



Transportation and Public Works Agenda

March 28, 2023 4:30-6:00 PM
SeaTac City Hall – City Council Chambers
Hybrid Meeting

Councilmembers:
Chair Simpson
CM James Lovell
CM Joe Vinson

A quorum of the Council may be present.

Staff Coordinator: Will Appleton, Public Works Director; Florendo Cabudol, City Engineer

This meeting will be conducted in a hybrid format with in-person and remote options for public participation. The meeting will be broadcast on SeaTV Government Access Comcast Channel 21 and live-streamed on the City’s website <https://seatacwa.gov/seatvlive> and click the “live” channel 1 grey box.

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	
2	Roll Call of Committee Members	Take Attendance	Chair	2 min.
3	Prior Minutes to approve	Approve Minutes of March 14	Committee	3 min.
4	<p>PUBLIC COMMENTS: The committee will hear in-person public comments and is also providing remote oral and written public comment opportunities. All comments shall be respectful in tone and content. Providing written comments and registering for oral comments must be done by 2:00 PM the day of the meeting. Registration is required for remote comments and encouraged for in-person comments. Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record.</p> <ul style="list-style-type: none"> • Instructions for providing remote oral public comments are located at the following link: Council Committee and Citizen Advisory Committee Virtual Meetings. • Submit email/text public comments to TPWpubliccommentt@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website. 		Chair	5 min.
5	Adoption of Comprehensive Emergency Management Plan (CEMP) – 2024 - 2028	Discussion/Action	Wilfredo Lugo	15 min.

6	Interlocal Agreement with WSDOT for traffic signal upgrades	Discussion/Action	Brenton Cook	15 min
7	Ongoing Business – CRF's and Referrals	None		
6	Public Works Update	Information Only	Will Appleton	10 min
7	Adjourn			



Transportation & Public Works Committee Meeting Minutes

March 14, 2024
5:30 – 6:30 PM
** Hybrid Meeting **

Commenced:
Adjourned:

<u>Members:</u>	<u>Present</u>	<u>Excused</u>	<u>Unexcused</u>
CM Simpson, Chair	X		
CM Lovell	X		
CM Vinson		X	

Other Councilmembers participating: CM Kwon;

Staff Coordinators: Will Appleton, Public Works Director and Florendo Cabudol, City Engineer

Other Staff Present: Bryan Chappell, PW M&O Manager; Ingrid Bulpin, Real Property Analyst; Ha Dao, Senior Asst City Attorney; Gwen Voelpel, Deputy City Manager;

1. Call to Order	Chair Simpson called the meeting to order at 5:31 PM.
2. Public Comment	Oral Public Comments were given by Ken Marquardt on behalf of Little TJ, LLC; email pubic comments were submitted by Josef Larsson on behalf of Proline Marble.
3. Review of the Minutes	February 22, 2024 T&PW Minutes were approved.
4. Approve Purchase and Sale Agreement of Surplus Property 1140 South 200 th Street	<p>Discussion/Action</p> <p>Florendo Cabudol, City Engineer, presented this request for Committee to approve the Purchase and Sale Agreement with Little TJ, LLC for the purchase of surplus real property at 1140 South 200th Street.</p>

	<p>The City acquired the property located at 1140 South 200th Street several years ago for right-of-way (ROW) needed to construct the Des Moines Memorial Drive and South 200th Street Improvements capital improvement project (CIP). The CIP was completed in 2021 and the remnant property (not used for ROW) was declared surplus to the City's needs (Resolution 24-001) at the January 9, 2024 (Agenda Bill 6344) Regular Council Meeting. After declaring the property surplus, staff issued a Request for Proposals on January 22, 2024 for the purchase of the property to neighboring property owners, utilities and other interested parties with submittals due on February 16, 2024.</p> <p>The City received two proposals from adjacent property owners, one for \$125,000 from Little TJ, LLC and one for \$90,000 from Proline Marble.</p> <p>After discussion on the topic and addressing the nature of considering a counter proposal submitted after the closing deadline for bids, the Committee chose to accept the offer from Little TJ, LLC which was the highest offer submitted at the submittal deadline. The Committee also made the comment that continuing to accept counter offers after the bidding deadline may set an unwanted precedent.</p> <p>The Committee voted to place the item on a future consent agenda with a recommendation to approve.</p>
Ongoing CFRs or Referrals	None
Department Update:	<p>Public Works Director Will Appleton gave the department update:</p> <p>In late April, WSDOT will update the Council on the status of SR 509 Stage 1 and Stage 2.</p> <p>River Ridge Sidewalk is completely finished at this time.</p> <p>Miller Creek Daylighting Project at Des Moines Memorial Drive South has hit a temporary delay due to the shortage of water piping. Once the material is received, the project will be back on track. The City's participation in this project is protected by a "Not to Exceed" contract amount, in spite of the delay.</p> <p>2024 Overlays – South 188th St to S 200th St on Des Moines Memorial Drive South – is on track for construction this summer.</p>

	<p>2023 Overlays – we are waiting on the spring pavement window to complete the project, along with several punch list items.</p> <p>The solid waste contract is coming up soon for Council approval.</p> <p>We are expecting to complete our Intelligent Transportation System Plan this year.</p> <p>We are preparing another application for a SS4A (Safe Streets for All) grant – this time not for a specific project but for grant moneys to produce a comprehensive Local Road Safety Plan with several safety related demo projects that will hopefully compete well for future federal grant dollars.</p>
6. Adjourn	Chair Simpson adjourned the meeting at 6:01 PM.

Minutes for Approval



MEMORANDUM

To: Transportation and Public Works
Through: Will Appleton, Public Works Director
From: Will Lugo, Emergency Management Coordinator
Date: 3/28/2024
Subject: 2024-2028 Comprehensive Emergency Management Plan (CEMP) Adoption

Purpose:

To obtain from the committee a recommendation to adopt the 2024-2028 City of SeaTac Comprehensive Emergency Management Plan (CEMP).

Background:

The CEMP lays out a structure for an organized and effective way for the City to provide the five phases of Emergency Management which are Prevention, Mitigation, Preparedness, Response, and Recovery. It also coordinates the efforts to protect the general public's health and life safety, and protect businesses and property within the City of SeaTac.

The plan defines common assumptions and policies, establishes a shared concept of operations, and preassigns functional responsibilities to appropriate city departments, private and nonprofit organizations, and government agencies. Through the implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

Without an adopted plan in place, the city is subject to having FEMA Public Assistance reimbursements denied as well as not being eligible for Federal Emergency Management Grant funding.

Budget Significance: No significant pre-disaster budget impacts, but in the event of a major FEMA declared disaster not having an established process and plan could lead to a delay or denial of FEMA Public Assistance reimbursement for all Emergency Management related activities.

Options/Recommendation:

Staff recommends the Committee forward the 2024-2028 City of SeaTac Comprehensive Emergency Management Plan to the Council for presentation at a future RCM with a recommendation of adoption.



STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20; Building 20
Camp Murray, Washington 98430-5122
Phone: (253) 512-7000 ■ FAX: (253) 512-7200
Website: <http://www.mil.wa.gov>

February 8, 2024

Carl Cole, City Manager
City of SeaTac
4800 South 188th Street
SeaTac, Washington 98188

Re: City of SeaTac Comprehensive Emergency Management Plan

Dear Mr. Cole:

Thank you for submitting the City of SeaTac's Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant accomplishment.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle to meet the requirements of RCW 38.52 and WAC 118.30. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMD) looks forward to receiving the next iteration of the City of SeaTac's CEMP in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development in Washington has changed significantly. If you would like additional information or assistance, please contact EMD's Planning Section at emdcepreview@mil.wa.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Ezelle".

Robert Ezelle
Director

Enclosures (2)
EMD CEMP Evaluation Checklist 2023 – City of SeaTac
CEMP Review and Recommendations 2023 – City of SeaTac

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)			
Section Title	Tier III - Required	Tier II - Suggestions	Tier I - Optional
Basic Plan			
Introductory Documentation	88%	82%	0%
Purpose, Situation, & Assumptions	100%	100%	100%
Concept of Operations	100%	64%	52%
Direction, Control, & Coordination	100%	65%	76%
Organization	100%	0%	100%
Responsibilities	100%	65%	71%
Communications	100%		19%
Administration	100%		100%
Finance	100%	67%	100%
Logistics	100%	0%	83%
Development & Maintenance	100%	100%	24%
Annexes			
Population Protection	77%	43%	
ESF 4		0%	0%
ESF 5		80%	83%
ESF 6		73%	77%
ESF 8		0%	0%
ESF 9		0%	0%
ESF 10		0%	0%
ESF 13		0%	0%
ESF 15		92%	83%
Resource Management	94%	81%	
ESF 7		89%	80%
ESF 11		71%	38%
Critical Infrastructure	85%	72%	
ESF 1		60%	63%
ESF 2		64%	72%
ESF 3		100%	84%
ESF 12		71%	73%
TIER TOTALS*	93%	62%	54%

*Each Tier Total is the sum of all elements that have been addressed across all sections in the column and displayed in a percentage. Cells that are grayed out do not contain elements that are reviewed for that tier.

Five Fundamental Plan Review Criteria:		Rating:
<p>Rating System:</p> <p>1 = Missing All of the specified characteristics</p> <p>2 = Minimally addresses the specified characteristics</p> <p>3 = Addresses Some of the specified characteristics</p> <p>4 = Addresses Most of the specified characteristics</p> <p>5 = Addresses All of the specified characteristics</p>		4
ADEQUACY	A plan is adequate if:	4
	The scope and concept of planned operations identify and address critical tasks effectively;	4
	The plan can accomplish the assigned mission while complying with guidance;	4
	The plan's assumptions are valid, reasonable, and comply with guidance.	4
FEASIBILITY	A plan is feasible if:	3
	The organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan;	4
	The organization allocates available resources to tasks and tracks the resources by status;	4
	Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements.	3
	Specifically, the jurisdiction should complete a capability estimate that:	
	Identifies the current status of resources arrayed to support the plan;	3
	Analyzes the required resources based on the courses of action in the plan;	3
Identifies the most supportable courses of action and ways to reduce the impact of resource deficiencies.	3	
ACCEPTABILITY	A plan is acceptable if:	4
	It meets the requirements driven by a threat or incident;	4
	It meets decision maker and public cost and time limitations;	4
	It is consistent with the law;	5
	It can be justified in terms of the cost of resources;	3
Its scale is proportional to mission requirements.	4	
COMPLETENESS	A plan is complete if it:	4
	Incorporates all tasks to be accomplished;	4
	Includes all required capabilities;	4
	Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations;	5
	Provides a complete picture of the sequence and scope of the planned response operation;	3
	Makes time estimates for achieving objectives;	3
Identifies success criteria and a desired end-state.	4	
COMPLIANCE	The Plan should align with guidance and doctrine to the maximum extent possible because these provide a baseline that facilitates both planning and execution.	4



Comprehensive Emergency Management Plan (CEMP) Review & Recommendations

Jurisdiction: City of SeaTac (Basic Plan Only)

The recommendations provided below are separated into three tiers:

Tier III – Lawful Requirements; *Tier II – State Suggestions;* and Tier I – Optional

State consistency reviews will follow the recommendations identified in Tier III. Tier II identifies the next logical step in the planning process and should be considered guidance to assist with state-wide planning coordination; Tier II is not a requirement, but highly suggested to better prepare your jurisdiction. Tier I identifies entirely optional, accreditation-related elements and remains dependent on individual jurisdictions’ preparedness goals, capabilities and resources; Tier I is not a requirement.

TIER III – Lawful Requirements		
CEMP Location	Recommendation to Meet Legal Obligations	Reference
Basic Plan – Title Page	Please include the date on the Title Page (Month and Year or just Year). This helps distinguish older Plans from their more current versions.	Chapter 118-30 WAC, WA CEMP
Basic Plan – Approval Document	Ensure the approval document is signed by either the Emergency Management Director or the senior elected official.	Chapter 118-30, WA CEMP, CPG 101
Basic Plan - Communications	Please consider including information on the frequency with which LEP populations encounter emergency notifications. This information may have been included in other Annexes but since they were not available, I did not want assume it was referenced.	Title 38.52 RCW, SSB 5046 LEP, WA CEMP, CPG 101

TIER II – State Suggestions		
CEMP Location	Recommendation to Meet Legal Obligations	Reference
Basic Plan – Approval Document	Consider adding an addition statement to the approval document stating that <i>“This Document Supersedes all Previous Plans”</i> . Also consider discussing authorities and decision-making policies in either your approval document or the delegation of authority if the senior or appointed officials were absent.	WA CEMP, CPG 101

TIER II – State Suggestions

CEMP Location	Recommendation to Meet Legal Obligations	Reference
Basic Plan – Concept of Operations	Your Basic Plan does a great job of addressing the three Core Capabilities that span across all five Mission Areas (Planning, Public Information and Warning, and Operational Coordination). There are just a few elements that are missing. [Recommendations can be found on the CEMP Evaluation Checklist Tier II – Suggestions tab under Concept of Operations Section]	The National Planning Frameworks, WA CEMP
Basic Plan – Direction Control & Coordination – Community Points of Distribution & Establishment	While this may be a part of ESF 7, without having that Annex, I was unsure if it was included and did not want to assume it was.	National Response Framework, National Disaster Recovery Framework, WA CEMP, CPG 101
Basic Plan – Direction, Control, & Coordination	Your Basic Plan does a very good job of addressing the other 29 Core Capabilities. There are only a few elements that are missing. The State CEMP is currently moving in this direction with its own Plan which is the reasoning behind offering this recommendation and the previous one as a suggestion for future updates to your CEMP. [Recommendations can be found on the CEMP Evaluation Checklist Tier II – Suggestions tab under Direction, Control and Coordination Section]	The National Planning Frameworks, WA CEMP
Basic Plan - Organization	Provide a brief overview of the policy-level decision making process (City/County Boards, MAC Groups). Also, discuss how the decisions that these bodies make affect emergency management operations.	National Response Framework, WA CEMP
Basic Plan - Organization	Describe the conflict resolution process that exists or would be used to resolve issues which present themselves amongst local departments.	WA CEMP, CPG 101
Basic Plan – Responsibilities	There are many tasks and abilities that Departments/Agencies (at all levels of government), the private sector, community organizations, and individuals should be participating in and accomplishing based on	The National Planning Frameworks, WA CEMP, CPG 101

TIER II – State Suggestions		
CEMP Location	Recommendation to Meet Legal Obligations	Reference
	<p>the guidance offered by the National Planning Frameworks. The Responsibilities section is an opportunity to not only address what capabilities are, but what they should be. This section should also be considered a place to set expectations. For more information on stakeholder responsibilities, consult the CEMP Evaluation Checklist – Tier II Suggestions tab.</p> <p>Overall, this section was well-written, there were just a few pieces missing.</p>	
Basic Plan - Finance	Consider briefly discussing the impact and role of insurance for recovering from the impacts of emergencies and/or disasters.	National Disaster Recovery Framework, WA CEMP
Basic Plan – Logistics	Consider designating locations that will serve as Community Points of Distribution (CPODs). Also, provide a brief description of those locations. As stated above, this may be included as part of ESF 7, but since it was not included as part of this review, I did not assume.	National Response Framework, National Disaster Recovery Framework, WA CEMP

TIER I – <u>Optional</u>		
CEMP Location	Recommendation to Meet Legal Obligations	Reference
General	The biggest concern with accreditation entities and requirements, is detailed explanations of process and procedures. It is often not enough to simply address that you perform an activity, but rather explain each step of the process involved to accomplish such activities.	EMAP
Basic Plan	Develop and/or reference a multi-year strategic plan complete with goals, objectives, milestones, and implementation methods.	EMAP 3.1.1
Basic Plan – Concept of Operations	Discuss some basic NIMS concepts (i.e. modular, unified command process, span of control, etc.)	EMAP 4.5.1

TIER I – Optional

CEMP Location	Recommendation to Meet Legal Obligations	Reference
Basic Plan - Communications	There are a lot of elements to try and provide methods and processes regarding crisis communication, public information, and education.	EMAP 4.11.1 - 4.11.4
Basic Plan - Development and Maintenance	A training and exercise program contains numerous components. Accreditation is primarily concerned with the methods used to train, exercise, and track all this data.	EMAP 4.9 - 4.10

**Comprehensive Emergency
Management Plan
(CEMP)**



**City of SeaTac, Washington
July 2023**

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- A. Definition of Key Terms
- B. Acronyms & Abbreviations
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- D. Department Responsibilities for ICS Functions

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- Annex A – Public Works
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- Annex C – Parks and Recreation
- Annex D – Finance
- Annex E– Information Technology
- Annex F – Legal
- Annex G – Human Resources
- Annex H – City Manager’s Office
- Annex I – Emergency Management

Specialized Annexes

- Annex J – Inclusive Emergency Communications Plan

LETTER OF PROMULGATION

SeaTac Municipal Code Chapter 2.75 establishes the SeaTac Emergency Management organization for the purposes of performing local emergency services functions.

The City of SeaTac Comprehensive Emergency Management Plan (CEMP) is for the use of the City of SeaTac Government in mitigating, preventing, preparing for, responding to, and/or recovering from natural or technical disasters. Its intent is to provide a structure for centralizing citywide coordination and to facilitate interoperability between SeaTac departments, county, state and federal governments. It consists of the following sections:

1. The **Basic Plan**- states the disaster missions and responsibilities of City government, departments, and divisions to include appropriate Codes and Regulations.
2. The **Appendices** to the Basic Plan- include definitions and acronyms, code/laws and plans, and department responsibilities for ICS functions.
3. The **Department Annexes**- describe the policies, situation, planning assumptions, concept of operations, and responsibilities of each individual department involved in implementation of emergency management activities.
4. The **Hazard Identification and Vulnerability Analysis** - provides information on potential hazards whose impacts would go beyond those considered “routine emergencies” with the City of SeaTac and its surrounding area. It is separated into two major categories: **Natural** and **Technological**. (Separate Document)
5. The **Hazard Annex section**- includes additional associated documents to the plan for specific types of emergencies.

The City of SeaTac Comprehensive Emergency Management Plan is a product of the coordinating efforts between SeaTac Emergency Planning Committee and many regional public and private agencies. This plan is consistent with the Washington State Comprehensive Emergency Management Plan and meets the criteria of WAC 118-30-060 and the requirements of RCW 38.52.070.

Adopted:

Signed,

Mayor Mohamed Egal

Date: _____

Record of Changes

Change Number: YR-XXX	Date of Change: MM/YYYY	Change Summary/Sections Affected	Position Name/Initials

Record of Distribution

Agency / Organization / Department	Position Name	Date of Delivery: MM/YYYY	Number of Copies/Format	Receipt, Review, & Acceptance
City Council	Mayor City Council Members		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
City Manager Office	City Manager City Clerk/Executive Assistant Communications & Marketing Manager/PIO		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Human Resources	Human Resources Director		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Legal	City Attorney		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Municipal Court	Court Administrator		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Police	Police Chief		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Community & Economic Development	CED Director Building Service Manager Planning Manager		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Finance	Finance Director		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Parks & Recreation	Parks & Recreation Director Recreation & Cultural Services Manager Facilities Manager		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance

	Parks Operations Manager			
Public Works	Public Works Director City Engineer Maintenance & Operations Manager		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
City of SeaTac Emergency Operations Center	EOC Manager Planning, Operations, Logistics, Finance/Admin. Policy Group		(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Washington State Emergency Management Division			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
King County Office of Emergency Management			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
City of Kent Emergency Management			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Puget Sound Regional Fire Authority			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
City of Tukwila Emergency Management			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
City of Burien Emergency Management			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
City of Des Moines Emergency Management			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance

City of Normandy Park Emergency Management			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Highline Water District #75			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
King County Water District #20			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
King County Water District #49			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
King County Water District #125			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Highline School District			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Puget Sound Energy			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Seattle City Light			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
Prince of Peace Lutheran Church			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance
			(#) <input type="checkbox"/> Hardcopy (#) <input type="checkbox"/> Digital	<input type="checkbox"/> Receipt <input type="checkbox"/> Review <input type="checkbox"/> Acceptance

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN CITY OF SEATAC, WASHINGTON

B A S E P L A N

I. INTRODUCTION

A. Mission

It is the governmental policy of the City of SeaTac, Washington, to protect life, property, the environment and the economic base of the community during an emergency or disaster. In addition, it is the policy of the City to provide an emergency management organization that meets or exceeds Federal, State and County requirements, to work in cooperation with other public and private organizations, and to provide resources to mitigate against, prepare for, respond to and recover from all natural or technological disasters.

Due to the overwhelming nature of disasters, the City of SeaTac encourages its employees and citizens to prepare themselves to be self-sufficient for a *minimum* of 72 hours (recommended 2 weeks) should a disaster occur. In order for the City of SeaTac to deliver vital services, its employees are expected to be available for assignment.

B. Purpose

This Comprehensive Emergency Management Plan (CEMP) follows the National Response Framework, Washington State Comprehensive Emergency Management Plan, and the King County Regional Coordination Framework. The CEMP lays out a structure for an organized and effective response to major emergencies and disasters that occur within the City. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organization, and government agencies. Through the implementation of this plan, the resources and capabilities of the public, private, and nonprofit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of the City.

The basic plan provides an overview of the jurisdiction's approach to emergency operations. It identifies emergency response policies, describes the response organization, and assigns tasks. Although the basic plan guides the development of the more operationally oriented annexes, its primary audience consists of the jurisdiction's senior official, his or her staff, agency heads, and the community. The elements listed in this section should meet the needs of this audience while providing a solid foundation for the development of supporting annexes.

The City of SeaTac Emergency Operations Center (EOC) strives to protect life and public property, public safety and health, and the environment. As mandated by RCW

38.52.070, the City has established the Office of Emergency Management to fulfill this requirement. The City subscribes and incorporates the National Incident Management System (NIMS) into its organization and operations. The City may be asked to provide services to areas outside the boundaries of SeaTac pursuant to any amendments, current resolutions, ordinances, and mutual aid agreements.

City of SeaTac Municipal Code Chapter 2.75 and Chapter 3.31 establishes the policies and procedures for how the emergency management department will function during an incident. This code also explains responsibilities, powers, spending and emergency proclamations.

To provide prevention, mitigation, preparedness, response, and recovery efforts to protect the general public's health and life safety, protect businesses and property within the City of SeaTac.

C. Scope

The CEMP scope is limited to the geographical boundaries of the City of SeaTac and the emergency legal authorities and obligations covered under the Revised Code of Washington (RCW) 38.52, City of SeaTac Municipal Code 2.75, and official agreements or contracts to which the City of SeaTac has entered for services. This plan incorporates the City of SeaTac Continuity of Government and Continuity of Operations Plan and adopts the National Incident Management System to facilitate restoration of basic city government operations following disasters. The City of SeaTac's Hazards Identification and Vulnerability Analysis (HIVA) is used as the basis for development of this plan.

This plan is intended as a comprehensive framework for citywide prevention, protection, mitigation, response, and recovery and will establish appropriate governmental actions to emergencies and disasters and will delineate what resources will and will not be available from the City of SeaTac.

1. Prevention to avoid or stop an imminent, threatened, or actual act of terrorism.
2. Protection of our citizens, residents, visitors and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
3. Response, respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
4. Recovery a focus on timely restoration, strengthening and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.
5. Mitigation includes activities taken before or after an emergency that prevent or minimize the risk of recurrence or reduce the damaging effects of an emergency or disaster.
6. Preparedness includes plans or preparations made to get ready for an

emergency or disaster to save lives and to help response-and-rescue operations.

D. Situation Overview

The City of SeaTac, due to its location and geological features, is vulnerable to the effects of both natural and technological hazards. The location of the City of SeaTac in relationship to King County increases our vulnerability to these effects. Natural hazards are those caused by nature including, but not limited to, droughts, earthquakes, volcanic activity, floods, severe weather events, forest fires, and landslides. Technological hazards are defined as those caused by people. This includes, but is not limited to, transportation accidents, hazardous material releases, riots, aircraft crashes, urban fires, dam failures, and shortages in utilities, communication, food, or fuel products. Additionally, technological hazards include threats of terrorism from either domestic or foreign sources.

1. Hazard Assessment Summary

The hazards which the City of SeaTac is vulnerable are covered in detail in the King County Regional Hazard Mitigation Plan (KCRHMP). The City of SeaTac is a signatory jurisdiction and has an annex written to this plan.

2. City of SeaTac Hazard Identification and Vulnerability Analysis (HIVA)

Hazard mitigation strategies were developed through a two-step process. The City met with an internal planning team to identify a comprehensive range of mitigation strategies. These strategies were then prioritized using a process established at the county level and documented in the base plan. (KCRHMP)

City of SeaTac’s mitigation strategies were created in coordination with the Emergency Management Director, Emergency Management Program Manager and all affected departments within the city. The initiatives developed during the planning process were identified by the City’s own subject matter experts. All initiative goals are to ensure life safety, property conservation and recovery.

