -- responders have been deployed to conduct shoreline assessments and recover as much product as possible.

Shipping traffic is still required to maintain minimum safe speed from ----- to ----- to minimize the impact to clean-up operations. The unified command will continue to closely monitor the situation and will adjust commercial traffic accordingly.

The unified command consists of representatives from the who.

What happened, where at approximately --: a.m. dateline.

[Statement about public health warnings, air, water etc..., wildlife impacts] There have been no reports of impacted wildlife. Air monitoring is being conducted by [agency] and results are at safe levels.

[Statement about use of volunteers needed?] The use of volunteers is not requested at this time.

However, if you would like to register as a volunteer, go to www.oilspills101.wa.gov.

The cause of the incident is under investigation. Drug and alcohol tests will be performed.

Please visit www.incidentwebsite.com for incident response information. @twitter, other social media tools

Fact Sheet Templates

Initial Incident Details

Joint Information Center

(Unified Command logos/names here)

Situation Report

Date: Contact: (XXX) XXX-XXXX

FACT SHEET: Incident name spill response near location, State

Members of the Unified Command continue to coordinate product type spill recovery operations in the location, dateline.

Incident summary, something happened at some place someday. Typically can be the lead paragraph from previous release. Cleanup operations for product released from the vessel name will continue and are being closely monitored until long term salvage or oil pollution mitigation plans can be finalized.

Unified Command:

- Members consist of the who.
- Agencies contributing to the response include who else.

Current activity:

- Responders continue oil/water mixture removal from the -----.
- Crews continue to tend the hard boom while removing and replacing the sorbent boom used to collect the oil.
- Responders deployed skimmers.
- Responders place recovered oil into a temporary storage tank where it will decant, settle and separate, for later quantification.

Quantities:

- Vessel name had a max capacity of ----- gallons aboard at the time of the incident.
- ----- gallons of oil/water mixture recovered to date.

Equipment and personnel on scene:

- ---- skimmers
- ---- skiffs
- ---- temporary storage tanks for recovered oil
- ---- vacuum truck
- ---- personnel from -----
- ---- on scene recovery capacity compared to state requirements---- and federal requirements----
- The Coast Guard Vessel Traffic Service has requested vessel and recreational traffic inbound and outbound direction of ---- travel with no wake as a safety measure for responders working in and on the water.

Wildlife:

- --wildlife impacts have been reported at this time. Crews will monitor for oiled wildlife for the duration of the spill cleanup. Anyone seeing oiled wildlife should report it to XXX-XX-XXXX.

Fishery Closure:

- Location

Ship Facts:

- Built in ----.
- Length -----
- Beam -----
- Max capacity of the tanks is approximately ----- gallons.

Photo and video resources

Appendix

Local Media Contacts

Peninsula Daily News

Phone: 360-452-2345

News Editor Leah Leach (361-935-2971)

Email: news@peninsuladailynews.com

Sequim Gazette

Phone: 360-683-3311

Forks Forum

Phone: 360-374-3311

Editor: Christi Baron (cbaron@soundpublishing.com)

Radio Pacific Radio Stations

Phone: 360-457-1450

Manager: Todd Ortloff (TOrtloff@radio-pacific.com)

News: Pepper Fisher (PFisher@radio-pacific.com)