City of SeaTac Risk Summary

Hazard Risk and Vulnerability Summary

HAZARD	RISK SUMMARY	VULNERABILITY SUMMARY	IMPACT SUMMARY
Avalanche	SeaTac is not at risk for avalanches	N/A	N/A
Earthquake	Earthquakes may be the most destructive hazard that the City of SeaTac could face. 85.2% of the	The hotel district along International Blvd (Highway 99) is one of the three areas in the city susceptible to liquefaction.	A M7.2 Seattle South Fault line earthquake would create the highest loss ratio of

	<p>structures in the city have an Earthquake loss ratio of greater than or equal to 10%. The city has less a than 1% moderate or higher liquefaction zone. The city currently has 74.4% of pre- and low-code buildings.</p>	<p>The other two major areas that are susceptible to liquefaction are the Bow Lake Senior Mobile Home park and the southwest part of the city where several HAZMAT locations are located. At this time, it is not possible to predict the exact date, duration or magnitude of the earthquake.</p>	<p>17.9% of total value. Despite having a less than 1% susceptibility of moderate to high liquefaction, the high-rise hotels in the liquefaction zone would create the greatest impact to the city's response resources and has the potential to create the greatest sheltering needs. The HAZMAT locations in the liquefaction zone at the southwest part of the city could create a major HAZMAT response and clean-up risk.</p> <p>Basic life support needs such as heat, electricity, food, shelter, and emergency response may be unavailable due to damaged transportation, downed power lines and trees, damage to homes and businesses and other earthquake related issues.</p> <p>An influx of individuals from the Tukwila/Kent valley seeking refuge in the City of SeaTac due to liquefaction would put a significant stress on city resources and potentially damaged hotels.</p>
<p>Flood</p>	<p>Of the 5,797 structures in the city, there are no structures in the Special</p>	<p>The City does have one major lake that has the potential to provide a slight risk of flooding</p>	<p>As of 2018 there has been one flood claim with a total loss of</p>

	Flood hazard Area (SFHA). The city does not have any repetitive loss properties and is not a CRS Community.	to the single-family homes that are on the lake.	\$1,319. As climate changes and future development changes the potential for future flooding is a slight possibility.
Landslide	The southeast part of the city and east of Interstate 5 are the areas that have a 15% or greater slope. There is a small percentage of newly constructed multi-family structures in that area.	Less than 1% of the city's structures are exposed in a landslide hazard area. The structures that are in the potential landslide hazard area are newly constructed multi-family residential buildings.	The city does not have any historical record or data of past landslides within the city. If a landslide did occur, it would affect the southeast area of the city where several multifamily homes have been built. This would cause a sheltering issue for the city.
Severe Weather	<p>The City of SeaTac like the rest of King County is at risk for severe weather. Severe weather can include heavy rain, snow, and ice; drought; extreme heat and cold; and high winds.</p> <p>Many of these events are expected to increase in frequency, duration, and/or intensity as the climate changes, and new weather hazards are growing in importance, especially heat and drought.</p>	<p>Secondary effects of severe weather can include, flooding, landslides, power outages, and increased demand on medical services such as during extreme heat events. Due to these secondary effects of severe weather resident and population life safety is affected.</p> <p>The city's vulnerable population to include the elderly, the limited English proficiency population, and low-income population are more prone to be affected by severe weather, due to access to resources and knowledge of protective procedures or actions during a severe weather event.</p>	<p>One example of a severe weather event in the City of SeaTac is the February 2019 snow storm. Impacts resulted in snow covered roads in the city and several "snow days" for staff with City Hall closure.</p> <p>Severe weather impacts may be far reaching, disruption of most ground transportation resulting from road closures affecting emergency response to basic life support within the city due to power outages.</p> <p>Homes and business may be impacted due to snowpack on roofs and potential localized surface street flooding due to blocked storm drains.</p>

Tsunami	SeaTac is not at risk for Tsunamis	N/A	N/A
Volcano	SeaTac is not at risk for a direct impact from a Volcano eruption and the impending Lahar, but the greatest risk to the city would be the dispersed ash from an eruption from Mount Rainier, Glacier Peak, or Mount Baker.	Depending on the wind direction on the day of any eruption, 100% of the city could be affected by ash fall from an eruption of any of the volcanoes in the area.	<p>Ash fall in the city could disrupt ground and air transportation. Air travel in and out of SeaTac International Airport could be affected depending on how much ash would be in the area. Alternate flight patterns could create delays in air travel which would have residual effects on transportation in the city.</p> <p>Emergency response could also be affected until vehicles could be outfitted with preventative equipment to protect engines and other mechanical equipment.</p> <p>Ash fall coupled with rain could create additional hazards such a roof collapse and surface street flooding.</p> <p>Significant ash fall would create an inhalation hazard for residents and visitors within the city.</p>
Wildfire	The City of SeaTac does not have a significant risk of Wildfires. There is a risk of smaller brush fires in the city along the north and south side of the airport in the areas of the approach and take	While the risk of wildfires in the city is generally low due to a limited wildland urban interface, a potential brush fire could lead to a significant event affecting the city and its residents.	Older style residential homes could be at risk if a brush fire traveled close to residential areas in the city.

	off restriction zones, as well as along the east side of the city along I-5.		
Civil Disturbance	<p>Civil Disturbances have become a part of the urban environment in Washington State. Civil disorder occurs in areas of government buildings, military bases, schools/universities, city council meetings, state/city parks and within a downtown core. Several facilities and locations within the city’s boundaries are at risk to be locations of potential Civil Disturbance. SeaTac has 5 major locations that are at risk of being the location of a civil disturbance.</p>	<p>SeaTac International Airport, the SeaTac Federal Detention Center, and any of the three Sound Transit Light Rail Stations are possible locations that individuals can view as good locations to gather and potentially lead to a civil disturbance.</p>	<p>A civil disturbance within the city boundaries would greatly impact the city’s law enforcement, fire and EMS response, and traffic control as well as city government. Public services such as water, power, communication, and transportation may be temporarily unavailable.</p> <p>A civil disturbance would affect the city economically due to potential gridlock on the city’s main arterials as well as direct impacts from looting of businesses. The City of SeaTac has had several demonstrations in the last 5 years but none have turned to a significant civil disturbance.</p>
Cyber Attack	<p>The City of SeaTac like many other city and governmental organizations are at a significant risk or a Cyber Attack. The city relies heavily on its network and information systems for daily operations and city functions.</p>	<p>The city is vulnerable to a potential cyber-attack on its IT infrastructure. The amount of city computers, employee email accounts, and the usage of web-based software to conduct routine operations creates many avenues of attack for potential cyber criminals to gain access to the city’s network and IT Infrastructure.</p>	<p>The City of SeaTac has not had any cyber related incidents or attacks. A cyber-attack or data breach on the city’s IT infrastructure would have a significant impact on city operations and put Personally Identifiable Information (PII) of employees and city residents at risk. A Cyber Attack would</p>

			have an economic impact on the city as well as create a significant trust issue with the residents of the city if potential Personally Identifiable Information (PII) was released.
Hazardous Materials Incident	<p>The city has numerous HAZMAT locations that have been issued HAZMAT permits from Puget Sound Regional Fire Authority. A majority of these locations are in the southwest corner of the city south of the 3rd runway of the SeaTac International Airport. Due to this area also being in a liquefaction zone it has a higher probability of a significant Hazard Materials Incident.</p> <p>The Olympic Pipeline that pumps jet fuel and other petroleum based products to SeaTac International Airport also runs through the city.</p>	<p>The location of the majority of the facilities with significant HAZMAT vulnerability are in the industrial storage area at the southwest corner of the city. Several factors have to be considered when determining the effects of a potential HAZMAT incident to include weather, wind directions, type of release and location. Quick response and good decision-making are vital in assessing the impact of a HAZMAT incident the city.</p> <p>The Puget Sound Regional fire Authority HAZMAT team would respond to any Hazardous material incident in the City of SeaTac. The PSRFA HAZMAT team is capable of conducting a large multi-person/patient decontamination and respond to HAZMAT incidents.</p>	<p>The City of SeaTac has not had any significant Hazardous Material s incident in the past. Any significant HAZMAT incident in the city would not only potentially disrupt ground transportation in the city, but could potential disrupt operations at the SeaTac International Airport.</p> <p>Additional potential hazards could affect residents and businesses if the HAZMAT incident involved a vaporized chemical release.</p>
Public Health Emergency	<p>Public Health Emergencies directly affect the health of people who live, work, and visit a community. They have the potential to be one of the deadliest hazards a community can face.</p> <p>The City of SeaTac is not immune to a potential Public Health incident or emergency.</p>	<p>The location of the SeaTac International Airport within the city increases the susceptibility of a potential Public Health emergency occurring in the City of SeaTac. The number of visitors that come through the SeaTac area increase the risk for importation of infectious diseases. Diseases that are not endemic to Washington have the potential for introduction and spread among our residents. Vaccine preventable diseases</p>	<p>The City of SeaTac has had a Public Health Emergency during the current COVID-19 Pandemic. Any significant Public Health emergency could potentially create revenue shortfalls to the city as well as be damaging to the local economy with the potential closure of small</p>

		(e.g., acute viral hepatitis, measles, and influenza) are significant contributors to morbidity and potential mortality in international travelers and can cause local outbreaks among susceptible persons.	businesses. Additionally, the vulnerable populations in the city would be at-risk of infectious diseases.
Terrorism	<p>The FBI defines terrorism as either domestic or international. Domestic terrorism is perpetrated by individuals and/or groups inspired by or associated with primarily U.S.-based movements that espouse extremist ideologies of a political, religious, social, racial, or environmental nature. International terrorism is perpetrated by individuals and/or groups inspired by or associated with designated foreign terrorist organizations or nations (state-sponsored) The terrorism threat has evolved significantly since the September 11, 2001 coordinated terrorist attacks.</p> <p>The city has several location in the city are potential targets for a terrorist attack.</p>	<p>The SeaTac International Airport, the Federal Detention Center and the 3 Sound Transit Light Rail stations are potential targets for a terrorist attack.</p> <p>While the named locations are highly visible and targets for a terrorist strike any of the city’s facilities (i.e. City Hall, SeaTac Community Center, and Public Works Maintenance facility) could be considered as soft targets for potential attacks. The Olympic Pipeline that runs through the city could also be considered as a potential target.</p>	<p>The City of SeaTac has no history of terrorism events occurring.</p> <p>With the SeaTac International Airport, the Federal Detention Center and the 3 Sound Transit Light Rail stations located in the city an attack on any of these locations would have a significant effect on the city and its ability to respond to emergencies. Any terrorist attack within the city would create a gridlock on the transportation system as well as have a major impact on the overall resiliency of the city and its residents, both economically and socially.</p>
Airplane Crash	<p>The City of SeaTac has the potential risk of having a significant airplane crash within its borders. The city encompasses SeaTac International Airport on all sides, which has hundreds of flights landing and taking off</p>	<p>While the likelihood of an airplane crash in the City of SeaTac is low, it is not out of the realm of possibility. The location of the SeaTac International Airport within the city and with 3 runways puts the city neighborhoods that are in the takeoff and landing flight paths at an increased risk.</p>	<p>The City of SeaTac has no history of significant airplane crashes occurring.</p> <p>If an airplane crash occurred in the city a significant impact would be felt across not only the city’s first</p>

	daily. .		<p>responders but all city departments.</p> <p>Any airplane crash within the city would create a gridlock on the transportation system as well as have a major impact on the overall resiliency of the city and its residents, both economically and socially.</p>
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E. Planning Assumptions

1. In the event of severe devastation throughout the Puget Sound region and/or King County, fundamental resources such as food, water, medical supplies, utilities, fuel, shelter, and sanitation supplies may be needed. The City of SeaTac does not and cannot have supplies and equipment on hand for short or long-term use.
2. The arrival of contracted services, state and/or federal assistance may be delayed for several days from the onset of the incident.
3. The disaster response and relief efforts of the city may be limited by:
 - a. Inability of the citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical, sanitation, fuel, and shelter resources.
 - b. The lack of police, fire, emergency medical, public works and regional transportation and sewage treatment services response; due to damage of facilities, equipment, and shortages of personnel.
 - c. The shortage of critical drugs and medicines at medical facilities due to damage or reduced emergency storage capacities.
 - d. The shortage of trained personnel and equipment to respond to requests for assistance for fire, emergency medical, police, public works, and hazardous material releases. The impact of these shortages may be felt immediately and compounded by the need for twenty-four-hour operations sustained over long periods of time.
 - e. Damages to lifelines such as roads, rail, air transportation facilities, utilities, petroleum and natural gas pipelines, and communications networks. Normal distribution of resources may be curtailed or greatly reduced, impacting the social and economic infrastructure of the city.

- f. Damage to responder communications by equipment damage or overloading of telephone lines into 911 dispatch centers.
 - g. Large movements of people as refugees enter into or through the City will stress systems, particularly shelter, food, water, and medical services.
4. No political subdivision may be required to include in its plan provisions for emergency evacuation or relocation of residents in anticipation of nuclear attack.
 5. Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to achieve some level of preparedness. Other situations will occur with no advanced warning.
 6. The City of SeaTac will be unable to satisfy all emergency resource requests during a major emergency or disaster.
 7. Shortages of fundamental resources such as food, shelter, fuel, sanitation and first aid supplies are highly probable. Utility services such as water, gas, sanitary sewer, electric and telecommunications may be disrupted for an extended period of time. As a result, the City of SeaTac residences, businesses, and industry will have to utilize their own resources and be self-sufficient following an emergency or disaster for a *minimum* of 72 hours and most likely much longer.
 8. Priority of response will be to life safety, protection of property, the environment, and the economy. Restoration of City of SeaTac functions and basic infrastructure (utilities, transportation, and economy) is deemed critical to returning to "normal" operations.⁸
 9. The City may receive requests to provide support to other jurisdictions for both resources and sheltering during emergencies and disasters not affecting the City.
 10. Due to transportation limitations, it is highly probable that disaster response services and supporting resources will be those locally available for the initial 72 hours or more following a major event.
 11. Structural damages and high numbers of casualties will result in the overloading of medical facilities creating the need for mass temporary care, treatment and shelter facilities.
 12. The City Manager or designee may have to invoke the emergency powers granted to him/her under the City of SeaTac Municipal Code.

II. CONCEPT OF OPERATIONS

A. General

1. Plan Activation

- a. The City of SeaTac City Manager is responsible for emergency management. As outlined in SMC 2.75 he/she shall designate the Public Works Director as the Emergency Management Director. This person will

implement emergency statutes and ordinances and mobilize and commit City emergency resources as required.

b. City government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources, and application of mutual aid within its own boundaries unless legally delegated through a contractual agreement.

B. Whole Community Involvement

1. The Whole Community is defined by the Federal government as:

“Whole Community is a means by which residents, emergency management practitioners, organizational community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. Whole Community includes individuals and families, including those identified as at-risk or vulnerable populations; businesses; faith-based and community organizations; nonprofit groups; schools and academia; media outlets; and all levels of government, including state, local, tribal, territorial, and federal partners.”

2. Involving the Whole Community is a means by which Washington State residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The Whole Community approach in Washington State attempts to engage the full capacity of the public, private and nonprofit sectors. This includes businesses, faith-based and disability organizations, and the public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners.

a. State and local governments carrying out emergency response and providing disaster assistance shall comply with all applicable non-discrimination provisions contained in RCW 49.60, Discrimination - Human Rights Commission, as well as in Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008.

b. Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the

Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

1) Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies issue guidance to grant recipients, assisting such organizations and entities in understanding their language access obligations. The Department of Homeland Security (DHS) published the required grant recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The guidance provides helpful information such as how a grant recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons.

3. The term Access and Functional Needs (AFN) has replaced “special needs,” “vulnerable,” “high-risk,” and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged (National Preparedness Goal, September 2015).

4. The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

C. Operational Objectives

1. Incident Management

a) Operational objectives are based on the following priorities:

- 1) Life Safety
- 2) Incident Stabilization
- 3) Protection of Property
- 4) Protection of the Environment

b). The City of SeaTac, its employees, trained volunteers, and appointed emergency management officials, will be responsible for disaster operations within the city. The City will take all possible action to mitigate against, prepare for, respond to, and recover from the effects of a disaster. The top priority will be the preservation of human life. These operations will be coordinated from the Emergency Coordination Center (ECC) on a 24-hour basis as required and as staffing will allow.

c) NIMS Components to Achieve Priorities

1) Incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the following principles:

Flexibility – allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.

Standardization – defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations, defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved, and includes common terminology to enable effective communication.

Unity of Effort – coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

d) It is the policy of the City of SeaTac that no guarantee is implied by this plan of a perfect response system. As the City of SeaTac assets, systems, and contracted services may be overwhelmed, the City of SeaTac can only endeavor to make every reasonable effort to respond, based on the

situation, and information and resources available at the time of the emergency.

e) The SeaTac Emergency Coordination Center (STECC) and individual Department Operating Centers (DOC's) at the Fire, Police, Public Works/Parks Departments and City Hall Administration are the focal points of the emergency organization within the City of SeaTac. The STECC is activated under the authority of the Director of Emergency Management and houses the Policy and Coordination levels of activity. DOC's are activated by Department Directors or at the request of the STECC and manage the Operational levels of activity. The National Incident Management System (NIMS) is used to manage all city entities.

D. Request for a Proclamation of Emergency

1. In the event that all city resources are committed, and additional resources are needed, the city will proclaim an emergency/disaster.
2. When a civil emergency, or the imminent threat thereof, occurs in the city and results in or threatens to result in the death or injury of persons, or the destruction of or damage to property to such extent as to require, in the judgment of the Mayor, extraordinary measures to protect the public peace, safety and welfare, the Mayor shall forthwith proclaim in writing the existence of a civil emergency. In the absence of the Mayor, such a civil emergency may be declared by his or her designee.
3. The Proclamation of Local Emergency is made by the Mayor or designee and is the legal method by which the use of extraordinary measures to accomplish tasks associated with disaster response is authorized. The Proclamation is a prerequisite to state and federal disaster assistance. The Proclamation of Local Emergency must be ratified by the City Council as soon as practical following the emergency.
4. SeaTac Municipal Code 2.75 states that in the absence of the Mayor, such Proclamations may be made by the Deputy Mayor, Council or City Manager. This does not preclude the powers of the Emergency Management Director to proclaim an emergency or disaster in the event it is immediately needed, in order to save lives and property in the City of SeaTac. The Mayor or designee shall cause any Proclamation made, to be delivered to all news media within the city and shall use other methods necessary, to give notice of such Proclamation to the public.
5. The Proclamation authorizes the city to take necessary measure to combat a disaster, protect persons and property, provide emergency assistance to victims

of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements). These include but are not limited to: rationing of resources and supplies, curfews, budget law limitations, competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.

6. The City Manager or designee shall be responsible for the preparation of Emergency Proclamations.
7. The City Manager or designee will notify the Washington State EOC and King County ECC when a Proclamation of Emergency is made. The King County ECC Manager will notify other appropriate agencies following the Local Proclamation of Emergency.


III Direction, Control, and Coordination

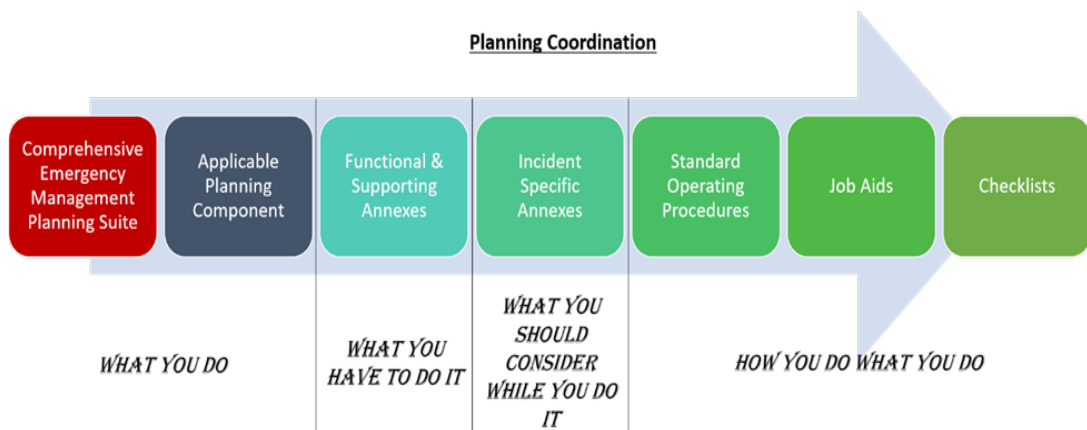
A. Multi-Jurisdictional Coordination

1. Local coordination is paramount for successful planning, mitigating, and responding to an emergency event. The City of SeaTac regularly meets with neighboring jurisdictions in order to build and maintain relationships.
2. City government is charged with the primary responsibility of emergency response services. Additional assistance and support may be requested from King County Office of Emergency Management (OEM) through the City Manager or designee, or through in-place mutual aid agreements. Revised Code of Washington Title 39.34, Inter Cooperation Act.
3. When mutual aid is requested, the responsible requesting organization will be in charge unless the specific mutual aid agreements direct otherwise. (This can also apply to the City's contracted service, unless otherwise stated.)
4. Other organizations such as school districts, neighboring governmental agencies and private sector groups may, by mutual agreement, operate under all or part of this plan.



B. Horizontal Integration

1. The City of SeaTac CEMP considers the ongoing strategic planning efforts by other City departments and their internal SOPs 



C. Vertical Integration

1. The City of SeaTac CEMP considers the ongoing planning efforts by King County Office of Emergency Management and Washington State Emergency Management Division.
 - a) **King County Comprehensive Emergency Management Plan:** The King County Comprehensive Emergency Management Plan is for use by elected and appointed County officials, and King County government department directors, managers and staff in mitigating, preparing for, responding to, and recovering from disasters. This plan is a product of coordinated planning efforts between King County Emergency Management, County departments, emergency management representatives from various political jurisdictions and selected private and non-profit sector interests.
 - b) **Regional Coordination Framework, King County, Washington:** The Regional Coordination Framework describes how emergency management, first responder, and related organizations collaborate in King County. An accompanying mutual aid agreement is solely focused on sharing resources. Signing on to the agreement allows jurisdictions, and private and non-profit organizations to lend or receive resources during emergencies or planned events; it also provides the legal basis for expense reimbursement, liability and indemnification, and authority.

Signing on to the agreement preclude the need for a stand-alone contract to share resources among partner organizations in the exigent circumstances of an emergency.
 - c) **Washington State Comprehensive Emergency Management Plan:** The Washington State Comprehensive Emergency Management Plan provides a policy level framework to support emergency response activities in Washington State. The CEMP Basic Plan, Emergency Support Functions (ESF's), and Incident Annexes describe specific roles, responsibilities, functions, and support relationships of state agencies. The CEMP also provides a framework for state, local, tribal, and whole community coordination and cooperation supporting response and recovery of local jurisdictions in times of emergencies and disasters.

D. Continuity of Government

1. The City of SeaTac understands the need for and importance of succession planning for use during an emergency. The City Council authorizes staff to formulate a Continuity of Operations/Continuity of Government program. In the absence of the Mayor and Deputy, Council may appoint any qualified

Councilmember to serve as Mayor and he/she shall assume the responsibilities of the Mayor. During a declared emergency a quorum may consist of two Councilmembers.

E. Unity of Effort through Core Capabilities

1. The core capabilities contained in the National Preparedness Goal are the distinct critical elements necessary for our success. They are highly interdependent and requires us to use existing preparedness networks and activities, coordinate and unify efforts, improve training and exercise programs, promote innovation, leverage and enhance our science and technology capacity, and ensure that administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities serve as both preparedness tools and a means of structured implementation.
2. Common Core Capabilities across all Mission Areas:

COMMON CORE CAPABILITIES ACROSS ALL MISSION AREAS
Planning
Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Public Information and Warning
Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Operational Coordination
Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

F. Prevention and Protection Common Core Capabilities

SHARED PREVENTION & PROTECTION CORE CAPABILITIES
Intelligence and Information Sharing
Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
Interdiction and Disruption
Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Screening, Search, and Detection

SHARED PREVENTION & PROTECTION CORE CAPABILITIES

Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.

G. Prevention Mission Area

1. Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Unlike other mission areas, which are all-hazards by design, Prevention core capabilities are focused specifically on imminent terrorist threats, including on-going attacks or stopping imminent follow-on attacks.
2. Core Capabilities in the Prevention Mission Area:

PREVENTION CORE CAPABILITIES

Forensics and Attribution

Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack, in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

H. Protection Mission Area

1. Protection includes the capabilities to safeguard the homeland against acts of terrorism and man-made or natural disasters. It focuses on actions to protect our people, our vital interests, and our way of life.
2. Core Capabilities in the Protection Mission Area:

PROTECTION CORE CAPABILITIES

Access Control and Identity Verification

Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.

Cybersecurity

Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.

Physical Protective Measures

Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.

Risk Management for Protection Programs and Activities

Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.

Supply Chain Integrity and Security

Strengthen the security and resilience of the supply chain.

I. Mitigation Mission Area

1. Mitigation includes those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private and nonprofit sectors, communities, critical infrastructure, and the Nation as a whole are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.
2. The City of SeaTac will identify potential hazards, develop appropriate disaster plans, develop, update, and maintain disaster plans, and establish codes and ordinances as necessary to protect life and property.
3. Core Capabilities in the Mitigation Mission Area:

MITIGATION CORE CAPABILITIES
Community Resilience
Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Long-term Vulnerability Reduction
Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.
Risk and Disaster Resilience Assessment
Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience.
Threats and Hazards Identification
Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

J. Response and Recovery Common Core Capabilities

SHARED RESPONSE & RECOVERY CORE CAPABILITY
Infrastructure Systems
Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

K. Response Mission Area

1. Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring that the Nation can effectively respond to any threat or hazard, including those with cascading effects. Response emphasizes saving and

sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality, providing universal accessibility, establishing a safe and secure environment, and supporting the transition to recovery.

2. Core Capabilities in the Response Mission Area:

RESPONSE CORE CAPABILITIES
Critical Transportation
Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.
Environmental Response/Health & Safety
Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Fatality Management Services
Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Fire Management & Suppression
Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area.
Logistics & Supply Chain Management
Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Mass Care Services
Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Mass Search & Rescue Operations
Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
On-scene Security, Protection, & Law Enforcement
Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.
Operational Communications

RESPONSE CORE CAPABILITIES
Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces.
Public Health, Healthcare, & Emergency Medical Services
Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations.
Situational Assessment
Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

L. Recovery Mission Area

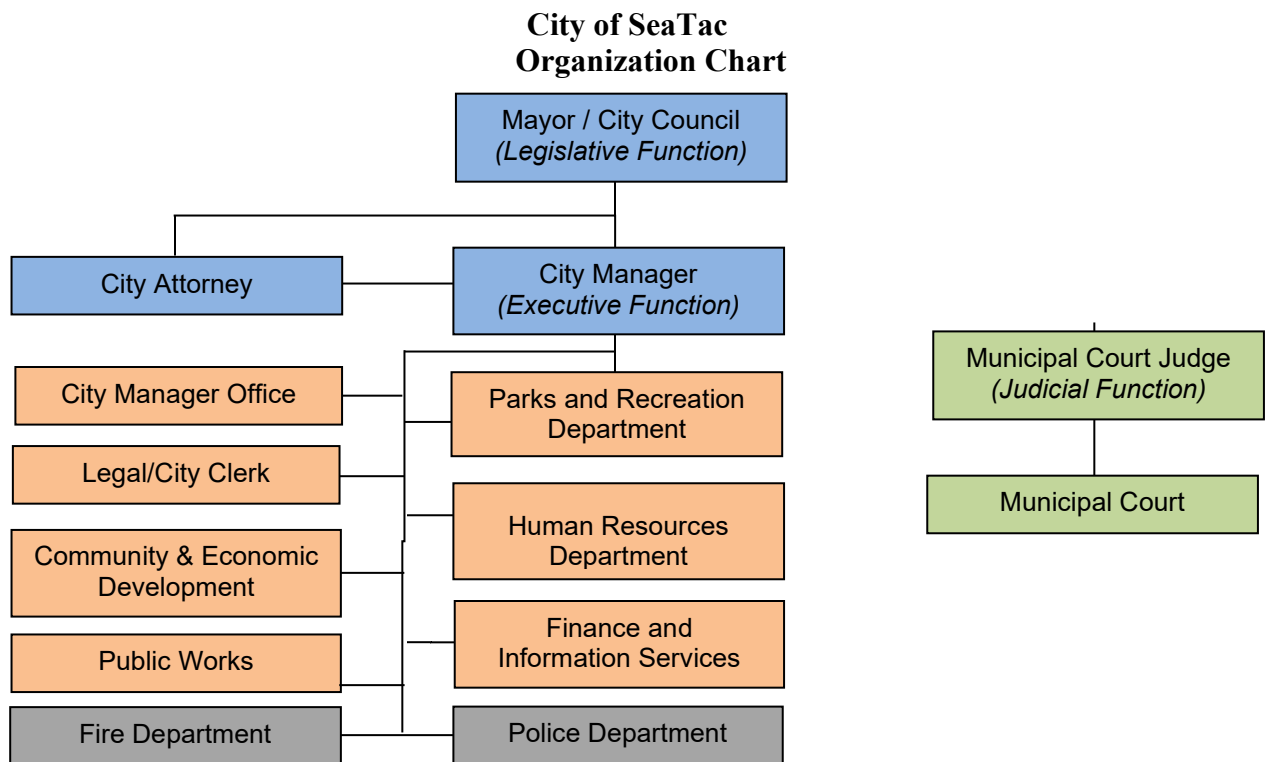
1. Recovery includes those capabilities necessary to assist communities affected by an incident to recover effectively. Support for recovery ensures a continuum of care for individuals to maintain and restore health, safety, independence, and livelihoods, especially those who experience financial, emotional, and physical hardships. Successful recovery ensures that we emerge from any threat or hazard stronger and positioned to meet the needs of the future. Recovery capabilities support well-coordinated, transparent, and timely restoration, strengthening, and revitalization of infrastructure and housing; an economic base; health and social systems; and a revitalized cultural, historic, and environmental fabric.
2. Core Capabilities in the Recovery Mission Area:

RECOVERY CORE CAPABILITIES
Economic Recovery
Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
Health & Social Services
Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Housing
Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
Natural & Cultural Resources
Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

IV Organization

A. Jurisdictional Organizational Structure

1. The City of SeaTac operates under a Council/Manager form of government. The City Manager has general supervision over the administrative affairs of the City. The City Council makes up the legislative branch of SeaTac city government and is responsible for overall policy direction within the City.
2. SeaTac Municipal Code Chapter 2.75 establishes the emergency management organization. The Public Works Director serves as the Director of Emergency Management and delegates the responsibility of coordinating emergency preparedness and management activities within the City. The Deputy Emergency Management Director is the Chief of Police. The Deputy Emergency Management Director will exercise the powers and perform the duties of the Emergency Management Director during his/her absence or disability. In the absence of the Deputy Emergency Management Director, the position is filled by the Parks, Recreation and Facilities Director.
3. The elected and appointed officials, departments of the City, and supporting groups or individuals, will retain their identity and autonomy but will function under the National Incident Management System format and this plan as an emergency organization under the direction of the Emergency Management Director.

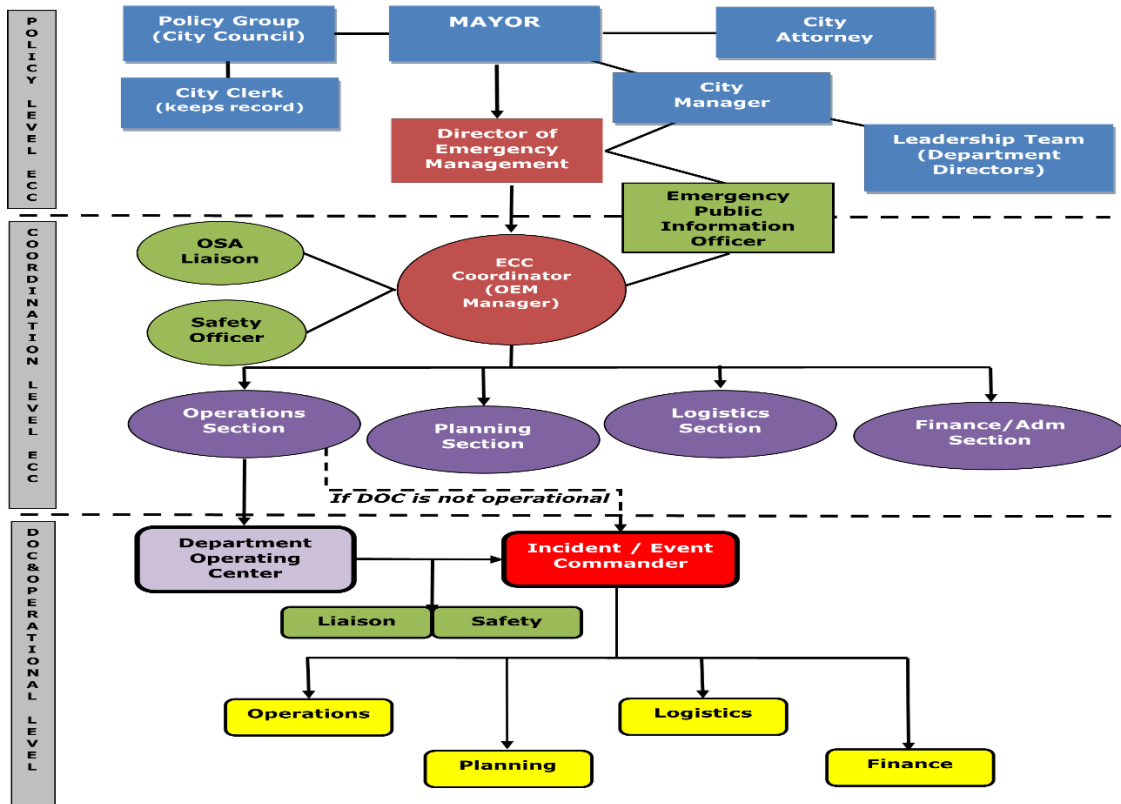


NOTE: Gray shade indicates a contracted service / non-City employees and management.

B. Emergency Organizational Structure

1. ICS and EOC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and EOC teams ultimately rests with the Incident Commander (or Unified Command) and EOC director. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, EOC director, and subordinate supervisors delegate additional functional responsibilities.
2. Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. It enables management to direct and supervise subordinates and to communicate with and manage all resources under their control. The optimal span of control for incident management is one supervisor to five subordinates; however, effective incident management frequently necessitates ratios significantly different from this.
3. Bringing representatives from various stakeholder and partner organizations together in EOCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and generally provide whatever support is required. The composition of EOC teams may also vary depending on the nature and complexity of the incident or situation. Regardless of which organizations are represented, all EOC teams receive oversight from elected and/or appointed officials such as governors, tribal leaders, mayors, and city managers. They typically make decisions regarding priorities and on issues such as emergency declarations, large-scale evacuations, access to extraordinary emergency funding, waivers to ordinances and regulations, and adjudication of scarce resources.
4. The day-to-day organizational structure of City departments will be maintained as much as possible during major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under a mutual agreement, decide to also operate in coordination with this plan. The emergency management organization will be compatible with the existing City organization and will provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.

Emergency Management - Organization Chart



C. Emergency Operations Center/Emergency Coordination Center

1. EOC/ECCs are locations where staff from multiple agencies or departments typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOC/ECCs. EOC/ECCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.
2. Primary functions of staff in EOC/ECCs, whether virtual or physical, include:
 - a) Collecting, analyzing, and sharing information.
 - b) Supporting resource needs and requests, including allocation and tracking.
 - c) Coordinating plans and determining current and future needs.
 - d) Providing coordination and policy direction
3. During emergency and disaster events, the SeaTac Emergency Coordination Center (STECC) will include City department representatives as needed, and select support agencies.

4. Departments may also have operations centers. However, these organization-specific operations centers differ from multidisciplinary EOCs. Departmental Operations Center (DOC) staff coordinate their agency or department’s activities. While they communicate with other organizations, EOCs, and may exchange liaisons with other agencies, DOC staff are primarily inward looking, focusing on directing their own assets and operations. The City of SeaTac will have an Admin DOC operating out of the City Hall building for day-to-day operations, while the STECC (SeaTac Emergency Coordination Center) is for Emergency Operations. Due to limited staff Public Works and Parks maintenance operations will be managed by the STECC, when the activated.

5. **Primary/Alternate Location**

a) The primary location of the SeaTac Emergency Coordination Center (STECC) is Fire Station 46 at 3521 S 170th St, SeaTac, WA 98188. If needed, an alternate site will be used. The alternate location is the City of SeaTac Public Works and Parks Maintenance Facility at 2000 S 136th St, SeaTac, WA 98168. The size, severity, damage levels and nature of the disaster event will determine the location.

6. **Activation Process**

The STECC may be activated for various reasons based on the needs of a jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident. Circumstances that might trigger STECC activation include:

- a) More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies.
- b) The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources.
- c) The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources.
- d) A similar incident in the past led to STECC activation.
- e) The STECC director or an appointed or elected official directs that it be activated.
- f) An incident is imminent.
- g) Threshold events described in the emergency operations plan occur; and/or significant impacts to the population are anticipated.

7. **Activation Levels**

Activation Level	Description
4 - Steady-State	Regular operation of City functions and business. No event anticipated.

Activation Level	Description
3 – Enhanced Operations	Activation for a potential emergency. Key personnel will monitor events and resources to anticipate future needs or activation to a higher level.
2 – Partial Activation	Impacts from the hazard exceed normal daily operations. City resources and personnel are strained by the impacts and response obligations. Coordination with the King County ECC is needed. Staffing includes: <ul style="list-style-type: none"> • STECC Manager • Operations • Planning • Logistics • Finance/Administration
1 – Full Activation	Impacts from the hazard require assistance from outside the City. All departments and functions are impacted. Multiple operational periods, around the clock staffing. County, State or Federal assistance is needed due to magnitude of incident. Local resources, including mutual aid are insufficient to adequately respond.

8. *Deactivation Process*

The STECC director deactivates STECC staff as circumstances allow, and the STECC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the STECC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. STECC leadership may phase deactivation depending on mission needs. STECC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating.

D. Emergency Roles

1. *Coordinating Agencies*

Coordinators oversee the preparedness activities for a particular capability and coordinate with its primary and support agencies. Responsibilities of the coordinator include:

- a) Maintaining contact with primary and support agencies through conference calls, meetings, training activities, and exercises.
- b) Monitoring the progress in meeting the core capabilities it supports.
- c) Coordinating efforts with corresponding private sector, NGO, and Federal partners.
- d) Ensuring engagement in appropriate planning and preparedness activities.

2. *Primary Agencies*

Primary agencies have significant authorities, roles, resources, and capabilities for a particular function within a capability. Primary agencies are responsible for:

- a) Orchestrating support within their functional area for the appropriate response core capabilities and other missions.
- b) Notifying and requesting assistance from support agencies.
- c) Managing mission assignments (in Stafford Act incidents) and coordinating with support agencies, as well as appropriate state officials, operations centers, and other stakeholders.
- d) Coordinating resources resulting from mission assignments.
- e) Working with all types of organizations to maximize the use of all available resources.
- f) Monitoring progress in achieving core capability and other missions and providing that information as part of situational and periodic readiness or preparedness assessments.
- g) Planning for incident management, short-term recovery operations, and long-term recovery.
- h) Maintaining trained personnel to support interagency emergency response and support teams.
- i) Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to validate and improve capabilities to address changing risks.
- j) Promoting physical accessibility, programmatic inclusion, and effective communication for the whole community, including individuals with disabilities.

3. *Supporting Agencies*

Support agencies have specific capabilities or resources that support primary agencies in executing capabilities and other missions. The activities of support agencies typically include:

- a) Participating in planning for incident management, short-term recovery operations, long-term-recovery, and the development of supporting operational plans, standard operating procedures, checklists, or other job aids.
- b) Providing input to periodic readiness assessments.
- c) Maintaining trained personnel to support interagency emergency response and support teams.
- d) Identifying new equipment or capabilities required to respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- e) Coordinating resources resulting from response mission assignments.

City of SeaTac Assignment of Emergency Roles per Core Capability

MISSION AREA	P – Primary S – Support C – Coordinating	Emergency Management	Public Works	City Manager Office	Community Economic Development	Human Resources	Finance	Information Technology	Parks and Recreation	Legal	Police (contract w/KCSO)	Fire (contract w/PSRFA)
	CORE CAPABILITIES											
PREVENTION	Planning	P	C	S	P	S	C	S	C	C	S	S
	Public Information & Warning	S		P		S			S	S	S	S
	Operational Coordination	P	C	C	C	C		S		C	S	S
	Intelligence & Information Sharing	C		C				S		S	P	S
	Interdiction & Disruption	C								C	P	C
	Screening, Search, & Detection	C									P	C
Forensics & Attribution	C									P	C	
PROTECTION	Planning	P	C	S	C	S	C	S	C	C	S	S
	Public Information & Warning	S		S					C	S	S	S
	Operational Coordination	P	S		C	C		S		C	S	S
	Intelligence & Information Sharing	C		C				S			P	S
	Interdiction & Disruption	C						S			P	C
	Screening, Search, & Detection										P	C
	Access Control & Identity Verification	C		C		S		P	S	S	S	
	Cybersecurity	C		C			C	P			S	
	Physical Protective Measures		S	C					S	S	P	
	Risk Management for Protection Programs & Activities			C							S	
Supply Chain Integrity & Security		P								S		
MITIGATION	Planning	P	S		S			S	S	C		C
	Public Information & Warning	S		S	S					S		
	Operational Coordination	C	S		S	C	S	S	S		S	S
	Community Resilience	C		S	S				C		S	S
	Long-term Vulnerability Reduction	C	P	C	S			S	S		S	S
	Risk & Disaster Resilience Assessment	S	S	C	S	C	S			S		S
Threats & Hazards Identification	P	S		S		C	S					
RESPONSE	Planning	P	S	S	S	S	S	S	S	S	S	S
	Public Information & Warning	S	S	P	S	C	C	S	S	S	S	S
	Operational Coordination	P	P	S	C	S	S	S	S	C	S	S
	Infrastructure Systems	C	P		S			S	S	S	S	S
	Critical Transportation	C	P					C	S		S	S
	Environmental Response/Health & Safety		S						S			
	Fatality Management Services	C								C		
	Fire Management & Suppression	C									S	P
	Logistics & Supply Chain Management	C					S		P			
	Mass Care Services	C		S	S	C			P			
	Mass Search & Rescue Operations	C									S	P
	On-scene Security, Protection, & Law Enforcement	C									P	
	Operational Communications	S		S					C	S	S	S
Public Health, Healthcare, &	C										S	

	EMS											
	Situational Assessment	P	S	S	S	S	S	S	S	S	S	S
RECOVERY	Planning	P	S	S	S	C	S		S	S	C	C
	Public Information & Warning	S	S	P	S	S	S	S	S	C	S	S
	Operational Coordination	P	P	S	C		S	C	S	S	S	S
	Infrastructure Systems	C	P		S			S	S		S	S
	Economic Recovery	C			P		S			C		
	Health & Social Services			S	P				S			
	Housing	C			S				S	C		
	Natural & Cultural Resources				P				P	S		

V Responsibilities

The goal is to work together, reviewing plans, agreements, and operational initiatives to ensure the whole community can build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

A. Elected/Appointed Officials

All Mission Areas	<p>Jurisdictional chief executives are responsible for the public safety and welfare of the people of their jurisdiction. These officials provide strategic guidance and resources across all five mission areas. Chief elected, or appointed, officials must have a clear understanding of their emergency management roles and responsibilities and how to apply the response core capabilities to make decisions regarding resources and operations during an incident, as needed. Lives may depend on their decisions. Elected and appointed officials also routinely shape or modify laws, policies, and budgets to aid preparedness efforts and improve emergency management and response capabilities.</p> <p><u>Legislative Branch</u> Composed of the City Council, the policy-determining body of government. The Council exercises its power by the adoption and enactment of ordinances and motions, and the appropriation of revenues and expenditures.</p> <p><u>Executive Branch</u> Composed of the City Manager, and the directors and employees of each department. The Executive Branch executes and enforces all City ordinances and state statutes within the city and provides services to the public.</p>
	Prevention
	Protection
	Mitigation
	Response

	<ul style="list-style-type: none"> ○ Ensuring appropriate information is provided to the public.
Recovery	<ul style="list-style-type: none"> ● Has the authority to appoint local recovery leadership that they select or that is selected by a designated recovery management organization.

B. Local Government Departments

All Mission Areas	<p>Local governments provide leadership for services such as law enforcement, fire, public safety, environmental response, public health, emergency management, emergency medical services, and public works for all manner of threats, hazards, and emergencies. Local governments are responsible for ensuring all citizens receive timely information in a variety of accessible formats. Department heads collaborate with the emergency manager during the development of local emergency plans and provide key response resources. Participation in the planning process helps to ensure that specific capabilities are integrated into a workable plan to safeguard the community. These department heads (and their staff) develop, plan, and train on internal policies and procedures to meet response needs safely. They also participate in interagency training and exercises to develop and maintain necessary capabilities.</p> <p>Additional responsibilities include:</p> <ul style="list-style-type: none"> ● Develop operational plans to increase an effective response to an emergency situation will be developed by the City. These actions will include training, planning, exercises, Hazard Identification and Vulnerability Analysis (HIVA), and public education and information programs. ● Each department and office will maintain orderly files of emergency services provided, to include, but not limited to, financial data, operational activities, damage assessments, reports, and directives. Each department and office will provide protection of essential records, in accordance with the provisions of RCW 40.
Prevention	<ul style="list-style-type: none"> ● Coordinate prevention resources and capabilities with neighboring jurisdictions, the state, and the private and nonprofit sectors.
Protection	<ul style="list-style-type: none"> ● Promote: <ul style="list-style-type: none"> ○ Coordination of ongoing protection plans; ○ Implementation of core capabilities; and ○ Engagement and information sharing with private sector entities, infrastructure owners and operators, and other jurisdictions and regional entities. ● Address unique geographical protection issues, transborder concerns, dependencies and interdependencies among agencies and enterprises, and the establishment of agreements for cross-jurisdictional and public-private coordination.

	<ul style="list-style-type: none"> • Local law enforcement agencies are responsible for the protection of life and property, the preservation of peace, the prevention of crime, and the arrest of violators of the law. <ul style="list-style-type: none"> ○ These agencies respond to incidents, conduct criminal investigations, collect criminal intelligence, and collaborate with other law enforcement agencies to resolve crime; and ○ They engage in community, private industry, and interagency partnerships to identify and prevent criminal acts, including terrorism and transnational threats.
Mitigation	<ul style="list-style-type: none"> • Lead pre-disaster recovery and mitigation planning efforts. <ul style="list-style-type: none"> ○ Provide a better understanding of local vulnerabilities as they relate to risk reduction activities; ○ Actions to reduce long-term vulnerability are applied in both the pre-disaster planning and the post-disaster recovery activities of the jurisdiction; and ○ Improve resiliency by preparing for recovery and integrating mitigation policies into the recovery phase to ensure opportunities are not lost for risk reduction during rebuilding. • Assist in making the connection between community resilience priorities and private sector development, most often addressed directly at the local level.
Response	<ul style="list-style-type: none"> • The City of SeaTac will gather available information, assess damage, establish priorities, coordinate response, utilize available resources and request assistance from neighboring jurisdictions and King County OEM as appropriate. These actions will occur immediately before, during, and/or directly after a disaster. • Prepare for and manage the response and recovery of the community. • Volunteers and Donations: Volunteers and donors support response efforts in many ways, and governments at all levels must plan to incorporate volunteers and donated resources into response activities. • The normal administrative procedures and practices of the City government and its departments will be followed while providing emergency services. The City Manager and department directors may amend or eliminate selected administrative procedures to expedite and provide efficient lifesaving emergency responses. • In instances where emergency work is performed to protect life and property, requirement for environmental review and permits may be waived or orally approved as per, but not limited to State Environmental Policy Act (SEPA); Exceptions for Emergency Actions WAC 197.10.180. •
Recovery	<ul style="list-style-type: none"> • The City of SeaTac will determine extent of damage, coordinate, and implement actions to recover from a disaster or emergency. • Primary role of planning and managing all aspects of a community’s recovery post-disaster.

	<ul style="list-style-type: none"> ○ Focus on business retention and the redevelopment of housing units that are damaged or destroyed; repairing and rebuilding presents an opportunity to promote and integrate mitigation measures into recovery rebuilding strategies and plans; ○ Find opportunities to share information with the public on the status of recovery efforts to maintain community coordination and focus; and ○ Document progress made towards objectives and best practices for use in future incidents. ● Take the lead in ensuring that recovery needs assessment and planning processes are inclusive and accessible, often by establishing local recovery structures that address overall coordination, sectors impacted, and survivor services. ● Repair and restoration of damaged facilities, which are new facilities, an expansion of or addition to an existing facility may require an environmental impact study or permit prior to final project approval. Statutes and regulations that apply include, but are not limited to the following: <ul style="list-style-type: none"> ○ WAC chapter 197.10; Guidelines Interpreting and Implementing the State Environmental Policy Act ○ SeaTac City Code chapter 15.30; Environmentally Sensitive Areas ●
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C. Private Sector

All Mission Areas	Private sector entities operate in all sectors of business, commerce, private universities, and industry that support the operation, security, and resilience of global trade systems. Owners and operators of private sector entities and infrastructure should maintain situational awareness and take actions on a continuous basis to promote and build capabilities.
Prevention	<ul style="list-style-type: none"> ● Maintain situational awareness of the current threat environment, including potential terrorism-related activities; this awareness allows private sector entities to assist in preventing terrorism by identifying and reporting potential terrorism-related activity to law enforcement.
Protection	<ul style="list-style-type: none"> ● Both private and public sector infrastructure develop and implement: <ul style="list-style-type: none"> ○ Risk-based protective programs; ○ Resilience strategies for infrastructure; and ○ Related information and operations under their control. ● Make investments in security and resilience as necessary components of prudent day-to-day business and continuity of operations planning. ● Work together and with public sector entities through established sector coordination bodies established under relevant legal authorities to share information and jointly address public risks.

<p style="text-align: center;">Mitigation</p>	<p>Mitigation is a sound business practice that reduces disaster losses and quickens restoration of normal operations. Private sector investments in continuity and vulnerability reduction have broad benefits. Private sector entities are essential to improving resilience through planning and long-term vulnerability reduction efforts and the development of regulatory measures that address and manage risks across infrastructure sectors. A more resilient private sector strengthens community resilience by helping to sustain economic vitality and ensuring the delivery of goods and services in the aftermath of a disaster. Among numerous activities that promote and implement the mitigation core capabilities, businesses:</p> <ul style="list-style-type: none"> ○ Analyze and manage their own risks; ○ Volunteer time and services; ○ Operate business emergency operations centers; ○ Help protect America’s infrastructure; and ○ Promote the return on investment realized from increased resilience, developed continuity of operations plans, and reduced vulnerability.
<p style="text-align: center;">Response</p>	<ul style="list-style-type: none"> ● Provide for the welfare of their employees in the workplace. ● Should have a direct link to emergency managers and, in some cases, be involved in the decision-making process. ● Critical infrastructure—such as privately-owned transportation and transit, telecommunications, utilities, financial institutions, hospitals, and other health regulated facilities—should have effective business continuity plans. <ul style="list-style-type: none"> ○ Unique private sector organizations, including critical infrastructure and regulated entities, may require additional efforts to promote resilience. ● Certain regulated facilities or hazardous operations may be legally responsible for preparing for and preventing incidents and responding when an incident occurs. ● Participate in state and local preparedness activities by providing resources (donated or compensated) through local public-private emergency plans, or mutual aid and assistance agreements, or in response to requests from government and nongovernmental-volunteer initiatives.
<p style="text-align: center;">Recovery</p>	<ul style="list-style-type: none"> ● Participate in coordination opportunities during pre-disaster planning processes. ● Maintain communication with the recovery officials about the status of operations and supply chains, as well as restoration challenges and timelines. ● Businesses that plan for disruption are less likely to go out of business after an incident than those that do not. <ul style="list-style-type: none"> ○ Develop continuity plans that include actionable, effective, and accessible internal communication processes and protocols to convey critical information.

	<ul style="list-style-type: none"> • May provide volunteers, leaders, technical assistance, commodities, and facilities to support the recovery effort.
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D. Nongovernmental/Volunteer/Community Organizations

All Mission Areas	<p>Nongovernmental Organizations include voluntary, ethnic, faith-based, veteran-based, and nonprofit organizations that provide sheltering, emergency food supplies, and other essential support services. Community Organizations are groups that share goals, values, and institutions. They are not always bound by geographic boundaries or political divisions. Instead, they may be faith-based organizations, neighborhood partnerships, advocacy groups, academia, social and community groups, and associations. All these groups bring people together in different ways for different reasons, but each provides opportunities for sharing information and promoting collective action by fostering the development and organizational capacity to act toward a common goal. Community organizations may be the most effective actors to take specific action to manage and reduce their specific risks.</p>
Prevention	<ul style="list-style-type: none"> • May possess the knowledge and understanding of the threats they face and have the capacity to alert authorities of potential terrorism-related information and/or suspicious activities. • Support terrorism prevention activities through information sharing by identifying and reporting potential terrorism-related information to law enforcement.
Protection	<ul style="list-style-type: none"> • Understand the threats and hazards in their locales. • Promote, implement, and deliver core capabilities within the Protection mission by: <ul style="list-style-type: none"> ○ Sharing information. ○ Establishing protection standards of practice; and ○ Advocate for, or assistance providers to, the entire range of community members by helping communities, individuals, and households to receive that protection information and resources. • Central role in the development of Protection plans and in identifying and implementing solutions to Protection challenges. <ul style="list-style-type: none"> ○ As risks transect geographical and jurisdictional boundaries, community organizations are essential partners for understanding how to manage complex Protection issues across multiple spheres of responsibility.
Mitigation	<ul style="list-style-type: none"> • Represent communities and groups in mitigation policy discussions. • Apply a localized understanding of risks to effective planning. <ul style="list-style-type: none"> ○ Identify strategic mitigation options. • As able, promote and implement mitigation activities without necessarily holding a formal position of authority within a jurisdiction. • May provide training and education to communities, including how-to

	guides.
Response	<ul style="list-style-type: none"> ● Possess the knowledge and understanding of the vital roles for delivering important services; some are officially designated as support elements to national response capabilities: <ul style="list-style-type: none"> ○ The American Red Cross: the American Red Cross is chartered by Congress to provide relief to survivors of disasters and help people prevent, prepare for, and respond to emergencies. The Red Cross has a legal status of “a federal instrumentality” and maintains a special relationship with the Federal Government. In this capacity, the American Red Cross supports several Emergency Support Functions (ESFs) and the delivery of multiple core capabilities. ○ National Voluntary Organizations Active in Disaster (National VOAD): is the forum where organizations share knowledge and resources throughout the disaster cycle—preparation, response, recovery, and mitigation—to help disaster survivors and their communities. National VOAD is a consortium of approximately 50 national organizations and 55 territorial and state equivalents. ○ National Center for Missing & Exploited Children (NCMEC). Within the NCMEC, the National Emergency Child Locator Center (NECLC) facilitates the expeditious identification and reunification of children with their families. ● Support the volunteer and donations objective for managing the influx of volunteers and donations to voluntary agencies and all levels of government before, during, and after an incident. <ul style="list-style-type: none"> ○ The goal is to support jurisdictions affected by disasters through close collaboration with the voluntary organizations and agencies.
Recovery	<ul style="list-style-type: none"> ● Foster relationship building with local emergency management organizations. ● Maintain access to extended networks through local offices and chapters of the organization, providing contextually based insight and access to potential recovery partnerships and resilience champions. ● Play a critical role in the implementation of an inclusive, locally led recovery organization and planning process. ● Some NGOs are part of Voluntary Organizations Active in Disaster (VOAD) or Community Organizations Active in Disaster (COAD), which are responsible for meeting disaster-caused unmet needs of disaster survivors. ● May note milestones achieved and document best practices for their use and for the benefit of their peers. <ul style="list-style-type: none"> ○ This information may also be implemented into the planning process for the state VOAD or COAD as appropriate.

	<ul style="list-style-type: none"> • May provide experience and subject matter expertise greatly assisting with the management of money, manpower, and materials to meet recovery needs and obligations that otherwise are not funded by government programs. • In addition to collaborating on disaster planning with recovery partners, it is beneficial for NGOs to develop their own plans for how they will support disaster recovery efforts.
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E. Individual Community Members

All Mission Areas	<p>Although not formally part of emergency management operations, individuals, families, and households play an important role in emergency preparedness; each can be better prepared in the immediate aftermath of a disaster if they:</p> <ul style="list-style-type: none"> • Build an emergency kit that includes food, water, battery powered communication devices, and other essential needs. • Prepare emergency plans, with family members who have access and functional needs, to addresses evacuation, sheltering-in-place, and sheltering needs; include medical needs; provisions for their animals, including household pets or service and assistance animals; prepare for the essential needs of their children and ensure children know the family emergency plan. • Contribute to the preparedness and resilience of their households and communities by volunteering with emergency organizations and completing emergency response training courses. <p>Safe, secure, and prepared individuals, families, and households are often less dependent on response services, which, in turn, places fewer responders in hazardous response situations. Those who prepare will reduce their personal stress, be able to reach out to others in need of assistance and be better positioned to actively contribute to post-disaster response and recovery efforts.</p>
Prevention	<ul style="list-style-type: none"> • Identify and report potential terrorism-related activity to law enforcement. <ul style="list-style-type: none"> ○ Individual vigilance and awareness help communities remain safer and bolster prevention efforts.
Protection	<ul style="list-style-type: none"> • Understand the threats and hazards in their locales. <ul style="list-style-type: none"> ○ Acquire an awareness of potential threats and hazards through sources such as news outlets, local emergency management agencies, public information and warning systems, community education campaigns, and information-sharing mechanisms. <ul style="list-style-type: none"> ▪ Take risk-informed protective actions based on this knowledge.
Mitigation	<p>Mitigation begins with individual awareness and action; informed decisions facilitate actions that reduce risk and enable individuals, families, and households to better withstand, absorb, or adapt to the impacts of threats and hazards and quickly recover from future incidents. Homeowners who have adequate hazard and flood insurance coverage and take steps to protect their property from hazards common to their area, reduce the impacts of an incident</p>

	<p>and are less reliant on external assistance to repair or rebuild their homes.</p> <ul style="list-style-type: none"> • Stay aware of and participate in disaster preparedness efforts in their community. • Become aware of planning efforts regarding floodplain management, building codes, and land use and environmental regulations. • Take action and the basic steps to prepare themselves for emergencies. <ul style="list-style-type: none"> ○ Reduce hazards in and around their homes through efforts such as raising utilities above flood level or securing unanchored objects against the threat of high winds.
Response	<ul style="list-style-type: none"> • Prepare to take care of themselves and their neighbors until assistance arrives. <ul style="list-style-type: none"> ○ Preparedness should account for a minimum of three days (72 hours). ○ Due to the unique catastrophic hazard profile in the State of Washington, EMD recommends striving to prepare for 14 days. • Monitor emergency communications and follow guidance and instructions provided by local authorities.
Recovery	<ul style="list-style-type: none"> • After suffering losses, survivors can: <ul style="list-style-type: none"> ○ Maximize any benefits from insurance coverage. ○ Pursue additional funding through any available personal or loan-based resources. ○ Apply for local, regional/metropolitan, state, tribal, territorial, insular area, or Federal program assistance that may be available. <ul style="list-style-type: none"> ▪ After applying, survivors should: <ul style="list-style-type: none"> • Ensure they follow up on agency requests. • Gain full understanding of program processes. • Express any unmet needs. • Get involved in their community’s recovery activities, including providing input in the post-disaster recovery planning process.

VI Communications

Leadership, at the incident level and in EOC/ECCs, facilitate communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an incident, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

The principles of communications and information management, which support incident managers in maintaining a constant flow of information during an incident, are (1)

Interoperability; (2) Reliability, Scalability, and Portability; (3) Resilience and Redundancy; and (4) Security. Information and intelligence management includes identifying essential elements of information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel.

A. Interoperable Communications Plan

1. Federal

a) National Emergency Communications Plan (NECP). The NECP is the Nation’s strategic plan for emergency communications that promotes communication and sharing of information across all levels of government, jurisdictions, disciplines, and organizations for all threats and hazards, as needed and when authorized.

2. State

a) The Alert and Warning Center (AWC). The AWC is a function of the State Emergency Operations Center (SEOC) which provides 24-hour, 7 days a week coverage for notifications, alerts, and warnings of emergency events and incidents affecting Washington State. The AWC provides continuous situational monitoring during non-emergency periods as well as in times of disaster and emergency. Federal, state, local and tribal officials are then responsible for further dissemination or action as needed.

b) Information Management Systems. Washington State maintains information management systems, such as WebEOC, to manage disasters and emergencies and to support and increase public safety information sharing. The system provides the SEOC and local jurisdictions with a platform to receive, process and manage information. The system is used as a gateway to share information and provide communications among county/city EOCs, the SEOC and state, federal, and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters or emergencies and supports statewide collaboration.

c) State Radio Amateur Civil Emergency Services (RACES) Plan.

d) State Telecommunications Service Priority (TSP) Planning Guidance.

e) Statewide Communications Interoperability Plan (SCIP).

f) Washington Statewide AMBER Alert Plan.

B. Community Communications Plan

1. Washington State RCW 38.52.070 (3)(a)(ii) defines “significant population segment” as “each limited English proficiency language group that constitutes

five percent or one thousand, whichever is less, of the population of persons eligible to be served or likely to be affected within a city, town or county” According to the State Office of Financial Management (OFM) data, the City of SeaTac has 5 languages that meet this criteria. The languages are English, Spanish, Somali, Ahmaric, and Vietnamese. Annex (I) of the Comprehensive Emergency Management Plan (CEMP) is the Limited English Proficiency Plan (LEP) for the City of SeaTac. The City of SeaTac will follow the King County Inclusive Emergency Communications Plan which is a collaborative effort between King County Emergency Management, Public Health Seattle King County, and other local stakeholders. This plan is used during emergencies and disasters to communicate life safety messages to targeted populations.

2. The City of SeaTac has a variety of systems and communication methodologies that can be leveraged to relay critical, life-safety information, including mass notification systems (Alert King County), TV, radio, and social media. Additional notifications shared through these platforms includes, shelter locations, feeding locations and mass care sites. The City also has access to the Regional Joint Information System (JIS) and the King County Trusted Partner Network (TPN). The JIS provides consistent, coordinated, accurate, accessible, timely and complete information to the public and stakeholders during emergencies or disasters, while the TPN is a network of individuals and community organizations who are trusted agents within their community and will transmit messages in the appropriate language to their community and clients.

VII Administration

The normal administrative procedures and practices of City government and its departments will be followed while providing emergency services. The City Manager and department directors may amend or eliminate selected administrative procedures to expedite and provide efficient lifesaving emergency responses.

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during the response to and recovery from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including, but are not limited to:

- Situation Reports;
- Requests for Proclamations of Emergency;
- Requests for Assistance;
- Costs/Expenditures Reports;
- Damage Assessment Reports; and/or
- After Action Reports.

A. Documentation

1. Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports.
2. Special report requirements established by presidential, state, and/or City disaster declarations are to be coordinated through the Public Works Department, Emergency Management Division.

B. Retention

1. Each department and office will maintain orderly files of emergency services provided, to include, but not limited to, financial data, operational activities, damage assessments, reports, and directives.

C. Preservation

1. Each department and office will provide protection of essential records, in accordance with the provisions of RCW 40.10.
2. Local government offices may coordinate the protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to RCW 40.10.010.

VIII Finance

Local jurisdictions requesting assistance should assume the resources requested will need to be paid out of local funding. Local jurisdictions may incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and local codes, charters, and ordinances, which may include but are not limited to the following:

- Emergency expenditures for cities with populations less than 300,000. RCW 35.33.081.
- Emergency expenditures for towns and cities with an ordinance providing for a biennial budget. RCW 35.33.081.
- Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.
- Emergency expenditures for counties. RCW 36.40.180.

A. FEMA

1. The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act

comply with FEMA’s rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR) § 206.11. As a result of this federal requirement, state, and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination and incorporates FEMA’s Whole Community approach (discussed in the Concept of Operations section). This requirement encompasses all state and local jurisdiction actions to the Federal/State Agreement.

2. All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.

3. As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

4. The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented services used in the declared emergency. Eligible costs related to pet evacuations and sheltering is in FEMA’s Public Assistance Program and Policy Guide (PAPPG).

B. Incurred Cost Tracking

1. To provide guidelines for fiscal and administrative functions in support of the City of SeaTac’s emergency services during an emergency or disaster.

- a) The City of SeaTac will follow emergency procedures outlined in RCW Chapter 35A.33, Optional Municipal Code. Whenever an emergency necessitates an expenditure for the preservation of peace, health, or safety, or for the carrying out of necessary work required by law of an SeaTac department or division for which sufficient appropriations have not been made, the City Manager or the designated department head shall issue a written basis for the emergency determination accompanied by a description of expenditure, per SeaTac City Code 3.31.110 (Emergency Purchases).
- b) The City of SeaTac will incur disaster-related obligations and

expenditures in accordance with the provisions of the SeaTac City Code, 3.31.110 and RCW chapter 38.52 which gives the City Manager power to enter into emergency recovery contracts without complying to the normal procurement requirements. RCW chapter 35A.33 grants City Council the authority to make expenditures without public notice or hearing and also gives the City Manager authority, subject to Council imposed regulations, to redirect appropriations within any one fund of the City.

- c) Each City department shall designate personnel to be responsible for documentation of disaster-related expenses.
- d) Regular “normal” approval procedures for expenditures may be modified to accommodate the circumstances associated with the disaster.
- e) Records will be kept in such a manner to separately identify event-related expenditures and obligations from general programs and activities of the City. Complete and accurate records are necessary:
 - i. To document requests for assistance
 - ii. For reimbursement under approved applications pertaining to declared emergencies or major disasters.
 - iii. For audit reports, detailed records will be kept from the onset of the event which include, but are not limited to the following:
 - Work which is performed by force account.
 - Appropriate extracts from payrolls, with any cross references need to locate original documents.
 - A schedule of equipment used on the job.
 - Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - Work which is contracted out:
 - Copies of requests for bids,
 - The contract which is let.
 - Invoices submitted by the contractor.
 - Warrants authorizing check issuance.
 - Work done under inter-community agreements and mutual aid.
 - All work above and beyond the normal job duties and specific to an emergency or disaster response.
- f) The Finance Director shall appoint staff to coordinate documentation of citywide financial records and expenditures resulting from a disaster.
- g) Alternative methods of payment and payroll processing will be established in the event of a system failure.

C. Cost Recovery

Reimbursement streams may not always be available following a disaster or

emergency; however the city should follow the same level of documentation standards in the event that a reimbursement stream does become available. Cost recovery may come from:

- Jurisdiction Insurance
- State Reimbursement Programs
- Federal Reimbursement Programs
- Grants from non-profit organizations
- Private Sector entities in cases where they were responsible for causing the disaster.

Disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under several federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

1. Federal Assistance Programs

- a) *Public Assistance (PA) Program*- FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75 percent of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the subrecipients (eligible applicants).
- b) *Individual Assistance (IA) Program*- FEMA provides assistance to individuals and households through the Individual Assistance Program, which includes all of the following:
 - Mass Care and Emergency Assistance (MC/EA)
 - Crisis Counseling Assistance and Training Program (CCP)
 - Disaster Unemployment Assistance (DUA)
 - Disaster Legal Services (DLS)
 - Disaster Case Management (DCM)

- Individuals and Households Program (IHP)
 - IHP is comprised of two categories of assistance: Housing Assistance (HA) and Other Needs Assistance (ONA)
- c) *Small Business Administration Loans*- The SBA provides low interest loans to the public, after a Federally declared disaster. Businesses can apply for these loans to cover operating expenses, business losses, wage losses, etc. The SBA program also offers loans to residents to repair or replace their primary residence to pre-disaster condition and replace some personal property such as appliances and furniture. The SBA also has the authority to declare a disaster to authorize their own programs even when a Federal Major Disaster Declaration is not in place.

1. *State Assistance Programs*

- a) *Public Assistance (PA) Program*- the Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.
- b) *Individual Assistance (IA) and Other Needs Assistance (ONA) Programs*- the Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State after a major disaster declaration by the President.

IX Logistics and Resource Management

The directors of City government departments will utilize the services, personnel, equipment, supplies, and facilities normally available to the extent possible.

County government is not a provider of emergency services to the City of SeaTac but acts as a coordinator of emergency services. The following is a partial list to illustrate the scope of services that may be support by the County if requested:

- Law Enforcement
- Alert & Warning
- Fire Prevention and Suppression
- Communication Support
- Emergency Medical Services
- Search and Rescue
- Sewer and Water Services
- Public Works
- Emergency Information
- Transportation Support
- Emergency Resource Management
- Radiological Monitoring
- Utility Services
- Shelters (In coordination with ARC)

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction’s resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

A. Resource Typing

Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested. FEMA leads the development and maintenance of resource typing definitions for resources shared on a local, interstate, regional, or national scale. Jurisdictions can

use these definitions to categorize local assets.

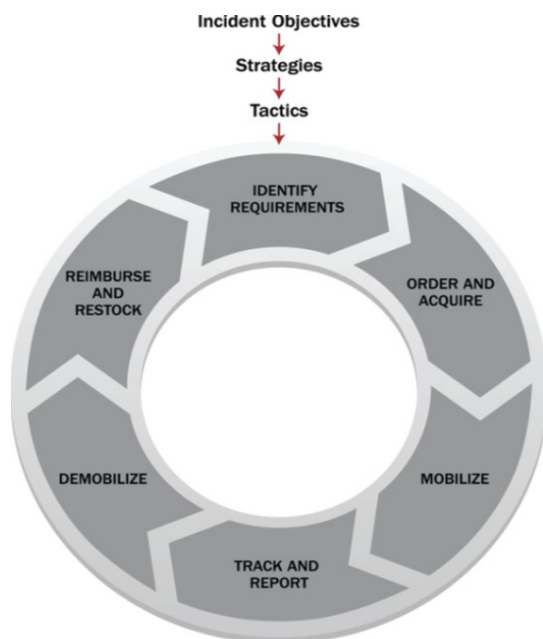
B. Emergency Worker Program/Liability Protection

1. RCW 38.52 authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(7), while provisions addressing the registration, use, classification, and coverage of emergency workers are addressed by RCW 38.52.180, RCW 38.52.310 and WAC 118.04.
2. All volunteers will be registered as Emergency Workers with the City of SeaTac Emergency Management Division in accordance with WAC 118-04.

C. Procurement Methodology

1. The Washington Intrastate Mutual Aid System (WAMAS), established in RCW 38.56, provides for in-state mutual assistance among member jurisdictions, to include every county, city, and town of the state. Federally recognized tribal nations located within the boundaries of the state, may become a member upon receipt, by the Washington State Military Department, of a tribal government resolution declaring its intention to be a member of WAMAS. Members of WAMAS are not precluded from entering into or participating in other mutual aid agreements that are authorized by law. WAMAS does not replace current mutual aid agreements; it is a mutual aid tool to use when other agreements do not exist.
2. The State will provide resources, after all City and county resources are exhausted or overwhelmed. Specialized skills and equipment may be provided to support City operations. This may take several days if the disaster is of a widespread nature or of great magnitude.
3. Out-of-state mutual aid resources are requested through the Emergency Management Assistance Compact (EMAC), established in Public Law 104-321, or the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381, both coordinated through Washington State Emergency Management Division.
4. Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.
5. Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as state and local staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. State and local staging areas serve as temporary storage areas for the movement of resources to affected areas. Reception and integration centers provide reception,

integration, onward movement, and accountability for out-of-state resources.



D. Demobilization

1. Once response and recovery efforts for an event requiring activation of the CEMP and/or the STECC have been completed all aspects of the response and recovery efforts will be transitioned back into normal day-to-day operations. This process will occur in stages and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel or groups.

2. The STECC will remain activated until all resources have been demobilized and returned to their previous condition or previous position. As a component of demobilization, incident debriefing will occur as soon as possible and an After-Action Report will be developed to detail operational successes, problems, and key issues affecting incident management.

E. Resource Gaps

1. Comprehensive and integrated planning can help other levels of government plan their response to an incident within a jurisdiction. By knowing the extent of the jurisdiction's capability, supporting planners can pre-identify shortfalls and develop pre-scripted resource requests.

F. Specialized Resources

1. Should the City of SeaTac determine that the situation is beyond the capability of local and pre-designated mutual aid resources and/or contracts, the STECC will request additional or specialized resources through the King County Office of Emergency Management. KCOEM may forward the request to Washington State EMD, who may in turn forward the request to other states via EMAC, or the Federal Government. The City of SeaTac is obligated to pay for these resources and account for fiscal impacts.

X Development and Maintenance

A. Planning Process

1. Planning is a continuous process that does not stop when the plan is published. The planning team develops a rough draft of the basic plan or annexes. As the planning team works through successive drafts, they add necessary tables, charts, and other graphics. The team prepares a final draft and circulates it for comment to organizations that have responsibilities for implementing the plan. The written plan should be checked for its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice. Once validated, the planning team presents the plan to the appropriate officials for signature and promulgation. The promulgation process should be based on specific statute, law, or ordinance. Once approved, the planner should arrange to distribute the plan to stakeholders who have roles in implementing the plan. A version of this plan will be made available to the public on the City of SeaTac website at <https://www.seatacwa.gov/>.

B. Review Process

1. Commonly used criteria can help decision makers determine the effectiveness and efficiency of plans. These measures include adequacy, feasibility, and acceptability. Decision makers directly involved in planning can employ these criteria, along with their understanding of plan requirements, not only to determine a plan's effectiveness and efficiency but also to assess risks and define costs.

a) *Adequacy* – a plan is adequate if the scope and concept of planned operations identify and address critical tasks effectively; the plan can accomplish the assigned mission while complying with guidance; and the plan's assumptions are valid, reasonable, and comply with guidance.

b) *Feasibility* – a plan is feasible if the organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan. The organization allocates available resources to tasks and tracks the resources by status (e.g., assigned, out of service). Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements.

c) *Acceptability* – a plan is acceptable if it meets the requirements driven by a threat or incident, meets decision maker and public cost and time limitations, and is consistent with the law. The plan can be justified in terms of the cost of resources and if its scale is proportional to mission requirements. Planners use both acceptability and feasibility tests to ensure that the mission can be accomplished with available resources, without incurring excessive risk regarding personnel, equipment, material, or time. They also verify that risk management procedures have identified, assessed, and applied control measures to mitigate operational risk (i.e., the risk associated with achieving operational objectives).

d) *Completeness* – a plan is complete if it:

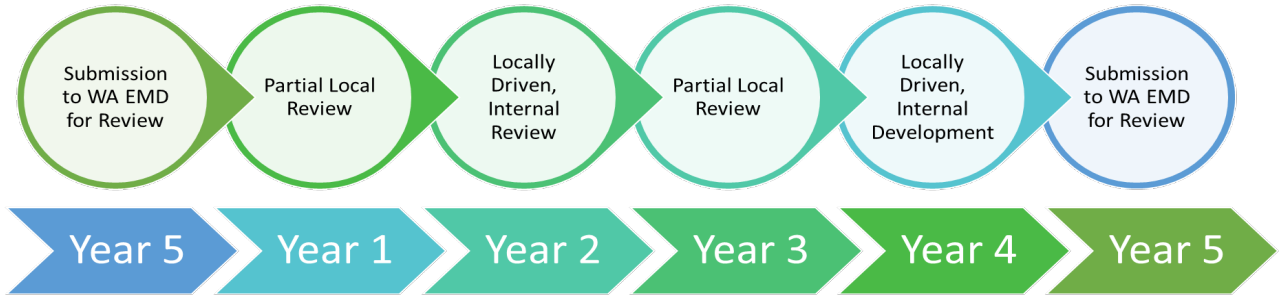
- Incorporates all tasks to be accomplished.
- Includes all required capabilities.
- Integrates the needs of the general population, children of all ages, individuals with disabilities, and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations.
- Provides a complete picture of the sequence and scope of the planned response operation.
- Makes time estimates for achieving objectives.
- Identifies success criteria and a desired end-state.

e) *Compliance* - the plan should comply with guidance and doctrine to the maximum extent possible because these provide a baseline that facilitates both planning and execution.

C. Revision Process

1. Plans should evolve as lessons are learned, new information and insights are obtained, and priorities are updated, including changes in law. (Revised Code of Washington, Washington Administrative Code and the Robert T. Stafford Act) Evaluating the effectiveness of plans involves a combination of training events, exercises, and real-world incidents to determine whether the goals, objectives,

decisions, actions, and timing outlined in the plan led to a successful response. Planning teams should establish a process for reviewing and revising the plan. Reviews should be a recurring activity. In no case should any part of the plan go for more than two years without being reviewed and revised.



D. Plan Maintenance Schedule

1. The City of SeaTac Comprehensive Emergency Management Plan (CEMP) will be reviewed every year and an updated plan will be submitted to the Washington State Emergency Management Division every five years.

Section	Year Reviewed	Year Updated	Year Approved	Next Review	Next Update

XI. Training & Exercise Program

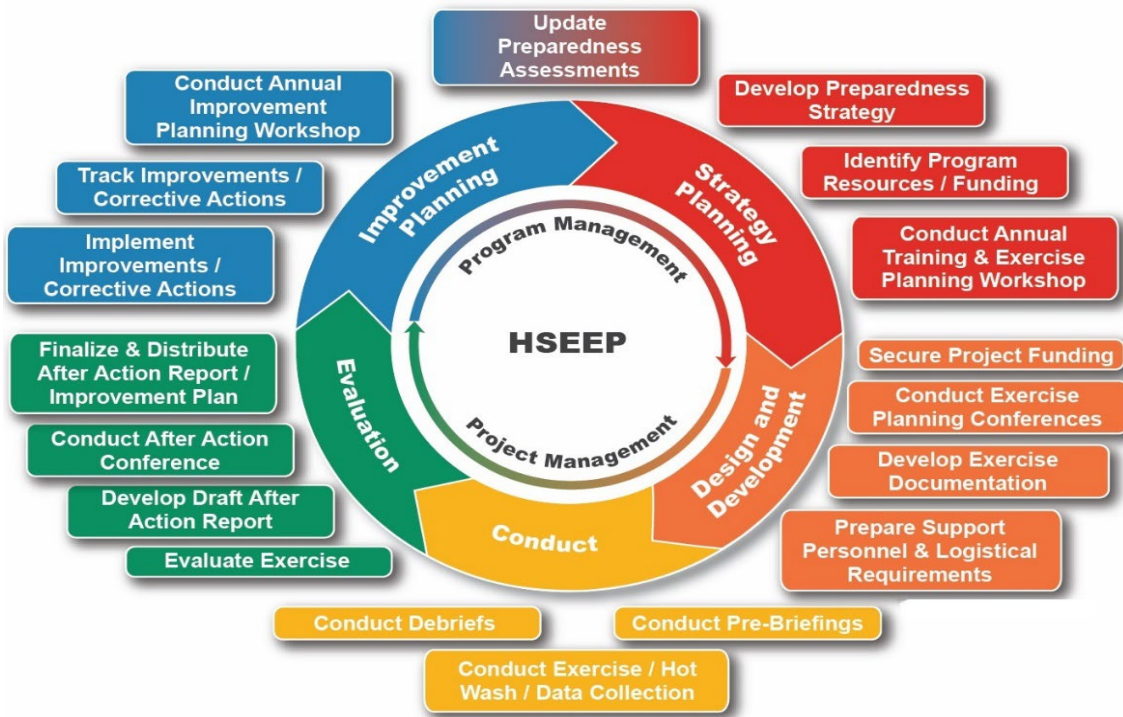
The exercises and training courses offered by the City of SeaTac Emergency Management Division will be based on current needs and part of a systemic effort to further the emergency readiness of City of SeaTac government, the public, and the range of organizations based in the City of SeaTac. The exercise and training programs will be evaluated and reviewed. Exercises will be evaluated so that shortcomings in the plans, training, coordination capabilities, and procedures can be identified and corrected. Training courses will be evaluated to identify shortcomings and future training needs.

Emergency Management orientations, exercises, and drills are standalone events. They are part of the City of SeaTac’s commitment to improving the overall emergency management program. The progressive exercise program will receive ongoing support from the City Manager, City Council, Public Works Director/Emergency Management Director, and all other City of SeaTac Departments. City of SeaTac Departments will continue to develop, test, and revise their internal standard operating procedures as part

of the progressive exercise program.

As funding allows, City of SeaTac Departments will develop training and exercise programs to support their internal emergency planning policies and standard operating procedures. This training may be included in monthly safety or staff meetings. In addition, departments will participate in the various STECC (SeaTac Emergency Coordination Center) and emergency management training courses and exercises in support of this plan.

Through the implementation of the Homeland Security Exercise and Evaluation Program (HSEEP), organizations can use training and exercises to improve current and required Core Capability levels, identify gaps, and overcome shortfalls. A Capabilities Assessment provides a gap analysis, by Core Capability, for each desired outcome and capability target; each of the Homeland Security Regions is required to complete an assessment. After the Capabilities Assessment is completed, it is referenced to determine the priority capabilities for training and exercise planned activities and should be coordinated with the Training and Exercise Plan (TEP) of the state.



A. Training Program

1. The City of SeaTac Emergency Management Division provides training for the Emergency Management Planning Committee (EMPC) representatives, city staff,

businesses, and community members. It is the policy of the City of SeaTac to hold quarterly Emergency Management Planning Committee (EMC) meetings that also serve as training sessions for the participants.

City of SeaTac Emergency Management Division coordinates a range of training classes to enhance the emergency planning and response capabilities of City of SeaTac employees, businesses, emergency workers, and the public as funding allows.

- a) *Credentialing*- Nationally standardized criteria and minimum qualifications for positions provide a consistent baseline for qualifying and credentialing the incident workforce. Along with the job title and position qualifications, the position task book (PTB) is a basic tool that underpins the NIMS performance-based qualification process. PTBs describe the minimum competencies, behaviors, and tasks necessary to be qualified for a position. PTBs provide the basis for a qualification, certification, and credentialing process that is standard nationwide.

B. Exercise Program

1. The Emergency Management Division coordinates and facilitates a range of drills and exercises with all City of SeaTac Departments, which serve to verify the effectiveness of both the City of SeaTac Comprehensive Emergency Management Plan (CEMP) as well as the plans and procedures of the various departments.

Exercising is the principal method of validating the City of SeaTac's capability to implement its Comprehensive Emergency Management Plan (CEMP) and perform to the functional standards set by the Federal Emergency Management Agency (FEMA). The City of SeaTac government is committed to developing a progressive exercise program whereby relevant agencies participate in increasingly challenging exercises over a period of time. In the progressive program, one exercise builds on another systematically to meet the needs and requirements of the Comprehensive Emergency Management Plan (CEMP)

2. Applying the following principles to both the management of an exercise program and the execution of individual exercises is critical to the effective examination of capabilities:

- a) *Guided by Elected and Appointed Officials*- provide the overarching guidance and direction for the exercise and evaluation program as well as specific intent for individual exercises.
- b) *Capability-based, Objective Driven*- through HSEEP, organizations can use exercises to examine current and required core capability levels and identify gaps; exercises focus on assessing performance against capability-based objectives.

- c) *Progressive Planning Approach*- a progressive approach includes the use of various exercises aligned to a common set of exercise program priorities and objectives with an increasing level of complexity over time.
- d) *Whole Community Integration*- encourage exercise planners to engage the whole community throughout exercise program management, design and development, conduct, evaluation, and improvement planning.
- e) *Informed by Risk*- identifying and assessing risks and associated impacts helps organizations identify priorities, objectives, and core capabilities to be evaluated through exercises.
- f) *Common Methodology*- enables organizations of divergent sizes, geographies, and capabilities to have a shared understanding of exercise program management, design and development, conduct, evaluation, and improvement planning; and fosters exercise-related interoperability and collaboration.

4. The City will exercise the plan each year, as mandated in WAC 118-30-060. The exercise tempo is outlined below:

<i>Exercise Type</i>	<i>Exercise Frequency</i>
Orientations	Once per Year
Tabletop Exercises	Once per Year EXCEPT for Planned Functional or Full-Scale Exercises
Drills	At least one ECC Setup
Functional Exercises	In Year Two of the CEMP Cycle
Full-Scale Exercises	In Year Four of the CEMP Cycle

C. After-Action Reporting Process

1. The After-Action Report (AAR) summarizes key exercise-related evaluation information, including the exercise overview and analysis of objectives and core capabilities; however, the AAR can also be used to capture and analyze key incident-related information throughout the phases of an incident. The AAR should include an overview of performance related to each exercise objective and associated core capabilities, while highlighting strengths and areas for improvement. Upon completion, the exercise evaluation team provides the draft AAR to the exercise sponsor, who distributes it to participating organizations prior to drafting a formal AAR. Elected and appointed officials, or their designees, review and confirm observations identified in the formal AAR and determine which areas for improvement require further action. Areas for

improvement that require action are those that will continue to seriously impede capability performance if left unresolved.

2. After-action reviews are an important part of understanding how and why emergency actions were successful or could have been more effective. They help the City improve its response and recovery efforts by evaluating the entire event.

a) After-action reviews will be conducted following an EOC activation or exercise in order to identify lessons learned. All departments, agencies, and key personnel will be involved in the process to provide feedback and identification of areas for improvement and recommendations, as well as to identify what worked well and should be retained. Emergency Management will complete a corrective action plan to capture items learned from the AAR, and assign the responsible department or agency for implementation, and follow up with these parties to ensure that corrective actions are taken.

3. Per RCW 38.52.070(4) when conducting after-action reviews, local organizations and joint local organizations must evaluate the effectiveness of communication of life safety information and must inform the emergency management division of the Washington military department of technological challenges which limited communications efforts, along with identifying recommendations and resources needed to address those challenges. Following an event, a debrief is conducted to gather information for the AAR. Information gathered will look at what populations took advantage of services and follow up with the targeted communities to determine what they wish they would have known. This information will be used to determine the efficacy of the messaging being communicated.

a) Using various forms of technology presents different challenges in communicating messages to the community. Many communication methods are owned by other entities which could delay communications if a regional catastrophic event has occurred. Due to infrastructure failure or radio congestion, it may be difficult for the city to reach the County during these times. Alert King County can broadcast multiple languages simultaneously by landline, mobile, text and email. This system cannot direct specific language translations to specific individuals or populations. Social media is also used to communicate with the public but not without its own challenges, not all the population are social media users. The City of SeaTac continues to monitor communication methods and data from the OFM for top languages spoken in the city.

b) Limitations with technology is always present and can only be fixed by the developers of the software or hardware. The City of SeaTac can address technology gaps by using many different communication methods as possible, including community members, agreements already in place,

translation (when needed), and door to door communication when needed. Building and maintaining relationships with local businesses and the community will help ensure successful communications.

D. Corrective Action Program

1. Corrective actions are concrete, actionable steps that are intended to resolve capability gaps and shortcomings identified in exercises or real-world events. In developing corrective actions, elected and appointed officials and/or their designee should first review and revise the draft AAR, as needed, to confirm that the issues identified by evaluators are valid and require resolution. The reviewer then identifies which issues fall within their organization's authority and assumes responsibility for acting on those issues. Finally, they determine an initial list of appropriate corrective actions to resolve identified issues.

2. Exercises will include an evaluation by the participants. The Emergency Management/ Public Works Director or their designee will assure that exercise deficiencies are addressed and corrected as well as incorporated into the plan.

City of SeaTac - CEMP

Appendix A – Definitions and Key Terms

After Action Report - A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.

Alternate Facility - An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.

Appendix - Contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices are supplementary, helper documents, frequently changing but without specific direction.

Comprehensive Emergency Management Plan - A plan developed by the jurisdictional emergency management program and participating entities, which addresses the mitigation, preparation, response and recovery associated with emergency or disaster incidents, or large community events.

Concept of Operations (CONOPS) - User-oriented document that describes the characteristics for a proposed asset or system from the viewpoint of any individual or organizational entity that will use it in their daily work activities or who will operate or interact directly with it.

Continuity of Government - Measures taken by a government to continue to perform required functions during and after a disaster. A coordinated effort within each branch of government to continue its minimum essential responsibilities in a catastrophic emergency.

Continuity of Operations Plan - An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related incidents.

Damage Assessment - The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's Proclamation of Emergency.

Debrief - A meeting held after an event or disaster to discuss what happened, lessons learned, and to discuss what may or may not be shared with the public.

Direction and Control - The emergency support function that defines the management of emergency response and recovery.

Disaster - An incident, expected or unexpected, in which a community's available, pertinent resources are exhausted, or the need for resources exceeds availability, and in which a

community undergoes severe damage, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all the community's essential functions are prevented.

Emergency Alert System - A federally mandated program established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System, it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed.

Emergency Medical Services - A system that provides care to the sick and injured at the scene of any medical emergency or while transporting a patient in an ambulance to an appropriate medical control. In King County, the care will be BLS (Basic life support) provided by an EMT (Emergency Medical Technician) or ALS (Advanced Life support) provided by a paramedic.

Emergency - A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from single to localized incidents, natural or technological, that damage or threaten to damage local operations.

Emergency Management - The preparation for and carrying out emergency functions to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid survivors suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

Emergency Management Director - The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.

Emergency Management Assistance Compact - Agreements that provide for jurisdictions in different states to provide resources or other support to one another during an incident.

Emergency Management Division - Washington State Emergency Management Division, responsible for state-wide emergency management activities.

Emergency Operations Center - A central physical or virtual location from which overall direction, control, and coordination of a jurisdictional response to a disaster is established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display, and distribute information; coordinate public information and warning, coordinate government agency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer, and civic organizations and the public.

Emergency Operations Plan – See Comprehensive Emergency Management Plan.

Emergency Proclamation - The legal action formalizing the ability of the jurisdictional authority (as determined by ordinance) to take extraordinary measures beyond normal capabilities to cope with the consequences of a natural or technological disaster to protect lives, property, economy, and environment. The local proclamation is a pre-requisite for county, state, or federal assistance. A local proclamation authorizes the use of local resources and allows emergency expenditures, as well as allowing for waiver or normal bid procedures and other processes.

Emergency Work - Work that must be done to immediately save lives and protect improved property and public health and safety to avert or lessen the threat of a major disaster.

Emergency Worker - Any person, including but not limited to, an architect registered under RCW 18.01, a professional engineer registered under RCW 18.43, or a volunteer registered under RCW 38.52/WAC 118.04, who is registered with a local emergency management organization for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

Essential Functions - Those functions, stated or implied, that jurisdictions are required to perform by statute or executive order or are otherwise, necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.

Essential Operations - Those operations, stated or implied that departments are required to perform by statute or executive order or are otherwise deemed necessary.

Essential Personnel - Staff of the department or jurisdiction that are needed for the performance of the organization's mission essential functions.

Evacuation - A protective action which involves leaving an area of risk until the hazard has passed.

Event - A planned, non-emergency activity. ICS can be used as the management system for a wide range of events (i.e. parades, concerts, and sporting events).

Facility - Any publicly or privately owned building, works, system, or equipment built or manufactured, or an improved and maintained natural feature.

Federal Emergency Management Agency - An agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

Hazard - Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Identification & Vulnerability Analysis - A comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.

Hazard Mitigation - Any measure that will reduce or prevent the damaging effects of a hazard.

Incident - An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize the loss of life or damage to property and/or environment.

Incident Action Plan - The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. On small, single emergencies the action plan may be verbal.

Incident Command System - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of responding to a hazardous incident. An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures.

Major Disaster - As defined in the Stafford Act, "Any natural catastrophe (Including hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states local governments, and disaster relief organizations in alleviating the damage, loss, hardship, and suffering caused hereby."

Mitigation - Any sustained actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological events. Mitigation assumes our communities are exposed to risks whether an emergency occurs or not. Mitigation measures include, but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives, and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

National Response Framework - The plan that established the basis for the provision of federal assistance to a state and local jurisdiction impacted by a catastrophic or significant disaster or emergency that results in a requirement for federal response assistance.

National Incident Management System - The concept that provides for a total approach to all risk incident management. NIMS addresses the ICS, training, qualifications and certifications, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas—command, operations, planning, logistics, and finance/administration—for management of all major incidents. Within NIMS is the principle of Unified Command.

Non-Essential Personnel - Staff of the department or jurisdiction who are not required for the performance of the organization’s mission-essential functions.

Objectives - The specific operations that must be accomplished to achieve goals, Objectives must be both specific and measurable.

Operational Period - In Incident Command, the time-period scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan.

Plan Maintenance - Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur.

Preliminary Damage Assessment - The joint, local, state, and Federal analysis of damage that has occurred during a disaster, and which may result in a Presidential Declaration of Disaster. The PDA is document through surveys, photos, and written information.

Preparedness - The range of deliberate, critical tasks, and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training, and exercises, personnel qualification and certification, equipment certification, and publication management.

Presidential Disaster Declaration - Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of the FEMA preliminary damage assessment.

Public Information Officer - The person designated and trained to coordinate disaster related public information and media relations.

Radio Amateur Civil Emergency Services (i.e. Ham Radio Operators) - Volunteer Ham (amateur) radio operators who provide reserve communications within government agencies in time of extraordinary need. Although the exact nature of each activation will be different, the common thread is communications.

Recovery - A short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved situation, including some form of economic viability. Recovery measures include, but are limited to, crisis counseling, damage assessment,

debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption. Also, the extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

Response - The actual provision of services during an event. These activities help to reduce casualties and damage to speed recovery. Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning system activation.

Robert T. Stafford Disaster Relief and Emergency Assistance Act – (Public Law 93-288, as amended) The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

Search and Rescue – The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or because of a natural or human caused event, including instance of searching for downed aircraft when ground personnel are used. Includes, Disaster, Urban and Wildland Search and Rescue.

Terrorism – the unlawful use of force or violence committed by an individual or group against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Warning & Information - Advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.

City of SeaTac - CEMP

Appendix B – Acronyms and Abbreviations

AAR	After-Action Report
AFN	Access and Functional Needs
ALS	Advanced Life Support
ASL	American Sign Language
ARC	American Red Cross
ATC	Applied Technologies Council
BLS	Basic Life Support
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Emergency Response Compensation and Liability Act (SuperFund)
CEMNET	Comprehensive Emergency Management Network
CEMP	Comprehensive Emergency Management Plan
COG	Continuity of Government
COOP	Continuity of Operations Plan
DFO	Disaster Field Office
DOC	Department Operations Center
DOD	Department of Defense
DOT	Department of Transportation
DSR	Damage Survey Report
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Division
EOC	Emergency Operations Center
EPCRA	Emergency Planning Community Right-to-Know Act
EPIO	Emergency Public Information Officer
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HIVA	Hazard Identification and Vulnerability Analysis
IAP	Incident Action Plan
IC	Incident Command
ICS	Incident Command System
KCOEM	King County Office of Emergency Management
LEP	Limited English Proficiency
LEPC	Local Emergency Planning Committee
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration
NRF	National Response Framework
OEM	Office of Emergency Management
OFM	Office of Financial Management

OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PSRFA	Puget Sound Regional Fire Authority
RACES	Radio Amateur Civil Emergency Services
RCA	Response Capability Assessment
RCW	Revised Code of Washington
RCECC	Regional Communications Emergency Coordination Center
RDP	Regional Disaster Plan
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act
SBA	Small Business Administration
SERC	State Emergency Response Commission
SEOC	State Emergency Operations Center
SITREP	Situation Report
SMART	Specific, Measurable, Achievable, Relevant, Time-bound
SOP	Standard Operating Procedure
USAR	Urban Search and Rescue
WAC	Washington Administrative Code
WAMAS	Washington Mutual Aid System
WA-VOAD	Washington Association of Volunteer Organizations Active in Disasters
WSP	Washington State Patrol

City of SeaTac - CEMP

Appendix C – Codes, Laws, and Plans

CITY OF SEATAC

- City of SeaTac Municipal Code Chapter 2.75 – Emergency Management
- Resolution Number 05-006 NIMS Adoption

WASHINGTON STATE

- RCW 35.33.081 – Emergency Expenditures – Nondebtable Emergencies
- RCW 35.33.091 – Emergency Expenditures – Other Emergencies
- RCW 35.33.101 – Emergency Warrants
- RCW 38.52 – Emergency Management
- RCW 38.56 – Intrastate Mutual Aid System
- RCW 39.34 – Interlocal Cooperation Act
- RCW 40.10.010 – Essential Record Designation
- RCW 42.14 – Continuity of Government
- RCW 49 – Laws Against Discrimination
- WAC 118-04 – Emergency Worker Program
- WAC 118-30 – Local Emergency Management/Services Organizations, Plans & Programs
- WAC 296-843 – Hazardous Waste Operations
- WAC 296-62 – General Occupation Health Standards

FEDERAL

- Public Law 93-288 – Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster and Emergency Assistance Act
- Public Law 96-342 – Improved Civil Defense Act of 1980 as amended
- Public Law 99-499 Title III Superfund Amendment and Re-authorization Act of 1986
- Public Law 107-296 – Homeland Security Act of 2002
- HSPD 5 – Management of Domestic Incidents
- Title 44, CFR, Section 205.16 – Nondiscrimination
- National Incident Management Systems (NIMS)

PLANS

LOCAL

- City of SeaTac Department Standard Operating Procedures
- City of SeaTac Comprehensive Plan
- City of SeaTac Hazard Mitigation Plan Annex to the KCRHMP
- City of SeaTac Disaster Debris Management Plan

COUNTY

- King County Regional Hazard Mitigation Plan
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- King County Regional Coordination Framework

STATE

- Washington State Comprehensive Emergency Management Plan
- Emergency Management Assistance Compact

FEDERAL

- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act of 2008, Public Law 110-325
- National Response Framework
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- CPG 101 A Guide for All Hazard Emergency Operations Planning

City of SeaTac – CEMP

Appendix D – Department Responsibilities for ICS Functions

ECC Function	Primary Department	Assisting Department
STECC Management	OEM	FD
Public Information	CMO	IT / FD
STECC Check In	City Wide	All
STECC Message Center	City Wide	All
Operations Section	FD / PD / PW	Incident specific
Mass Care Unit	PR	CED (HS)
Planning Section	CED	PW
Documentation Unit	PW	LE
Resource Unit	CED	PW
Situation Unit	CED	PW
Logistics Section	PR	PW
Comms Unit	HARC	Kent CST
Facilities Unit	PR (Facilities)	PW (Maintenance)
Food / Staff Support Unit	CMO	All
Security Unit	PD	FD
Finance Section	FI	PW
Procurement / Cost Unit	FI	CC
Time / Compensation	FI	HR
Claims Unit	HR	LE
Volunteer Management Unit	HR	All

All – all departments will identify staff available to support these positions.

CC-City Clerk

FD-Fire

HARC-Highline Amateur Radio Club

IT-Information Technology

PD-Police

CED-Cmty Eco Development

FI-Finance

HR-Human Resources

LE-Legal

PR-Parks & Recreation

CMO-City Manager's Office

GIS-Geographic Info Systems

HS-Human Services

OEM-Emergency Management

PW-Public Works

City of SeaTac - CEMP

Annex A – Public Works

I. Purpose

- A. Coordinate and organize citywide public works, engineering and operational activities and resources of the City of SeaTac. This includes emergency construction, demolition, repair, operation and management of storm and transportation systems, the inspection of facilities for structural condition and safety, environmental conservation, communications support, maintenance and repair of city vehicles and the coordination of heavy equipment resources required to support emergency operations of City government. for the delivery of services, technical assistance and expertise, construction management, and other support in response to an emergency or disaster.

- B. Provide for the mitigation, preparedness, recovery, restoration, safety and security of transportation systems within the City of SeaTac in the event of an emergency or disaster. Guide the acquisition and coordination of emergency transportation resources, and establish plans and methods to identify, assess, and maintain emergency transportation routes and lifeline corridors during an emergency or disaster.

Primary Core Capabilities	
Supply Chain Integrity and Security	Strengthen the security and resilience of the supply chain.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Long Term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure, and key resource lifelines to reduce their vulnerability to natural, changing climate conditions, increasing resilience upon information technology, and expanding infrastructure base.
Infrastructure Systems	Stabilize critical infrastructure functions to minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.

Support Core Capabilities	
Physical Protective Measures	Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational and/or tactical-level approaches to meet the defined objectives.
Risk and Disaster Reliance Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience.
Threat and Hazard Identification	Identify the threats and hazards that occur in the geographic area, determine the frequency and magnitude, and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
Environmental Response/Healthy & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

II. Authorities and Policies

- City of SeaTac Municipal Code 2.75 Emergency Management
- Resolution Number 05-006 NIMS Adoption
- Revised Code of Washington 38.52 Emergency Management
- Washington Administrative Codes (WAC) 118-30 and 296 62-312

III. Situation Overview

Public Works has an essential role in all phases of emergency management and provides a considerable share of the combined effort. Staffing during an emergency event is crucial with persons shifting roles according to specific needs. For example, in natural events (floods, earthquakes, etc.) involvement tends to increase for Public Works, particularly in the areas of response and recovery.

A. Emergency/Disaster Hazards and Conditions

The Hazard Identification and Vulnerability Analysis identifies the natural and technological emergencies or disasters the City of SeaTac may experience that could overwhelm the SeaTac Public Works Department. An emergency or disaster could damage or destroy structures, transportation systems, water/storm drainage and sewer utility systems. Local transportation systems and activities could be hampered by damaged infrastructures and disrupted communications.

Public Works personnel may also be affected by the event and unable to work or obtain the necessary equipment to perform their standard operating procedures. Additional resources may not be available to the City to meet emergency requirements. County, state, or federal assistance may be necessary to deploy resources from outside the City of SeaTac to ensure a timely, efficient, and effective response and recovery from the event.

B. Planning Assumptions

1. Rapid damage assessment teams will need to be formed to establish response routes and potential work responsibilities.
2. Debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response.
3. Water supplies and infrastructure for firefighting will be evaluated and priority given to those areas most critical.
4. City of SeaTac engineering and maintenance personnel and equipment may be overwhelmed requiring resource assistance from outside the jurisdiction of the City.
5. Emergency supplies of potable drinking water will be coordinated system wide.

6. Previously inspected structures and city utility systems will require re-evaluation when after-shocks occur following an earthquake.
7. Normal means of communications may not be available and repairs to communication networks could take days, weeks, or months. In those situations, non-traditional means of communication must be established and used.
8. The local transportation infrastructure will most likely sustain damage.
9. The damage will determine the effectiveness and efficiency of the response, relief, and recovery efforts.
10. Disaster response, relief, and recovery activities, which require the use of the transportation system, may be difficult to coordinate effectively.
11. The immediate need for the use of the transportation system for response and recovery activities will most likely exceed the capabilities of City resources, requiring assistance from private, Zone 3, County, State and Federal agencies to support the local efforts.
12. Outside agencies may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses or vans upon request of the City.
13. Previously inspected structures may require re-evaluation if subsequent events occur after the initial event.

IV. Concept of Operations

Most large emergencies and disasters require direct response from Public Works, with many being exclusively Public Works issues. Public Works has a role in mitigation by providing much of the required engineering and technical expertise. Public Works also maintains or coordinates with owners most of the community's lifeline infrastructure:

1. Transportation – streets, highways, bridges
2. Utility Systems – water, sewer, electric, gas
3. Storm drainage systems and localized flooding control systems
4. Communication Facilities – telephone, cable television, etc. These are often located on public rights-of-way or public property, and public works must concern itself about the condition and continued operation of this critical facility.
5. The Public Works Department is the lead agency for coordinating transportation activities within the City of SeaTac.

6. The Public Works Director or designee shall designate a SeaTac Emergency Coordination Center (STECC) representative(s) to coordinate operations.
7. The Public Works Department shall provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals and other transportation facilities. The department shall provide emergency repair and restoration of City owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the function of the City's transportation network.
8. As the extent and transportation needs of an emergency are identified, the Public Works Department will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency.
9. The Public Works Department will coordinate operational strategies with Washington State Department of Transportation (WSDOT), Washington State Patrol (WSP), King County Public Works Department, and adjacent City Public Works Departments to ensure an integrated transportation system is operating effectively.
10. The Public Works Department will coordinate with Puget Sound Energy and Seattle City Light for repairs to the electrical grid depending on the location.
11. The Public Works Department will notify all appropriate agencies, departments, and affected individuals at the earliest convenience, by providing early warning of system changes and roadway conditions.
12. Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the STECC.
13. Access to disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving response activities.
14. Provide for coordination of transportation resources, including busses, taxis, use of City vehicles for movement of large numbers of people, as well as volunteer resources (4x4 clubs, cargo, handicapped etc).

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Supply Chain Integrity and Security		
Protection	1	Secure and make resilient key nodes, methods of transport between nodes, and materials in transit.
Operational Coordination		

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Supply Chain Integrity and Security		
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
Response	1	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities.
	2	Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline.
Long Term Vulnerability		
Mitigation	1	Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base.
Infrastructure Systems		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
	2	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and transition to recovery.
	3	Provide for the clearance, removal, and disposal of debris.
	4	Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.
Recovery	1	Restore and sustain essential services (public and private) to maintain community functionality.
	2	Develop a plan with a specified timeline for redeveloping community infrastructures to contribute to resiliency, accessibility, and sustainability.
	3	Provide systems that meet the community needs while minimizing service disruption during restoration within a specified timeline in the recovery plan.

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Supply Chain Integrity and Security		
Critical Transportation		
Response	1	Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors.
	2	Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.
	3	Clear debris from any route type. (road, rail, airfield, port facility, waterway) to facilitate response operations.
Physical Protective Measures		
Protection	1	Deploy protective measures commensurate with the risk of an incident and balanced with the complementary aims of enabling commerce and maintaining the civil rights of citizens.
Planning		
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
Risk and Disaster Reliance Assessment		
Mitigation	1	Ensure that local, state, tribal, territorial, insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests.
Threat and Hazard Identification		
Mitigation	1	Identify the threats and hazards within and across local, state, tribal, territorial, and insular governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science.
Public Information and Warning		
Response	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life sustaining actions, and facilitate the transition to recovery.
Mass Search and Rescue Operations		
Response	3	Ensure the synchronized deployment of local, regional, national, and international teams to reinforce on-going search and rescue efforts and transition to recovery.

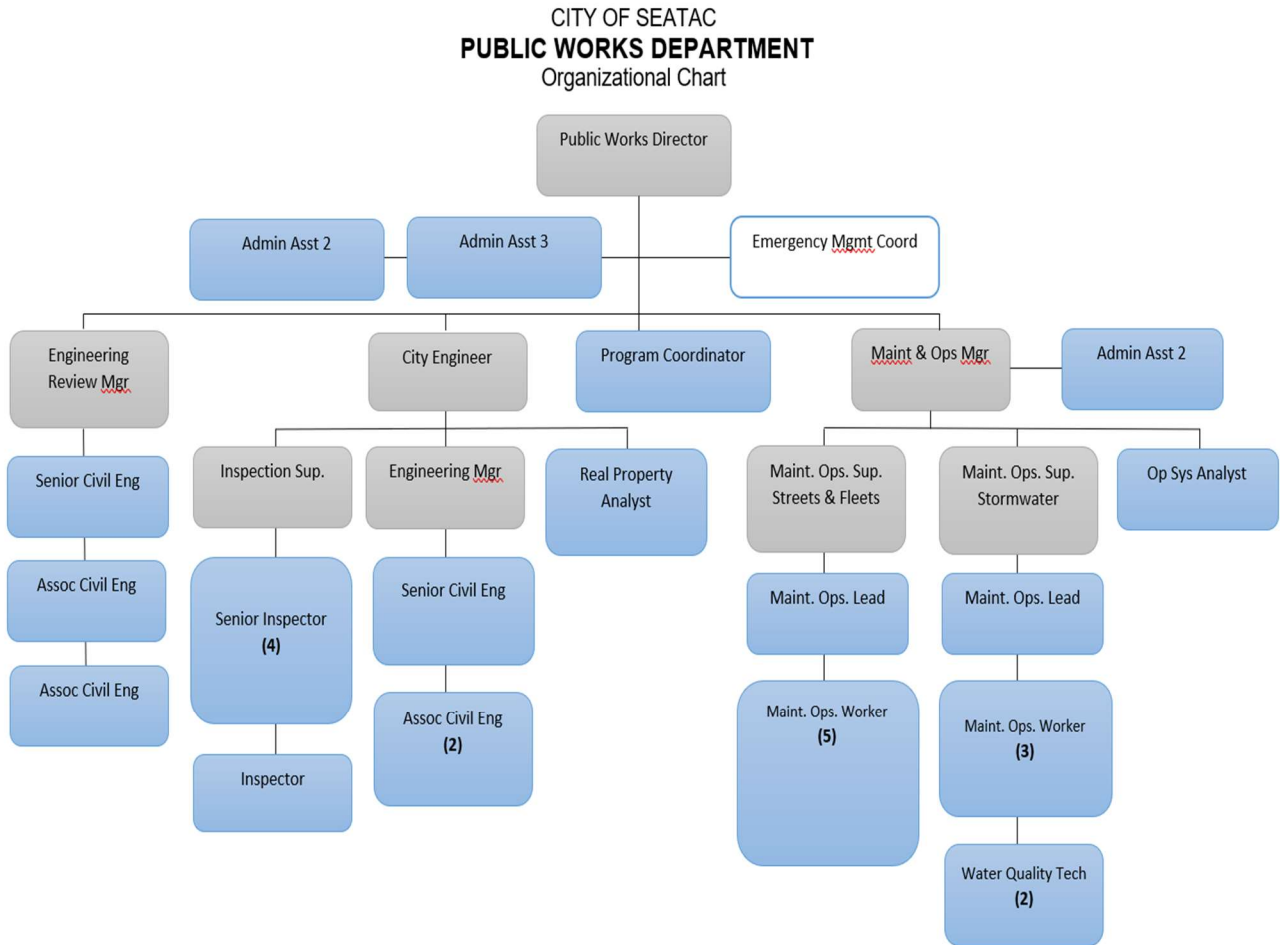
Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Supply Chain Integrity and Security		
On Scene Security Protection and Law Enforcement		
Response	1	Establish a safe and secure environment in an affected area.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce on going lifesaving and life sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
Economic Recovery		
Recovery	1	Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities.

V. Organization

A. General

The Public Works Department is an internal services unit serving the City of SeaTac. The department is responsible for operating, maintaining, and improving the City’s transportation network and storm water infrastructure. Additionally, the department administers the solid waste and recycling program for the City, provides engineering review for private development and is responsible for Emergency Management. Department operations are administered by the Public Works Director. Department operations are supported by staff members assigned to 5 Divisions: Administration, Engineering, Engineering Review, Operations and Maintenance and Solid Waste.

B. Structure



VI. Direction, Control, & Coordination

A. Horizontal Integration

Public Works coordinates with all City departments, Puget Sound Regional Fire Authority, and the owners of critical infrastructure (Seattle City Light, Puget Sound Energy, and water and sewer districts) to accomplish life safety missions during emergencies and disasters. Post disaster, Public Works coordinates with the same departments and critical infrastructure owners to assist in returning the city and community back to a state of normal operations.

B. Vertical Integration

Public Works is central to most incidents facing the city. They operate and maintain a majority of city owned equipment and have access to a significant amount of city resources, requiring them to manage equipment

needs for other departments and coordinate those needs through the STECC. Public Works coordinates with King County Transportation Department, Washington State Department of Transportation, Washington State Department of Ecology, Environmental Protection Agency, King County Metro Transit and additional County, State and Federal partners for support or maintenance of designated transportation systems or storm water systems.

VII. Information Collection, Analysis, & Dissemination

A. Information Collection

Essential Elements of Information (EEIs)

1. What is the location and nature of the emergency?
2. What departmental or outside resources are already committed to the emergency?
3. What additional departmental resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the STECC.
5. What is the immediate impact to department employees (injuries, death, inability to reach the city, etc.)?
6. What is the immediate impact to departmental facilities (damage, destruction, loss of utilities etc.)?

**Information gathered during this initial phase should be communicated as soon as possible to the STECC, except for resource deficiencies, which should be reported immediately.*

B. Information Analysis

Analyze all incoming information to determine the appropriate course of action for response and recovery efforts.

C. Information Dissemination

After the analysis has been completed, all information will be communicated to the STECC and all necessary departments and organizations.

VIII. Responsibilities

A. Preparedness

1. The Public Works Department is the lead agency for coordinating transportation activities within the City of SeaTac.
2. The Public Works Director or designee shall designate a SeaTac Emergency Coordination (STECC) representative(s) to coordinate operations.

3. Develops policies and procedures for emergency response and recovery for public works activities.
4. Ensures that field personnel have proper protection and equipment necessary for response to an emergency or disaster.
5. Maintains liaison with City support agencies, Washington State Department of Transportation, Seattle City Light and Puget Sound Energy.
6. Works with neighboring jurisdictions and utility districts to establish mutual aid and inter-local agreements.
7. Provides and participates in emergency management training, drills and exercises in coordination with Emergency Management, in support of this ESF.
8. Develops and maintains departmental standard operating procedures and checklists in accordance with this plan.
9. Develops a resource management system to identify, inventory, request, deploy, track and recall critical transportation resources in coordination with SeaTac Emergency Management.
10. Participates in emergency management training, drills, and exercises.
11. Identifies transportation routes that would support an evacuation.
12. Coordinates preparedness activities with Support Agencies.
13. Develop procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use, and reporting.

B. Mitigation

1. Mitigate city utility systems to increase the integrity and decrease damage potential to include maintaining public right of way, storm drain and street systems.
2. Implement hazard mitigation in the development of policy and the design and construction of City facilities, including water and sewer facilities and structures.
3. Work with water and sewer districts on methods to support emergency power sources for wells and sewer pump stations and the fuel supplies necessary for their continued operation.
4. Identify opportunities to lessen the effects of future emergencies or disasters and make them known to all agencies that could be impacted.
5. Provide expertise and recommendations for stability of slopes and sensitive areas.
6. Continue to support the City of SeaTac Hazard Mitigation Plan through periodic updates.
7. Regularly review the City of SeaTac Debris Management Plan for updates and changes.

8. Mitigate transportation systems to increase the integrity and decrease damage potential to the extent practicable.
9. Coordinate with other agencies to mitigate transportation facilities under their jurisdiction.

C. Response

1. Support the CED Building Services Division by providing ATC-20/21/45 trained personnel to conduct post-earthquake safety evaluation of buildings in accordance with Long Term Community Recovery and Mitigation operations.
2. The Public Works Department shall provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, utility systems, transportation facilities, and critical infrastructure.
3. Requests public works resources from neighboring jurisdictions or districts through pre-existing mutual aid agreements.
4. Performs or contracts major recovery work to restore damaged public facilities under Public Law 93-288, the Disaster Relief Act.
5. Provide for the identification and preservation of essential records.
6. Provide operational control of traffic signals and flashers under the City's jurisdiction.
7. The department shall provide for emergency repair and restoration of City owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the function of the City's transportation network.
8. Provide technical advice and limited resources for emergency disposal of contaminated soil on city property.
9. Provide debris clearance (except on private property) and management processes, emergency protective measures, emergency and temporary repairs and/or construction on City lands, roads, dikes, drainage, storm systems, and facilities.
10. Provides light and heavy construction equipment, supplies and personnel.
11. Provide for emergency restoration of city roads and storm systems and construction equipment.
12. Coordinates and provides for the placement of traffic control signs and barricades for road closures, detours and potential road hazards.
13. Activate the Public Works DOC for operational command and control (if necessary).
14. Coordinates the containment and recovery effort for localized flood fighting operations.
15. Provide and maintain city-owned vehicles and coordinates fuel-dispensing services for city-owned equipment and vehicles.

16. Coordinate with local water districts on maintaining operation of public water storage, pumping, and distribution systems.
17. Maintain operation of the public storm water collection systems.
18. Coordinate with the STECC to monitor rainfall and flood warning systems to determine if resident warning and/or evacuation are necessary due to potential flooding.
19. Establish and maintain road closures and/or evacuation routes as directed by the Police Department or the STECC.
20. Coordinate the mobilization of personnel and equipment necessary for the assessment of transportation systems.
21. Identify and coordinate emergency transportation routes in the City of SeaTac.
22. Brief deployed personnel on the known hazards and designated assignments.
23. Forward information of damaged transportation systems and emergency response routes to the STECC and other departments consistent with the Incident Management System.
24. Provide limited transportation of critical supplies.
25. The Public Works Department will coordinate operational strategies with Washington State Department of Transportation (WSDOT), Washington State Patrol (WSP), King County Public Works Department and adjacent City Public Works Departments to ensure an integrated transportation system is operating effectively.
26. Immediately notify Metro Transit, Highline School District, Sound Transit, Port of Seattle, police, fire and other agencies of routes affected by partial or total road closures and detours.
27. Assist in crowd control operations with signing and barricades.
28. As the extent and transportation needs of an emergency are identified, the Public Works Department will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency.

D. Recovery

1. Continue with response and recovery activities until completed.
2. Provide financial information to the STECC or Emergency Management to recover costs incurred for the response and recovery efforts of City Public Works operations.
3. Reconstruct, repair, and maintain the City transportation system, including the designation of alternate routes in accordance with the county and state.
4. Conduct damage assessment of City transportation systems and facilities, as a member of the Preliminary Damage Assessment (PDA) Team.

5. Provide support and coordination with the State Department of Transportation for the assessment and restoration of State transportation systems through the STECC or Emergency Management.
6. Provides information identifying alternate transportation routes to the STECC.
7. Through close coordination with the EOC, decide when to reopen roads that have been closed and coordinate activities required in accomplishing this task.

City of SeaTac - CEMP

Annex B – Community and Economic Development

I. Purpose

The mission of the Community Development Department (CED) is to foster safe, decent, and sustainable neighborhoods and business development as well as to enhance housing quality and affordability for the residents of the City of SeaTac.

Primary Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.
Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
Health and Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Natural and Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

Community Resilience	Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support viable, resilient community.
Long-Term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.
Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Situational Assessment	Provide all decision makers with decision relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Risk and Disaster Resilience Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity’s risk and increase its resilience.
Threat & Hazard Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.
Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Housing	Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

II. Authorities and Policies

- City of SeaTac Municipal Code 2.75 Emergency Management
- Resolution Number 05-006 NIMS Adoption
- Revised Code of Washington 38.52 Emergency Management
- Washington Administrative Codes (WAC) 118-30 and 296 62-312

III. Situation Overview

The Community and Economic Development (CED) Department includes the Permit Services Division, Planning Division, Building Division, Economic Development and Human Services all of which are integral to city wide redevelopment and recovery activities for the city. In an emergency, all divisions will assist with environmental stability, damage assessments, implementation reconstruction and repair plans, economic recovery, and coordination for human services for the community.

A. Emergency/Disaster Hazards and Conditions

Disasters and emergencies have occurred and will occur in the City of SeaTac. Through the City of SeaTac hazard identification and vulnerability analysis (HIVA) it is determined the city is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to severe weather (wind, rain, snow/ice) earthquake, search and rescue emergencies, civil disturbances, explosions, structural collapse, hazardous materials incident, major fire, volcanic eruption, terrorism, and airplane crashes.

The recovery efforts in the City of SeaTac will be dependent upon the nature and magnitude of the disaster, damage of the area, the population affected and the resources available. A significant emergency or disaster may damage or limit the existing resources needed to maintain vital City services. The amount of damage to structures, essential systems and services could rapidly overwhelm the capacity of the City of SeaTac to assess the event and respond effectively to basic and emergency human needs. Damage to roads, airports, communications systems, etc. could hamper emergency response efforts. An emergency or disaster could damage or destroy structures, streets, signals, or water, storm drainage and sewer utility systems.

Thousands of victims could be forced from their homes, depending on such factors as the time of occurrence, area demographics, building construction, and existing weather conditions. There may be numerous dead and injured. Thousands of family members may be separated immediately following a sudden-impact event, such as children at school and parents at work. There may be transients, tourists, etc. also involved.

B. Planning Assumptions

1. Initial reports of damage will be fragmented, providing an incomplete picture on the extent of damage to vital city and community facilities and infrastructure.

2. Damage assessment must be performed to determine the magnitude of the emergency or disaster and what procedures are necessary for recovery activities.
3. Rapid damage assessment teams will need to be formed to establish response routes and potential work responsibilities.
4. Water supplies and infrastructure will need to be evaluated and priority given to the areas needed for life safety operations as the most critical.
5. The City of SeaTac building officials, engineering and maintenance personnel and equipment may be overwhelmed requiring resource assistance from outside the jurisdiction of the city.
6. Previously inspected structures and city utility systems may require re-evaluation when aftershocks occur following an earthquake.
7. The City of SeaTac, through the STECC will provide support and coordination with the American Red Cross for shelter operations in the city as resources allow.
8. American Red Cross volunteers in the affected area, upon request, will attempt to exercise their established plans and provide for feeding, shelter, and emergency first aid services.
9. Mass care shelter facilities will receive priority consideration for structural inspections to ensure the safety of occupants.
10. It is a realization that providing mass care and housing during a large-scale event will overwhelm every social service agency in the Puget Sound area. Dependent on the hazard and the severity of the disaster, the city may have limited shelters and limited resources to manage those shelters. All shelter operations during emergencies and disasters will be coordinated through the STECC.
11. As the population and industry in our community continues to grow the likelihood of search and rescue operations increases as well.
12. The occurrence of a major disaster could destroy or damage portions of the City's energy and utility systems and disrupt petroleum supplies.
13. Widespread and possibly prolonged electric power failures could occur in a major disaster.

14. An emergency or disaster has caused significant damage as to require recovery activities.
15. Damage assessment must be performed to determine the magnitude of the emergency or disaster and what procedures are necessary for recovery activities.

IV. Concept of Operations

Some functions of the CED Department may include, but are not limited to, the following:

- To coordinate and organize the City’s planning, environmental stability, and impact activities for services, technical assistance, and expertise, assist with construction management, and other support in response to an emergency or disaster.
- To guide damage assessments throughout the city, meeting rapid and preliminary damage assessment expectations. Plan and review comprehensive long-term planning.
- To assess and coordinate human services needs of the community during a emergency or disaster.

A. General

1. CED will conduct assessments of the social and economic consequences of the disaster within the City to better understand the requirements needed to develop an effective long term recovery plan.
2. CED will assist in determining/identifying responsibilities for long term recovery activities within the City and will coordinate with all agencies involved to ensure follow through of recovery and mitigation efforts.

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Prevention	1	Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention related plans.

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
	2	Develop and execute appropriate courses of actions in coordination with local, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States.
Economic Recovery		
Recovery	1	Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities.
	2	Return affected area's economy within the specified timeframe in the recovery plan.
	3	Ensure the community recovery and mitigation plan(s) incorporates economic revitalization and removes governmental inhibitors to post-disaster economic sustainability, while maintaining the civil rights of citizens.
Health and Social Services		
Recovery	1	Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery.
	2	Complete an assessment of community health and social service needs; prioritize these needs, including accessibility requirements, based on the whole community's input and participation in the recovery planning process; and develop a comprehensive recovery timeline.
	3	Restore health care (including behavioral health), public health, and social services functions.
	4	Restore and improve the resilience and sustainability of the health care system and social service capabilities and networks to promote the independence and well-being of community members in accordance with the specified recovery timeline.
Natural and Cultural Resources		
Recovery	1	Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.
	2	Mitigate the impacts to and stabilize natural and cultural resources and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery.
	3	Complete an assessment of affected natural and cultural resources and develop a timeline for addressing these impacts in a sustainable and resilient manner.
	4	Preserve natural and cultural resources as part of an overall community recovery that is achieved through coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan.

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning.
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan.
Operational Coordination		
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
Community Resilience		
Mitigation	1	Maximize the coverage of the U.S. population that has a localized, risk-informed mitigation plan developed through partnerships across the entire community.
Long Term Vulnerability Reduction		
Mitigation	1	Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base.
Public Information & Warning		
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment.
Response	1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions.
Recovery	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
Risk and Disaster Resilience Assessment		

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests.
Mass Care Services		
Response	1	Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.
Housing		
Recovery	1	Assess preliminary housing impacts and needs, identify currently available options for temporary housing, and plan for permanent housing.
	2	Ensure community housing recovery plans continue to address interim housing needs, assess options for permanent housing, and define a timeline for achieving a resilient, accessible, and sustainable housing market.
	3	Establish a resilient and sustainable housing market that meets the needs of the community, including the need for accessible housing within the specified timeframe in the recovery plan.
Infrastructure Systems		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
	2	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
	3	Provide for the clearance, removal, and disposal of debris.
Recovery	1	Restore and sustain essential services (public and private) to maintain community functionality.
	2	Develop a plan with a specified timeline for redeveloping community infrastructures to contribute to resiliency, accessibility, and sustainability.
	3	Provide systems that meet the community needs while minimizing service disruption during restoration within the specified timeline in the recovery plan.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
Threat & Hazards Identification		
Mitigation	1	Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science.

V. Organization

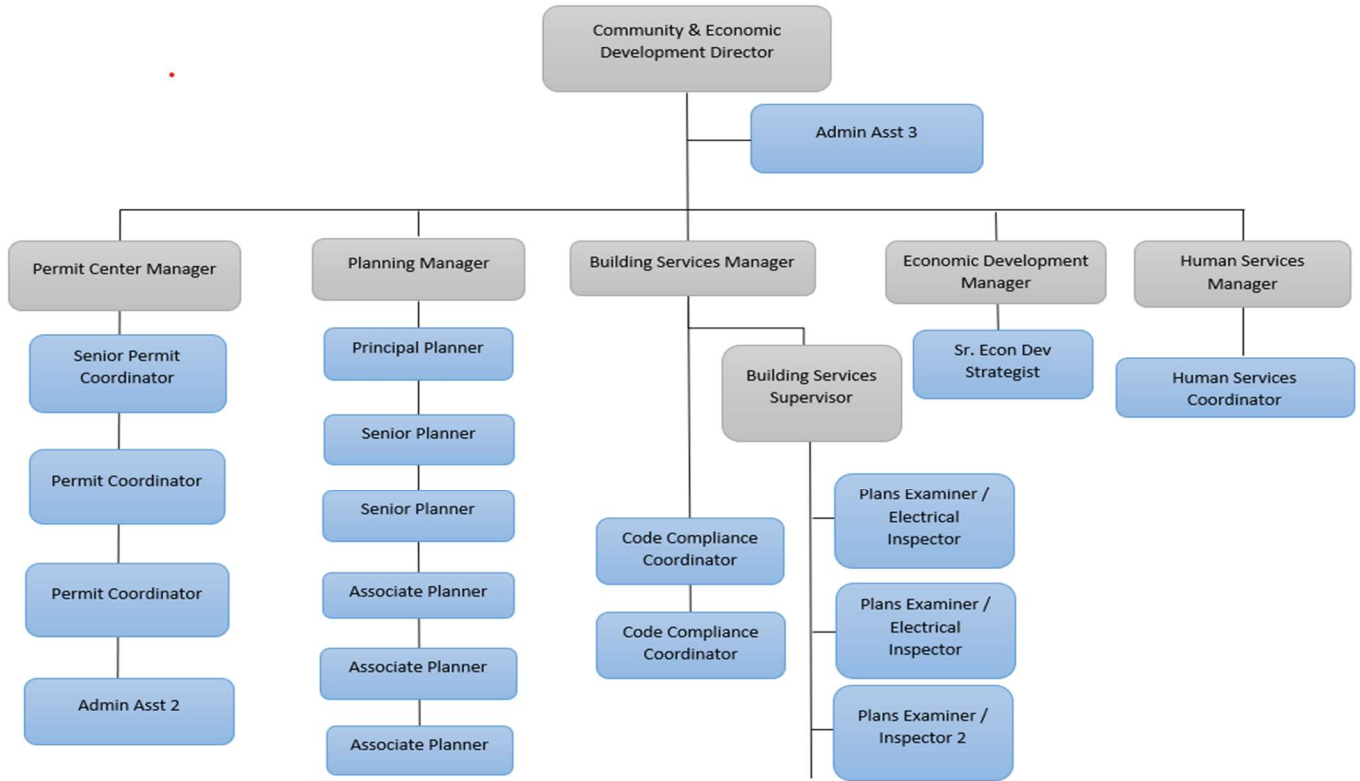
A. General

The functions of CED include oversight of all permit processing, delivering a high level of service and assistance to facilitate economic development, as well as maintaining a comprehensive approach to real estate development and job creation. CED also oversees Human Services support work.

Operations are supported by 25 staff members.

B. Structure

CITY OF SEATAC
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
 Organizational Chart



VI. Direction, Control, & Coordination

A. Horizontal Integration

The Community Development Department coordinates with all departments during a disaster to gather physical and environmental damage information and to provide services necessary for other departments and external stakeholders to complete their own tasks.

B. Vertical Integration

The Community and Economic Development Department provides information to the City Manager, City Council, and/or STECC regarding the impacts of an event on the city, the community and local businesses.

VII. Information Collection, Analysis, & Dissemination

A. Information Collection

Community and Economic Development will evaluate the stability of the impacted disaster area to include bridges, critical infrastructure, and the local effects on the economy. Community Development will also gather

information on structures or buildings impacted by the event. Human Services will gather information on the affected residents and their needs.

Essential Elements of Information (EEIs)

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, death, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities etc.)?
7. What are the resources and needs of the impacted residents?

**Information gathered during this initial phase should be communicated as soon as possible to the STECC, except for resource deficiencies, which should be reported immediately.*

B. Information Analysis

Community and Economic Development will gather information and coordinate with other City departments to set areas of focus and priorities. Document damage of structures via photo and/or written description and analyze local economic impacts. Analyze the community's Human Services needs.

C. Information Dissemination

Damaged property assessments are logged after documentation has been completed. Assess the available resources to assist the affected community members with housing, food, and other basic human services. All information collected will be reported to the EOC to ensure information related to the emergency is communicated to all departments and the Public Information Officer for situational awareness.

VIII. Responsibilities

A. Preparedness/Mitigation

1. Participate in emergency management training, drills and exercises in support of emergency operations.
2. Establishes and maintains standard operating procedures for emergency operations.

3. Maintain relationships with organizations that outreach to at risk populations; the elderly, people with disabilities, and/or those who do not speak English or where English is their second language to identify ways to meet their needs during an emergency.
4. Maintains inventory forms for Emergency Management of departmentally controlled assets and resources. These forms are to be updated annually and are to be used by the STECC during emergencies or disasters.
5. Maintains a resource list for Emergency Management. These forms identify resource vendors, suppliers or locations that can be used when assets need to be supplemented, replaced, or repaired during an emergency or disaster.
6. Maintain a list of community organizations and their services or assets that can be used to assist affected residents after an emergency or disaster.
7. Identify and utilize current methods to lessen the effects of future emergencies or disasters.
8. Manages and enforces city codes relating to the storage, use and handling of hazardous materials to lessen the impact of a hazardous material incident.

B. Response

1. Attends Department/Division briefing to coordinate disaster information and request resources needed to accomplish response and recovery activities.
2. Provide assigned staff to the STECC when activated.
3. Provides available personnel and resources for emergency or disaster work.
4. Provides periodic departmental damage assessment reports to Emergency Management or STECC.
5. Maintain documentation in coordination with Emergency Management for all disaster expenses.
6. Follow standard operating procedures for emergency operations.

7. Communicates information vital to the safety of life, the environment and property to the STECC.
8. Support the tracking and plotting of established road closures and/or evacuation routes as directed by the Police Department/Public Works, Puget Sound Fire or the STECC.
9. Relocate essential resources away from hazard areas if vulnerable to effects of the disaster.
10. Provides coordination of necessary resources to perform ATC-20/45 activities.
11. Conduct ATC-20/45 damage assessment of city facilities and critical infrastructure.
12. Conduct ATC-20/45 structural inspections on private property as available.
13. Support community shelter efforts of the Parks and Recreation Department.
14. Coordinates identification and solicitation of Community based assistance agencies to support / augment shelter operations.
15. Liaisons with City Manager to provide human services needs assessments.
16. CED will (when requested and prior to opening of a shelter) provide building safety inspections of the pre-designated building that will serve as shelters.
17. Provide for the efficient operation of the permit process and other special provisions necessary for the community to recover following an emergency or disaster.
18. Coordinate with the STECC for the transition from response activities to long term recovery activities.

C. Recovery

1. Support Emergency Management in the disaster recovery process.

2. Continues to provide information to Emergency Management or the STECC, as necessary.
3. Continue to support mass care recovery activities through collaboration with the SeaTac Parks and Recreation Department.
4. Follow appropriate policies and procedures in completing the required documentation to justify emergency services, contracts, purchases, and expenditures.
5. Attend required post-incident review to evaluate STECC procedures to include the communications, IT, and GIS data processing.
6. Forward completed documentation for their departmental costs incurred and volunteers utilized to Emergency Management.
7. Revise internal policies and procedures to correct deficiencies learned from an emergency or disaster.
8. Submit revised resource list of used vendors and other suppliers or locations to Emergency Management.
9. Continue with response and recovery activities until completed.
10. Support the recovery and restoration of City services.

City of SeaTac - CEMP

Annex C – Parks and Recreation Department

I. Purpose

Identify the primary and supporting core capabilities that the Parks and Recreation department is responsible for. Additionally, identify and the responsibilities of the Parks and Recreation department during all the phases of Emergency Management.

Coordination of mass care and housing for City of SeaTac residents and business owners and to support mass care and housing operations for displaced residents from other jurisdictions impacted by an emergency or disaster.

Primary Core Capabilities	
Mass Care	Capability to provide immediate shelter, feeding centers, and related services to persons affected by a large-scale incident. The capability may also provide for companion animal care/handling.
Natural and Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Access Control and Identity Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.

Physical Protective Measures	Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces.
Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Long-term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.
Environmental Response/Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Situational Assessment	Provide all decision makers with decision relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Health and Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Housing	Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

II. Authorities and Policies

- City of SeaTac Municipal Code 2.75 Emergency Management
- Resolution Number 05-006 NIMS Adoption
- Revised Code of Washington 38.52 Emergency Management
- Washington Administrative Codes (WAC) 118-30 and 296 62-312

III. Situation Overview

All hazards have the potential to require the relocation of people to protect life. High magnitude earthquakes, extended power outages, and fires are the most likely hazards to create the needs for the emergency services that the Parks and Recreation department is responsible for.

A. Emergency/Disaster Hazards and Conditions

Disasters and emergencies have occurred and will occur in the City of SeaTac. Through the City of SeaTac hazard identification and vulnerability analysis (HIVA) it is determined the city is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to severe weather (wind, rain, snow/ice) earthquake, search and rescue emergencies, civil disturbances, explosions, structural collapse, hazardous materials incident, major fire, volcanic eruption, terrorism, and airplane crashes.

Thousands of victims could be forced from their homes, depending on such factors as the time of occurrence, area demographics, building construction, and existing weather conditions. There may be numerous dead and injured. Thousands of family members may be separated immediately following a sudden-impact event, such as children at school and parents at work. There may be transients, tourists, etc. also involved.

Natural and Technological disasters will also affect plant life, wildlife, and other living organisms which may cause further harm or detriment if left unattended. In like manner damages will occur to societal icons such areas of natural beauty or buildings with significant historical value.

B. Planning Assumptions

1. The City of SeaTac, through the STECC will provide support and coordination with the American Red Cross for shelter operations in the city as resources allow.
2. American Red Cross volunteers in the affected area, upon request, will attempt to exercise their established plans and provide for feeding, shelter, and emergency first aid services.

3. Approximately 50% of households own a pet and will likely evacuate with their pet.
4. Many victims will remain with or near their damaged homes. Some will go to mass shelters, others will find shelter with friends and relatives, and some will also go to public areas such as fire and police stations looking for guidance. However, fire and police stations will not be viable locations for public shelter.
5. The magnitude of the event will determine the need for large, long-term shelters.
6. Mass care shelter facilities will receive priority consideration for structural inspections to ensure the safety of occupants.
7. Large numbers of spontaneous volunteers will require a planned staging area, registration, and operational procedures.
8. The ARC is congressionally mandated to provide emergency mass care services to populations affected by natural or manmade disasters. As a primarily volunteer agency, those services can take time to mobilize.
9. It is a realization that providing mass care and housing during a large-scale event will overwhelm every social service agency in the Puget Sound area.
10. Dependent on the hazard and the severity of the disaster, the city may have limited shelters and limited resources to manage those shelters. All shelter operations during emergencies and disasters will be coordinated through the STECC.
11. Damage assessment must be performed to determine the magnitude of the emergency or disaster and what procedures are necessary for recovery activities.

IV. Concept of Operations

Some functions of the Parks and Recreation department are but are not limited to, the following:

- Provide city sheltering operations for incidents impacting the City of SeaTac.

- Assist with shelter operations for large regional incidents.
- Coordinate animal rescue and shelters.
- Offer mass care and reunifications support services to the community through collaboration and mutual aid agreements with partner agencies.
- Assist in the evaluation of city facilities for use after a major earthquake or disaster.

A. Whole Community

Involving the Whole Community is a means by which Washington State residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The Whole Community approach in Washington State attempts to engage the full capacity of the public, private, and nonprofit sectors. This includes businesses, faith-based and disability organizations, and the public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners.

B. General

1. During disasters or emergencies, the need for rapid decisions and actions requires that emergency management plans and procedures replace normal City of SeaTac policies and procedures.
2. City departments/divisions will first utilize normal procedures for their day to day or mutual aid resources before requesting outside assistance. The City Finance Department may assist departments by providing procedural guidance for emergency resource procurement.
3. The STECC Resource Directory may be used to identify locations within the City, as well as vendors, suppliers or other outside sources where resources may be procured to replace, or supplement those needed to fulfill the responsibilities of this Plan.
4. The City of SeaTac Parks Department has been designated the primary agency responsible for managing the activities of Mass Care

services. Resources from the private sector will also be applied to the response and recovery effort.

5. The City of SeaTac will coordinate with the American Red Cross through the STECC. The capability of the Red Cross to provide representation to the STECC is not assumed. If American Red Cross liaison staff cannot support the STECC, communications will be established through the King County or Washington State EOC.
6. The City of SeaTac has several parks and ball fields that may accommodate recreational vehicles, tents, etc. in the event of an emergency or disaster.
7. Individual assistance to disaster victims will be provided primarily by local disaster organizations and various County, State and Federal government agencies. The range of services needed by disaster victims will depend on the specific disaster and could include temporary housing, furniture, building/repair supplies, and occupational and mental health services.
8. The city will pre-designate areas to serve as points of distribution (PODs) for the disbursement of items such as ice, water, food, etc.
9. The city will pre-designate city-owned public facilities or other public and private facilities that may be used as emergency shelter facilities when:
 - There will be a delay in opening ARC shelters.
 - There are not enough ARC shelters to accommodate the needs of the population.
 - The ARC is unable to open shelters within the city, for any reason.
 - It is the most expedient method for providing temporary shelter during a disaster.
10. Parks and Recreation Department staff will coordinate the management of City-owned or City operated facilities serving as interim shelter facilities until such time as a recognized public service organization can assume shelter operations or the shelter is no longer needed. Activation of pre-identified facilities for sheltering will be coordinated by the Parks and Recreation Department through the STECC.

11. All non-assigned city personnel may be requested to serve as emergency workers in shelters. The Human Resources Department will be responsible for coordinating the assignments for volunteers with other City departments.
12. Public information regarding shelter availability and locations shall be released through the designated Public Information Officer (PIO).
13. The Parks and Recreation Department is the lead agency for the coordination of activities in the Natural and Cultural Resources core capability within the city. The Parks and Recreation staff will be mobilized on a case-by-case basis. This will normally be done by telephone, pagers, citywide radios, or through the department's notification procedures. As communication systems may fail in a major event, Parks and Recreation Department staff should report to work according to the Parks staffing plan.
14. The Incident Command System (ICS) will be used by the Parks and Recreation Department for all field operations. The Department will report information and requests to the SeaTac Emergency Coordination Center (STECC).
15. The unified command structure will be used when multiple departments/agencies are responding to an event. The city has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event.
16. If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission that must clearly be avoided.
17. If ARC shelters are activated, the primary distribution of food and water will be handled through their emergency shelter/mass care system, whenever possible.
18. The City will coordinate all donated goods from national sources with the Washington State Emergency Management Division (WA EMD), KC ECC, and the Z3 Liaison or Zone 3 CC to ensure equitable distribution of donated goods and resources throughout the affected area. Donated goods are divided into two categories: solicited goods and unsolicited goods:
 - Solicited Goods - The impacted community has identified a need and requests specific items from either

the public and/or the community at large. Usually, the request is for cash to the ARC, Salvation Army or other agency providing major relief efforts to the affected community.

- Unsolicited Goods - The public sees or hears of the disaster through the media and is motivated to “send a donation and/or donated good” to the impacted area whether it is needed or not.

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Mass Care Services		
Response	1	Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.
	2	Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.
Logistics & Supply Chain Management		
Response	1	Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
	2	Enhance public and private resource and services support for an affected area.
Natural and Cultural Resources		
Recovery	1	Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.
	2	Mitigate the impacts to and stabilize the natural and cultural resources and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery.
	2	Complete an assessment of affected natural and cultural resources and develop a timeline for addressing these impacts in a sustainable and resilient manner.
	4	Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan.

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning.
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan.
Operational Coordination		
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
Response	1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident.
	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities.
	2	Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline.
Access Control and Identity Verification		
Protection	1	Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks.

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Physical Protective Measures		
Protection	1	Identify, assess, and mitigate vulnerabilities to incidents through the deployment of physical protective measures.
Long-term Vulnerability Reduction		
Mitigation	1	Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base.
Public Information & Warning		
Prevention	2	Provide public awareness information to inform the general public on how to identify and provide terrorism-related information to the appropriate law enforcement authorities, thereby enabling the public to act as a force multiplier in the prevention of imminent or follow-on acts of terrorism.
Response	1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions.
	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.
Recovery	1	Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities.
	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
Operational Communications		
Response	2	Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery.
	3	Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems.
Infrastructure Systems		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services.
	2	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
	3	Provide for the clearance, removal, and disposal of debris.
Recovery	1	Restore and sustain essential services (public and private) to maintain community functionality.
	2	Develop a plan with a specified timeline for redeveloping community infrastructures to contribute to resiliency, accessibility, and sustainability.
Critical Transportation		
Response	2	Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.
	3	Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
Environmental Response/Health & Safety		
Response	1	Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers.
Health and Social Services		
Recovery	1	Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery.
	2	Complete an assessment of community health and social service needs; prioritize these needs, including accessibility requirements, based on the whole community's input and participation in the recovery planning process; and develop a comprehensive recovery timeline.
Housing		
Recovery	1	Assess preliminary housing impacts and needs, identify currently available options for temporary housing, and plan for permanent housing.

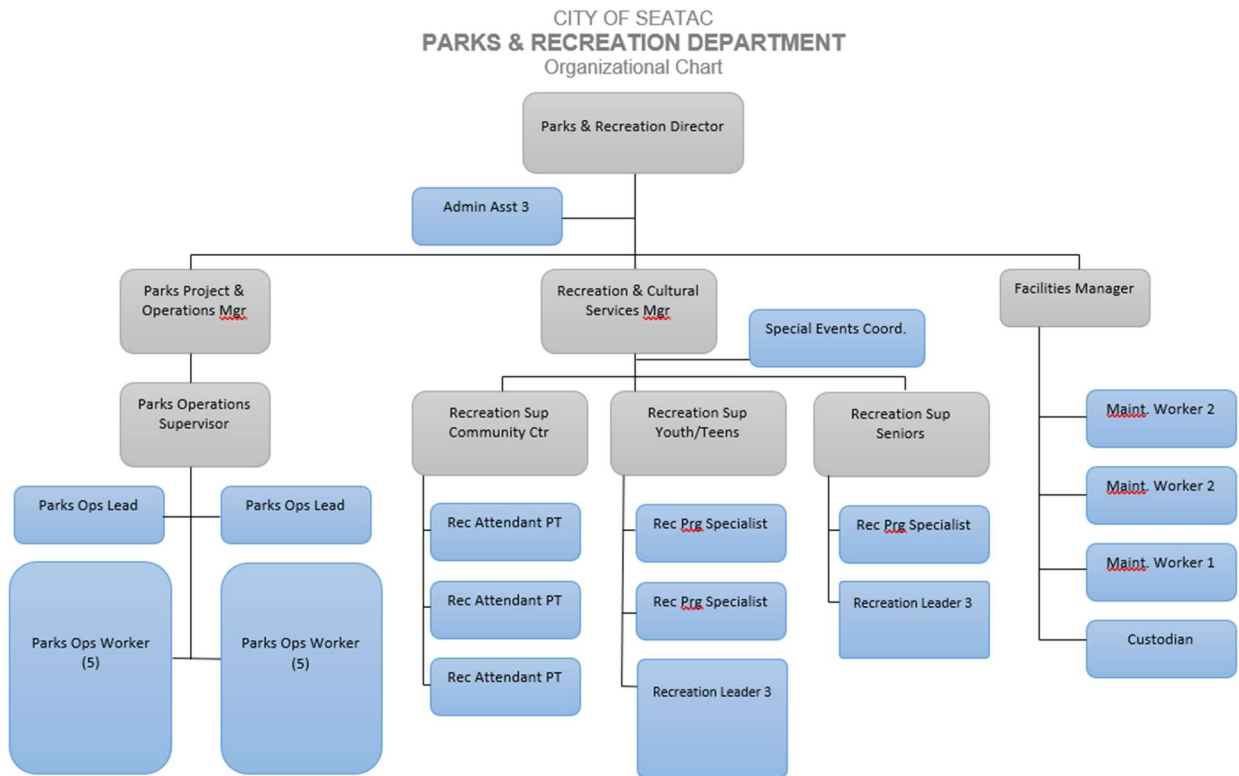
V. Organization

A. General

The Parks and Recreation Department is an internal and external services unit serving the City of SeaTac. The department provides recreation programs, park maintenance and facility management. Department operations are administered by the Parks and Recreation

Operations are supported by 36 staff members.

B. Structure



VI. Direction, Control, & Coordination

A. Horizontal Integration

The Parks and Recreation Department coordinates with other city departments to provide emergency housing and feeding of employees if needed, and to supply additional staffing if available. The department also communicates shelter and mass care information to other departments so that it can be distributed to the community as well as

providing damage assessments on all city owned facilities and or critical infrastructure.

B. Vertical Integration

The Parks and Recreation Department coordinates with local Community and Faith Based partners to provide food, shelter, clothing for any and all incidents that impact City of SeaTac residents. They also coordinate with the American Red Cross for any sheltering needs and or support. Continued relationship building with local partners will be key in assuring successful operations.

VII. Information Collection, Analysis, & Dissemination

A. Information Collection

The Parks and Recreation department will assess the needs of the community after an incident and coordinate with the Human Services Division for provisions of life sustaining services such as food, water, shelter, and medical care. Information will be collected from the public, from the STECC, and from all other available sources. The information gathered will be given to the STECC for further analysis and dissemination.

Essential Elements of Information (EEIs)

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the STECC.
5. What is the immediate impact to department employees (injuries, death, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities etc.)?
7. What are the resources and needs of the impacted residents?

**Information gathered during this initial phase should be communicated as soon as possible to the STECC, except for resource deficiencies, which should be reported immediately.*

B. Information Analysis

Parks and Recreation will gather information from shelter staff on assessment of the sheltering mission. Should life sustaining services be needed such as food, water, additional shelter, this information will be relayed to the STECC as soon as possible. All information from damage assessment on city owned

facilities and infrastructure will be analyzed with the STECC and the city Building officials.

C. Information Dissemination

After the analysis has been completed, all information will be communicated to the STECC and all necessary departments to include the community, external partners, and stakeholders.

VIII. Responsibilities

A. Preparedness/Mitigation

1. Participate in emergency management training, drills and exercises in support of emergency operations.
2. Establishes and maintains standard operating procedures for emergency operations.
3. Maintain relationships with organizations that outreach to at risk populations; the elderly, people with disabilities, and/or those who do not speak English or where English is their second language to identify ways to meet their needs during an emergency.
4. Maintains inventory forms for Emergency Management of departmentally controlled assets and resources. These forms are to be updated annually and are to be used by the STECC during emergencies or disasters.
5. Maintains a resource list for Emergency Management. These forms identify resource vendors, suppliers or locations that can be used when assets need to be supplemented, replaced, or repaired during an emergency or disaster.
6. Identify and establish procedures to relocate essential resources away from hazard potential areas.
7. Maintain a list of community organizations and their services or assets that can be used to assist affected residents after an emergency or disaster.
8. Coordinate department-specific communications.
9. Establish and maintain standard operating procedures for departmental emergency operations.

10. Develops plans and procedures for an employee staging area in coordination with SeaTac Emergency Management.
11. Develop plans, policies, and procedures for the provision of mass care services to general populations in coordination with all responsible agencies.
12. Develop plans, policies, and procedures for the provision of services for companion animals in coordination with all responsible agencies.
13. Develop plans, policies, and procedures for activation and mobilization of mass care staff.
14. Enter pre-identified shelter facilities into the National Shelter System (NSS).
15. Develop and implement training programs for mass care personnel to include sheltering, feeding and bulk distribution for the general population.
16. In coordination with the American Red Cross, develop plans for and coordinate the utilization of other public and private facilities for use as reception centers/staging areas or shelters and provide staffing as available.

B. Response

1. Attends Department/Division briefing to coordinate disaster information and request resources needed to accomplish response and recovery activities.
2. Provide assigned staff to the STECC when activated.
3. Provides available personnel and resources for emergency or disaster work.
4. Provides periodic departmental damage assessment reports to Emergency Management or STECC.
5. Maintain documentation in coordination with Emergency Management for all disaster expenses.
6. Follow standard operating procedures for emergency operations.

7. Relocate essential resources away from hazard areas if vulnerable to effects of the disaster.
8. Coordinates identification and solicitation of Community based assistance agencies to support / augment shelter operations.
9. Establishes employee staging area.
10. Establish shelter operations.
11. Provide coordination of agencies and activities to ensure adequate shelter needs are met. Use the American Red Cross Shelter Operations Participant's Workbook as a Standard Operating Procedure to set up temporary emergency shelter until the ARC can take over.
12. Coordinates and supports response efforts with the American Red Cross.
13. Coordinate resources of other providers such as other human service agencies, churches, schools, and private businesses who can or want to assist in relief efforts.
14. Implement mechanisms for daily reporting of shelter population and locations.
15. Coordinate with the STECC for the transition from response activities to long term recovery activities.
16. Public information regarding shelter availability and locations shall be released through the designated Public Information Officer.
17. Coordinate public information through the STECC concerning sheltering services with the American Red Cross public affairs staff, in the community and at shelter sites.
18. Make City parks facilities available for personnel registration, staging, relocation, points of distribution (POD) and emergency worker shelters.
19. Provides periodic damage assessment reports to Emergency Management or the STECC.

20. Coordinate food and water needs for emergency workers through the STECC.

C. Recovery

1. Support Emergency Management in the disaster recovery process.
2. Continues to provide information to Emergency Management or the STECC, as necessary.
3. Continue to support the American Red Cross as capabilities allow.
4. Disseminate notification of close shelter operations to shelter residents, appropriate government agencies, and other partners.
5. Continues to operate employee staging areas.
6. Follow appropriate policies and procedures in completing the required documentation to justify emergency services, contracts, purchases, and expenditures.
7. Participate in the post-incident review with Emergency Management and other city departments.
8. Forward completed documentation for their departmental costs incurred and volunteers utilized to Emergency Management.
9. Revise internal policies and procedures to correct deficiencies learned from an emergency or disaster.
10. Submit revised resource list of used vendors and other suppliers or locations to Emergency Management.
11. Continue with response and recovery activities until completed.
12. Support the recovery and restoration of City services.

City of SeaTac - CEMP

Annex D – Finance

I. Purpose

Coordinate and organize citywide financial, asset, and grant management activities and resources of the City of SeaTac. This includes emergency contracting, expenditure tracking and disaster reimbursement activities required to support emergency operations of the City government. The Finance department provides financial technical assistance and expertise and other support in response to an emergency or disaster.

Primary Core Capabilities	
This department does not have primary core capabilities	

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Logistic and Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Situational Assessment	Provide all decisions makers with decision relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
Long Term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the

	likelihood, severity, and duration of the adverse consequences.
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II. Authorities and Policies

- City of SeaTac Municipal Code 2.75 Emergency Management
- Resolution Number 05-006 NIMS Adoption
- Revised Code of Washington 38.52 Emergency Management
- Washington Administrative Codes (WAC) 118-30 and 296 62-312

III. Situation Overview

The Finance Department support involves the procurement of resources to allow the allocation of resources beyond normal day to day operations. These resources include equipment, emergency relief supplies and materials, facilities, contracting services, and personnel required to support the City's departments and divisions during the response and recovery phases of an emergency or disaster. Finance support may continue until the disposition of excess and surplus property, if any, is completed. Finance support during emergencies include contracting, grant management, and FEMA Public Assistance reimbursement.

A. Emergency/Disaster Hazards and Conditions

Disasters and emergencies have occurred and will occur in the City of SeaTac. Through the City of SeaTac hazard identification and vulnerability analysis (HIVA) it is determined the city is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to severe weather (wind, rain, snow/ice) earthquake, search and rescue emergencies, civil disturbances, explosions, structural collapse, hazardous materials incident, major fire, volcanic eruption, terrorism, and airplane crashes. Any disaster would result in a significant financial cost to the city.

B. Planning Assumptions

1. The City may not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards during a disaster.
2. Resources needed for City of SeaTac departments/divisions to fulfill the responsibilities outlined in this Plan will be insufficient. These insufficiencies may be created by one or more of the following conditions.
 - a. Extent of damage overwhelms available resources.
 - b. Normally available resources are damaged by or lost to the incident.

- c. Nature of the event requires resources not normally used within the City.
 - d. Personnel are injured or unable to report to work due to impacts of the emergency or disaster.
3. Resource replacement or supplementation will likely need to come from outside sources. Support that cannot be provided from City resources will be secured through direct procurement, donations, and/or mutual aid.
4. Outside resources may not be available immediately. Dependent upon the area affected by the disaster, resources may have to be procured from out of state.
5. The City of SeaTac is responsible for providing recovery assistance within its jurisdiction. Recovery actions will be dependent upon the type of event and the magnitude.
6. Long term recovery is the community's effort to restore normal functions to areas such as the economy, public transportation and the use of structures such as medical facilities, schools, bridges and roadways.
7. The Stafford Act (through the Public Assistance Program) provides for assistance by the federal government, to state and local governments while carrying out their responsibilities in the recovery process following an emergency or disaster. The extent of the damages in dollars determines whether any federal or state assistance may be available during recovery.
8. Documentation is vital in all phases of emergency management, most importantly recovery.
9. In addition to the assistance that may be available from governments, private nonprofit organizations such as the American Red Cross, Salvation Army, and other volunteer organizations support recovery efforts. Their services range from monetary grants and home furnishings to sheltering and housing assistance for displaced family members.

IV. Concept of Operations

The City will prioritize resource requests based on the best information available. The City may access any and all mutual aid agreements and private vendors for the procurement of resources, including WAMAS and the King County Regional Coordination Framework, existing vendors and others.

A. General

1. The City Finance Department may assist departments by providing procedural guidance for emergency resource procurement.

2. The STECC Operations Manual identifies the process for the emergency procurement of resources.
3. The Director of Emergency Management will forward major emergency resource requests to the City Council for policy direction.
4. The City Council will establish parameters for operational procurement. The Logistics Section of the STECC is responsible for the procurement of emergency resources. The Finance Section may offer support and will document the resource procurement process.
5. The STECC Resource Directory may be used to identify locations within the City, as well as vendors, suppliers or other outside sources where resources may be procured to replace, or supplement those needed to fulfill the responsibilities of this Plan.
6. King County Office of Emergency Management compiles situation reports for incorporated and unincorporated King County. If conditions warrant, the King County Executive will then proclaim an Emergency, as will the Governor of the State of Washington allowing a request for federal assistance through FEMA (Federal Emergency Management Agency). FEMA then briefs the President of the United States on the emergency.
7. If the President determines that federal assistance is warranted, local jurisdictions such as the City of SeaTac will be designated as applicants for Federal Aid.
8. Emergency Management will coordinate with the Finance Department for all the necessary documentation for the City of SeaTac to obtain disaster relief assistance, though the Public Assistance Program.

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Response	1	Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
	2	Enhance public and private resources and services support for affected area.
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning.
Public Information and Warning		
Recovery	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued

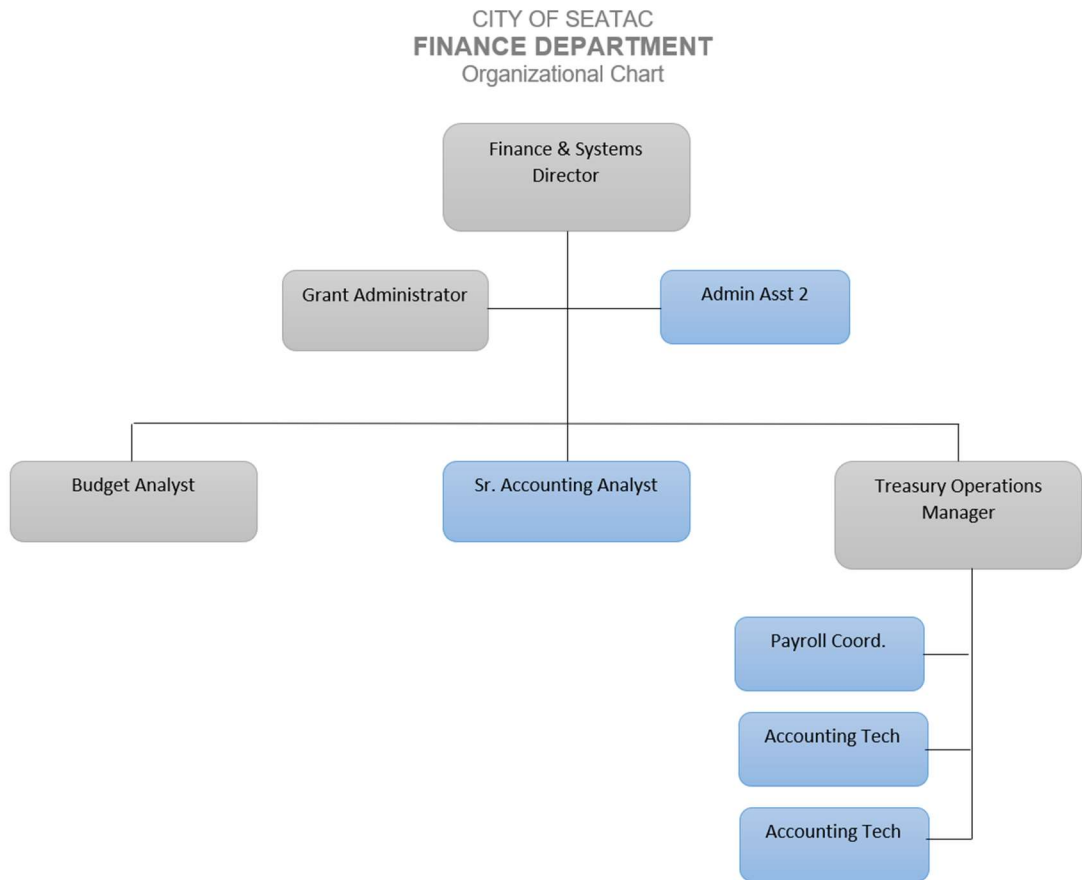
Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
Operational Coordination		
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
Response	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities.
	2	Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline.
Risk and Disaster Resilience Assessment		
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests.
Logistics and Supply Chain Management		
Response	1	Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the human needs of disaster survivors.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate, lifesaving and life sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Economic Recovery		
Recovery	1	Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities.

V. Organization

A. General

The Finance Department is responsible for all accounting, budgeting, payroll related functions for the City. Department operations are administered by the Department Director. Operations are supported by nine staff members. Finance performs cash receipting, business license approvals, accounts payable, payroll, accounts receivable billing, capital asset accounting, purchasing, grant administration, financial reporting, budget preparation, auditing, and reporting.

B. Structure



VI. Direction, Control, & Coordination

A. Horizontal Integration

The Finance Department coordinates across all city departments, the department supports emergency operations by providing assistance with emergency budgeting, contracting, procurement and expenditure tracking.

B. Vertical Integration

The Finance Department keeps the City Manager and City Council informed of financial information during an emergency, while also communicating emergency financial policy to all City departments.

VII. Information Collection, Analysis, & Dissemination

A. Information Collection

The Finance Department collects information from all departments on expenditure related to emergencies and disasters. They make recommendations for budget amendments, emergency purchasing policies, and other financial matters. They also compile expenditure information in preparation for any reimbursement or audit functions related to an emergency or disaster. When requested as part of an initial damage assessment, the Finance Department will provide King County and/or Washington State EMD with current expenditure and loss information related to a specific incident.

Essential Elements of Information (EEIs)

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, death, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities etc.)?

**Information gathered during this initial phase should be communicated as soon as possible to the STECC, except for resource deficiencies, which should be reported immediately.*

B. Information Analysis

The Finance Director or designee will analyze the need for expedited financial procedures and make appropriate recommendations for emergency purchasing policies, contracts, and other financial matters to include forced account labor tracking related to emergencies and disasters.

C. Information Dissemination

The Finance Department will share financial information with the City Council, City Manager, relative departments, the STECC, and/or other agencies as needed.

VIII. Responsibilities

A. Preparedness

1. Work with all support agencies to establish and review purchasing policies and procedures.
2. Participate in emergency management training, drills and exercises in support of emergency operations.
3. Maintain inventory forms for Emergency Management that of departmentally controlled assets and resources. These forms are to be updated annually and are to be used by the STECC during emergencies or disasters.
4. Maintains a resource list for Emergency Management. These forms identify resource vendors, suppliers or locations where departmentally controlled assets may be supplemented, replaced or repaired during an emergency or disaster.

B. Response

1. Attends Department/Division briefing to coordinate disaster information and request resources needed to accomplish response and recovery activities.
2. Provides representation as requested to assist the STECC Finance or Logistics Section with procurement and documentation.
3. Relocates essential resources away from hazard areas if vulnerable to the disaster.
4. Provides periodic departmental damage assessment reports to Emergency Management or the STECC.
5. Maintain documentation in coordination with Emergency Management for all disaster expenses.
6. Develop system for the tracking of necessary financial expenditures such as manpower, vehicles, food, water, etc.
7. Estimate costs of providing resources, record purchases, and track costs.
8. Provide support to Parks and Recreation Department in mass care and individual assistance operations, as requested.
- 9.

C. Recovery

1. Support Emergency Management in the disaster recovery process.
2. Follow appropriate policies and procedures in completing the required documentation to justify emergency services, contracts, purchases and expenditures.
3. Attend a post-incident review to evaluate STECC procedures to include the resource procurement and allocation process.

4. Forward completed documentation for their departmental costs incurred and volunteers utilized to Emergency Management.
5. Revise internal policies and procedures to correct deficiencies learned from the emergency or disaster.
6. Submit revised inventory lists of departmentally controlled assets and resources to Emergency Management.
7. Submit revised resource list of vendors and other suppliers or locations to Emergency Management.

City of SeaTac - CEMP

Annex E – Information Technology

I. Purpose

Information Technology plays a significant role in all mission areas, providing timely, predictable, and effective infrastructure and technical support needed by all the city departments involved in emergency operations and decision-making processes.

Information Technology provides guidance for organizing, establishing, and maintaining the communications capabilities such as the city website, City of SeaTac Cable Channel 21 and any other necessary for the operational requirements for the City of SeaTac in preparing for, responding to and recovering from emergencies and disasters.

Primary Core Capabilities	
Access Control and Identity Verification	Apply and support necessary physical, technological, and cyber security measures to control admittance to critical locations and systems.
Cybersecurity	Protect, and if needed, restore electronic communications systems, information, and services from damage, unauthorized use, and exploitation.

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Interdiction and Disruption	Delay, divert, intercept, halt, apprehend or secure threats and/or hazards.
Intelligence & Information Sharing	Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange

	intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support viable, resilient community.
Long-Term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.
Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Situational Assessment	Provide all decision makers with decision relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Threat & Hazard Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

II. Authorities and Policies

- City of SeaTac Municipal Code 2.75 Emergency Management
- Resolution Number 05-006 NIMS Adoption
- Revised Code of Washington 38.52 Emergency Management
- Washington Administrative Codes (WAC) 118-30 and 296 62-312

III. Situation Overview

Information is crucial for effective emergency or disaster management. IT keeps all information sources up and running, including city computer networks, hardware, devices, and telephone communications.

The GIS section under the IT Department provides valuable information and data to allow for timely situational awareness to support effective emergency and disaster management. GIS also supports damage assessment operations in the SeaTac Emergency Coordination Center (STECC)

A. Emergency/Disaster Hazards and Conditions

Disasters and emergencies have occurred and will occur in the City of SeaTac. Through the City of SeaTac hazard identification and vulnerability analysis (HIVA) it is determined the city is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to severe weather (wind, rain, snow/ice) earthquake, search and rescue emergencies, civil disturbances, explosions, structural collapse, hazardous materials incident, major fire, volcanic eruption, terrorism, and airplane crashes.

The Hazard Identification and Vulnerability Analysis identifies the natural and technological emergencies or disasters the City of SeaTac may experience that require full support of their communication systems. The City's communications systems may be overwhelmed, damaged, or destroyed by a natural or technological disaster when they are needed the most. As backup communication is limited, the Emergency Coordination Center will be required to collect, prioritize, and allocate the use of all working systems.

B. Planning Assumptions

1. The City of SeaTac's primary concern will be with lifesaving responses and the restoration of vital city services necessitating the use of information technology and communication systems. Information and Technology systems as well as Communication systems are vulnerable and depending on the nature of the disaster and the extent of damage repairs to these systems may take months.
2. Initial reports of damage will be fragmented, providing an incomplete picture on the extent of damage to telecommunications facilities.
3. The City of SeaTac may broadcast emergency information and warnings on the designated City Cable Channel 21 or may utilize the CodeRED community notification system. Emergency information or warnings may also be announced via local radio and television at the discretion of the broadcasters. The activation of the Emergency Alert System (EAS) will also announce information and warnings.
4. Following the emergency or disaster, residents will need to be informed of the actions the City of SeaTac is taking to protect life and property loss. This responsibility lies with the designated Public Information Officer or if the Emergency Coordination Center is activated.
5. Alternate communication systems may be used when normal communication systems are overwhelmed or inadequate.
6. Normal means of communication may not be available. In those

situations, non-traditional means of communicating with the public must be established and utilized.

7. Damage assessment must be performed to determine the magnitude of the emergency or disaster and what procedures are necessary for recovery activities.

IV. Concept of Operations

Some functions of the IT Department may include, but are not limited to; having a critical role in supporting all City functions. During an emergency, IT has a responsibility to support the EOC and to restore critical City functions, based on pre-established priorities, while accounting for any critical needs that arise during the incident. During an IT specific emergency, they will have the lead role in response to the incident.

A. General

1. It is essential for the City of SeaTac to have reliable information technology and communications for day-to-day operations, warning capabilities, response and recovery efforts, and coordination with other organizations.
2. When activated, the Emergency Coordination Center may provide internal and external communications to Department Operating Centers, field units, and other organizations charged with response and recovery efforts. Additional communication resources may be requested through the King County Office of Emergency Management or to the State of Washington directly.
3. Tests of communication and warning systems will be conducted periodically to familiarize the government and the public with the system.
4. Potential communication resources for the City of SeaTac include:
 - (a) Commercial, i.e. private line, leased line, regular telephone, cellular telephone, pagers and facsimiles. This includes smart phone wireless technology for key city staff positions which supports email, internet and personal text features. Use of commercial regular telephones is augmented by the use of Government Emergency Telecommunications (GETS) cards for key City employees. GETS is a Federal program that prioritizes calls over wireline (regular) networks. Use of cellular telephones is augmented by the use of Wireless Priority Service (WPS) for key City employees. WPS is a

Federal program that prioritizes calls over cellular networks. Emergency messaging using commercial regular and cellular phone technology can be accomplished using the City’s CodeRED system. CodeRED is a telephone communication service for emergency notifications. This system allows messaging access to all or targeted areas of the City in case of an emergency situation that requires immediate action.

(b) Television and radio broadcasts include the City of SeaTac Cable Channel 21.

(c) The City of SeaTac E-mail system is maintained by the Information Technology Division through an internal city network system and through off-site remote access using VPN, Net Motion capabilities, and/or commercial air card services.

(d) Northwest Warn (NW-WARN) - The system is a secure web portal that allows DHS, the FBI, or sector specific "Gatekeepers" to provide emergency flash messages to enrolled members. Once enrolled in NW-WARN, a member will receive electronic, emergency notifications regarding Terrorism threats, natural and technological disasters, and emergencies.

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Access Control and Identity Verification		
Protection	1	Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks.
Cybersecurity		
Protection	1	Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts.
	2	Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber-based threats, consistent with established protocols.

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Prevention	1	Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans.
	2	Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States.
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans.
	2	Implement, exercise, and maintain plans to ensure continuity of operations.
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
Operational Coordination		
Prevention	1	Execute operations with functional and integrated communications among appropriate entities to prevent initial or follow-on terrorist attacks within the United States in accordance with established protocols.
Protection	1	Establish and maintain partnership structures among Protection elements to support networking, planning, and coordination.
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
Response	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Interdiction & Disruption		
Protection	1	Deter, detect, interdict, and protect against domestic and transnational criminal and terrorist activities that threaten the security

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		of the homeland across key operational activities and critical infrastructure sectors.
Public Information & Warning		
Response	1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions.
Recovery	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
Intelligence & Information Sharing		
Prevention	2	Share relevant, timely, and actionable information and analysis with local, state, tribal, territorial, Federal, private sector, and international partners and develop and disseminate appropriate classified/unclassified products.
Protection	2	Share relevant, timely, and actionable information and analysis with local, state, tribal, territorial, Federal, private sector, and international partners and develop and disseminate appropriate classified/unclassified products.
Infrastructure Systems		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life-sustainment and congregate care services.
	2	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
	3	Provide for the clearance, removal, and disposal of debris.
	4	Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.
Recovery	1	Restore and sustain essential services (public and private) to maintain community functionality.
Long Term Vulnerability Reduction		
Mitigation	1	Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage

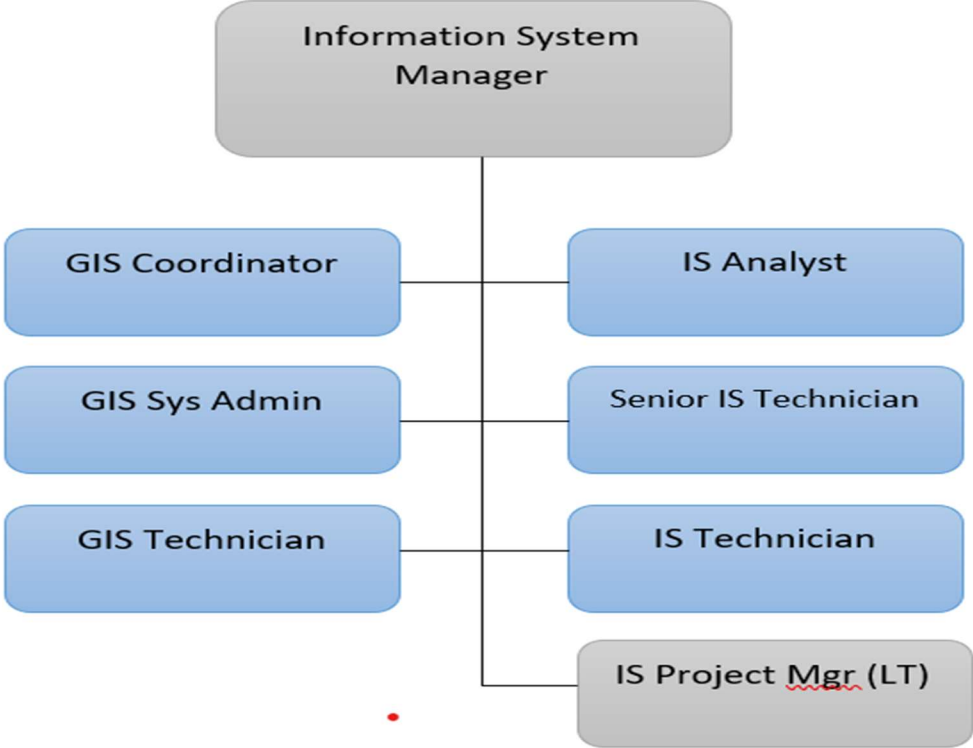
Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
Threat & Hazards Identification		
Mitigation	1	Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science.

V. Organization

A. General

The Information Technology Department administers the City's voice/data network, computer hardware, computer software, Geographic Information Systems (GIS), and provides technical support and support of the City website. Department operations are administered by the Department Director. Operations are supported by eight staff members.

B. Structure



VI. Direction, Control, & Coordination

A. Horizontal Integration

1. Manage technology needs during relocation activities and day to day operations.
2. Coordinate the recovery operations of the City's computer and telephone systems as well as restore data following a disaster situation.
3. Provide telecommunication and computer support to the SeaTac Emergency Coordination Center (STECC).
4. Provide Graphic Information System (GIS) support to the SeaTac Emergency Coordination Center (STECC).

B. Vertical Integration

1. Coordinate the recovery operations of the City's computer and telephone systems as well as restore data following a disaster situation.
2. Provide telecommunication and computer support to the Emergency Operations Center.
3. Share GIS data with neighboring partners and King County OEM to provide situational awareness.

VII. Information Collection, Analysis, & Dissemination

A. Information Collection

Essential Elements of Information (EEIs)

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, death, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities etc.)?
7. What is the impact on the city's IT infrastructure and communication systems?

**Information gathered during this initial phase should be communicated as soon as possible to the STECC, except for resource deficiencies, which should be reported immediately.*

B. Information Analysis

All city IT functions will be assessed to ensure all essential systems are functioning for the city to respond to the emergency or disaster.

C. Information Dissemination

IT will communicate any urgent changes and/or needs to the EOC as soon as possible. It will also inform the EOC on the status of City systems. This department may need to communicate with other Information Technology agencies such as Washington EMD, WA TECH, the Washington State Fusion Center and other state or federal agencies in the event of a cyber-attack.

VIII. Responsibilities

A. Preparedness/Mitigation

1. Participate in emergency management training, drills and exercises in support of emergency operations.
2. Identify and utilize current methods to lessen the effects on the city IT infrastructure in the event of future emergencies or disasters.
3. Establish a mitigation program for all City computer and communications systems to protect them from the effects of an emergency or disaster. Included in this program will be the seismic protection of all essential City computer and communications systems.
4. Explore new technologies designed to improve the reliability of communication systems.
5. Establish and maintain standard operating procedures for IT and GIS operations during emergency operations.

B. Response

1. Attends Department/Division briefing to coordinate disaster information and request resources needed to accomplish response and recovery activities.

2. Provide representation as requested to assist all sections in the STECC.
3. Provide representation in the GIS unit in the STECC.
4. Provides periodic departmental damage assessment reports to Emergency Management or STECC.
5. Maintain documentation in coordination with Emergency Management for all disaster expenses.
6. Communicate information vital to the safety of life, the environment and property to the STECC.
7. Coordinate with the STECC Coordinator and the EPIO to support press briefings with necessary logistical support.
8. Follow standard operating procedures for emergency operations.
9. Support the tracking and plotting of established road closures and/or evacuation routes as directed by the Police Department/Public Works, Puget Sound Fire or the STECC.
10. Relocate essential resources away from hazard areas if vulnerable to effects of the disaster.

C. Recovery

1. Support Emergency Management in the disaster recovery process.
2. Follow appropriate policies and procedures in completing the required documentation to justify emergency services, contracts, purchases, and expenditures.
3. Attend required post-incident review to evaluate STECC procedures to include the communications, IT, and GIS data processing.
4. Forward completed documentation for their departmental costs incurred and volunteers utilized to Emergency Management.
5. Revise internal policies and procedures to correct deficiencies learned from an emergency or disaster.

6. Submit revised resource list of used vendors and other suppliers or locations to Emergency Management.
7. Repair and restore the city's IT infrastructure and communication systems.
8. Supports the recovery and restoration of City services.

City of SeaTac - CEMP

Annex F – Legal

I. Purpose

To identify and provide guidance on the Core Capabilities, responsibilities, and functions of the City of SeaTac Legal Department during an emergency or disaster.

Primary Core Capabilities	
Risk Management for Protection Programs and Activities	Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Access Control and Identity Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Situational Assessment	Provide all decision makers with decision relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Intelligence and Information Sharing	Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other

	stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
Physical Protective Measures	Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
Risk and Disaster Resilience Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity’s risk and increase its resilience.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Natural & Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

II. Authorities and Policies

- City of SeaTac Municipal Code 2.75 Emergency Management
- Resolution Number 05-006 NIMS Adoption
- Revised Code of Washington 38.52 Emergency Management
- Washington Administrative Codes (WAC) 118-30 and 296 62-312
- Revised Code of Washington 51.12.05 Volunteers

III. Situation Overview

A. Emergency/Disaster Hazards and Conditions

Disasters and emergencies have occurred and will occur in the City of SeaTac. Through the City of SeaTac hazard identification and vulnerability analysis (HIVA) it is determined the city is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to severe weather (wind, rain, snow/ice) earthquake, search and rescue emergencies, civil disturbances, explosions, structural collapse, hazardous materials incident, major fire, volcanic eruption, terrorism, and airplane crashes.

IV. Concept of Operations

Some functions of this Department may include, but are not limited to, the following:

- The Legal Department in an emergency or disaster is including, but not limited to supporting of the STECC as part of the Policy team, providing legal support in the proclamation of an emergency and throughout the emergency management life cycle, advising on risk management during all phases of emergency management, conducting documentation and records management, and providing support and liaison with the city Mayor and Council during an emergency or disaster.

A. General

1. During disasters or emergencies, the need for rapid decisions and actions requires that emergency management plans and procedures replace normal City of SeaTac policies and procedures.
2. Whenever any part of the city is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the STECC will be activated at the appropriate level to assess the situation.
3. The STECC will coordinate with the Leadership Team and Policy Group in establishing priorities in the event of a scarcity of resources.
4. Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made on the best analysis possible under the circumstances using the combined talents of the staff then assembled.
5. Analysis and planning will continue until the STECC is deactivated. The analysis and planning functions may be transferred to Department Operating Centers following deactivation.
6. The SeaTac Office of Emergency Management may request the Mayor to sign a local Proclamation of Emergency to be forwarded to King County Office of Emergency Management and Washington State Emergency Operations Center.
7. The City will determine/identify responsibilities for long term recovery activities within the City and will coordinate with all agencies involved to ensure follow through of recovery and mitigation efforts.

8. In the event of a terrorist incident, the release of information to the public may be coordinated with the Federal Bureau of Investigation (FBI) and other Federal agencies.
9. Pursuant to Chapter 38.52 RCW, the City of SeaTac has established an emergency management program. It is the responsibility of the City of SeaTac to provide for the safety and welfare of its residents and economic well being, subject to the limitations outlined throughout this plan.

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Risk Management for Protection Programs and Activities		
Protection	1	Ensure critical infrastructure sectors and Protection elements have and maintain risk assessment processes to identify and prioritize assets, systems, networks, and functions.

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning.
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan.
Operational Coordination		
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities.

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Public Information & Warning		
Prevention	1	Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist attacks, consistent with the timelines specified by existing processes and protocols.
Protection	1	Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets).
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment.
Response	1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions.
Access Control & Identity Verification		
Protection	1	Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
Intelligence and Information Sharing		
Prevention	2	Share relevant, timely, and actionable information and analysis with local, state, tribal, territorial, Federal, private sector, and international partners and develop and disseminate appropriate classified/unclassified products.
Physical Protective Measures		
Protection	1	Identify, assess, and mitigate vulnerabilities to incidents through the deployment of physical protective measures.
Risk and Disaster Resilience Assessment		
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests.
Infrastructure Systems		
Response	4	Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.
Natural & Cultural Resources		
Recovery	1	Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.

V. Organization

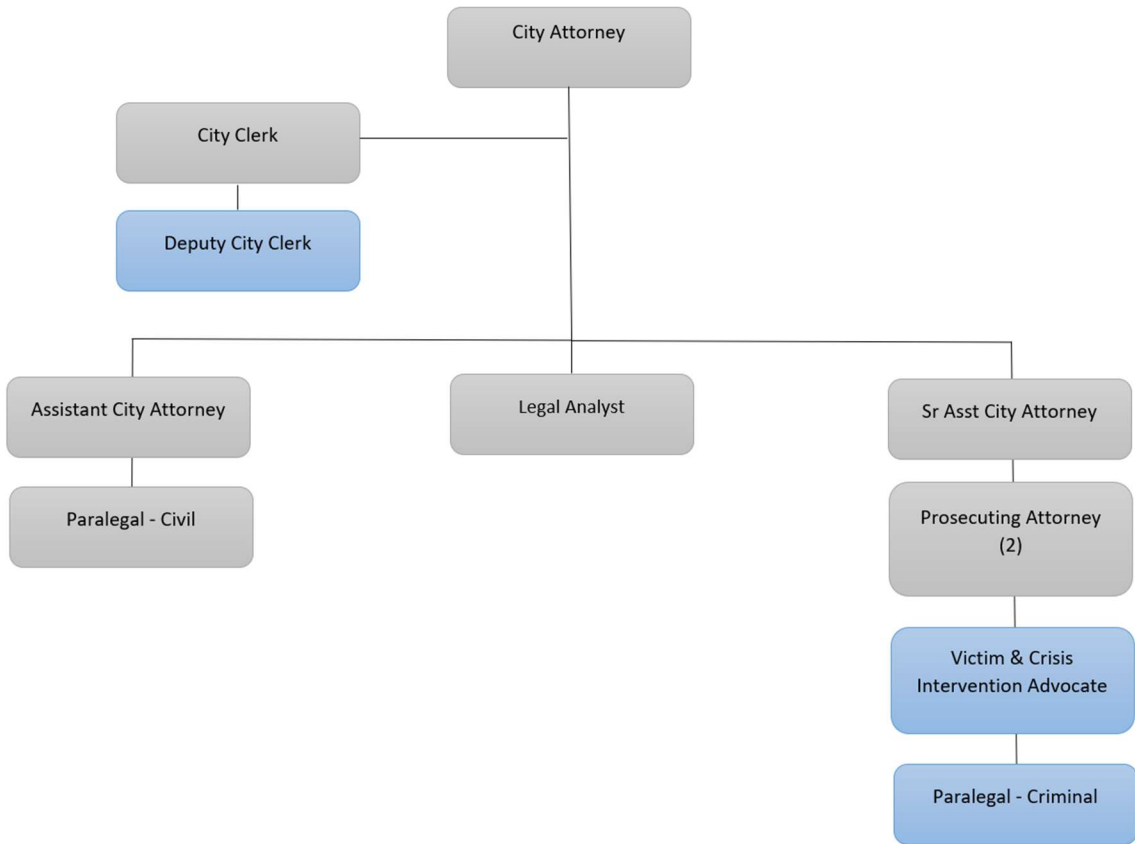
A. General

The Legal Department is an internal services unit serving the City of SeaTac. The department acts as legal adviser to the City Council, City Manager and all officers, departments, and committees of the City; serves the City as the vital link between the City Council, City Manager, City departments, and residents; preserves City records; and processes requests for information. Department operations are administered by the City Attorney.

Operations are supported by twelve (11) staff members.

B. Structure

CITY OF SEATAC
LEGAL DEPARTMENT
 Organizational Chart



VI. Direction, Control, & Coordination

A. Horizontal Integration

Legal coordinates with all departments to provide legal support during emergency planning and operations. Legal works with Emergency Management and city senior leadership to determine the need for and restrictions of a Proclamation of an Emergency. The City Clerk under the Legal department ensures that all departments and the STECC maintain proper records and documentation in accordance with legal requirements.

B. Vertical Integration

The legal department along with the Human Resources department assists the City Manager and City Council with drafting policies during emergencies.

VII. Information Collection, Analysis, & Dissemination

A. Information Collection

Legal collects information from all City Departments related to emergency operations to determine if there are any legal stipulations or consequences.

Essential Elements of Information (EEIs)

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, death, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities etc.)?
7. What are the resources and needs of the impacted residents?

**Information gathered during this initial phase should be communicated as soon as possible to the STECC, except for resource deficiencies, which should be reported immediately.*

B. Information Analysis

Information collected will be analyzed for any legality and to assist in the determination of whether a Proclamation of Emergency is needed.

Information will also be used to determine the appropriate records retentions in regard to emergency contracts, incident action plans, and necessary emergency documentation.

C. Information Dissemination

The legality of the information or operations will be reported to the City Manager, Finance Department, and appropriate Department Director. Any adjustments to contracts, agreements, or documentation will be communicated to the STECC and/or appropriate department as necessary.

VIII. Responsibilities

A. Preparedness/Mitigation

1. Participate in emergency management training, drills and exercises in support of emergency operations.
2. Establishes and maintains standard operating procedures for emergency operations.

3. Identify and establish procedures to relocate essential resources away from hazard potential areas.
4. Identify staff to be assigned to the STECC in the event of an activation.

B. Response

1. Attends Department/Division briefing to coordinate disaster information and request resources needed to accomplish response and recovery activities.
2. Provide assigned staff to the STECC when activated.
3. Provides available personnel and resources for emergency or disaster work.
4. Maintain documentation in coordination with Emergency Management for all disaster expenses.
5. Follow standard operating procedures for emergency operations.
6. Communicates information vital to the safety of life, the environment and property to the STECC.
7. Relocate essential resources away from hazard areas if vulnerable to effects of the disaster.
8. Coordinate with the STECC for the transition from response activities to long term recovery activities.
9. Communicate regularly with the EOC on all staffing and resource needs.
10. Coordinate with Human Resources on any claims for injuries of volunteers registered as emergency workers/volunteers through the STECC and appropriate state agency.
11. Prepares the Proclamation of Emergency and requests the Mayor to sign, if necessary.
12. Provides periodic damage assessment reports to Emergency Management or the STECC.

C. Recovery

1. Support Emergency Management in the disaster recovery process.
2. Continues to provide information to Emergency Management or the STECC, as necessary.
3. Follow appropriate policies and procedures in completing the required documentation to justify emergency services, contracts, purchases, and expenditures.
4. Forward completed documentation for their departmental costs incurred and volunteers utilized to Emergency Management.
5. Revise internal policies and procedures to correct deficiencies learned from an emergency or disaster.
6. Submit revised resource list of used vendors and other suppliers or locations to Emergency Management.
7. Continue with response and recovery activities until completed.
8. Support the recovery and restoration of City services.
9. Assist departments and divisions with disaster insurance claims for personnel injuries/death and damaged or destroyed City resources.
10. Attend a post incident review directed by STOEM to evaluate the STECC procedures.

City of SeaTac - CEMP

Annex G – Human Resources

I. Purpose

The mission of the Management of Human Resources in an emergency or disaster is including, but not limited to manage city employees, additional hires, emergency workers and volunteers.

Primary Core Capabilities	
This department has no primary Core Capabilities – they work in a supporting role.	

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Access Control and Identity Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Situational Assessment	Provide all decision makers with decision relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Environmental Response/Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.

II. Authorities and Policies

- City of SeaTac Municipal Code 2.75 Emergency Management
- Resolution Number 05-006 NIMS Adoption

- Revised Code of Washington 38.52 Emergency Management
- Washington Administrative Codes (WAC) 118-30 and 296 62-312
- Revised Code of Washington 51.12.05 Volunteers

III. Situation Overview

In response to any hazard or emergency, the Human Resources and Human Services Departments are responsible for all facets of personnel administration, including recruitment and selection, compensation, policy development, organizational development, and labor relations to meet the needs of the situation. The Department is also responsible for coordinating volunteer registration used during an emergency.

A. Emergency/Disaster Hazards and Conditions

Disasters and emergencies have occurred and will occur in the City of SeaTac. Through the City of SeaTac hazard identification and vulnerability analysis (HIVA) it is determined the city is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to severe weather (wind, rain, snow/ice) earthquake, search and rescue emergencies, civil disturbances, explosions, structural collapse, hazardous materials incident, major fire, volcanic eruption, terrorism, and airplane crashes.

IV. Concept of Operations

Some functions of this Department may include, but are not limited to, the following:

- Human Resources is responsible for establishing and implementing employment policies and procedures. They are the main communicator regarding emergency staffing and volunteer needs during an emergency.

A. General

1. During disasters or emergencies, the need for rapid decisions and actions require that emergency management plans and procedures replace normal City of SeaTac policies and procedures.
2. Whenever any part of the City is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the STECC will be activated at the appropriate level to assess the situation.
3. Human Resources will work with the Parks Department to provide assistance to City employees and their immediate families in locating emergency shelters when resources allow.

4. All non-assigned city personnel may be requested to serve as emergency workers in shelters. The Human Resources Department will be responsible for coordinating the assignments for volunteers with other City departments.
5. The Human Resources Director or successor shall designate an Emergency Operations Center (EOC) representative to coordinate personnel needs and provide information to assist City employees for obtaining disaster recovery assistance.
6. Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated and people wishing to volunteer may be directed there for registration and assignments. The Human Resources department will assist in the recruitment and registration of temporary volunteer emergency workers. The Emergency Manager or STECC designee will be responsible for the coordination of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification; assignments will be appropriate to their qualifications.

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Prevention	1	Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans.
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans.
	2	Implement, exercise, and maintain plans to ensure continuity of operations.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Operational Coordination		
Response	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Public Information & Warning		
Prevention	1	Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist attacks, consistent with the timelines specified by existing processes and protocols.
Recovery	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
Access Control & Identity Verification		
Protection	1	Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
Environmental Response/Health & Safety		
Response	1	Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers.

V. Organization

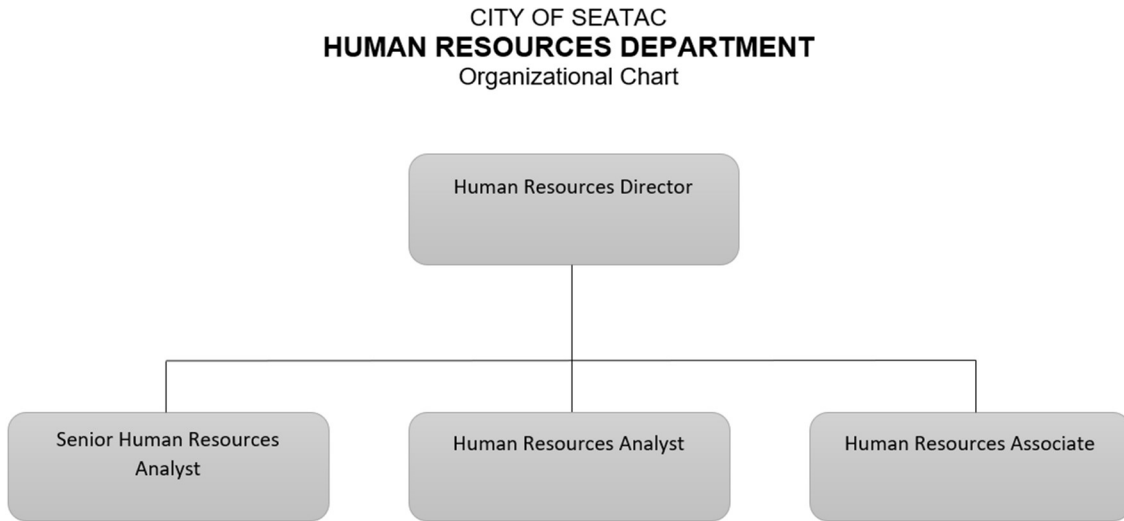
A. General

The Human Resources Department is an internal services unit serving the City of SeaTac. The Department supports the business of government and the people who provide services to the residents of SeaTac by helping integrate employee skills and behaviors with organizational objectives and by emphasizing employee cooperation, participation, education, and safety.

Additionally, the Department assists with Risk Management and volunteer management by conducting background checks for emergency workers.

Operations are supported by four (4) staff members.

B. Structure



VI. Direction, Control, & Coordination

A. Horizontal Integration

Human Resources coordinates with all departments to track employee welfare, absences, hours worked (including overtime), and to identify any unmet personnel or employee needs. HR assists in reassigning personnel between departments and with recruiting, organizing, tracking, and assigning volunteers who may be used during an emergency. HR assists in the communication of all emergency related policies to city departments.

B. Vertical Integration

Human Resources along with the Legal department assists the City Manager and City Council with drafting policies during emergencies.

VII. Information Collection, Analysis, & Dissemination

A. Information Collection

Human Resources collects information from all City Departments related to the status of personnel, absences, timekeeping, and any unmet personal needs. Human Resources collects information on any registered emergency worker volunteers during a disaster.

Essential Elements of Information (EEIs)

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, death, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities etc.)?
7. What are the resources and needs of the impacted residents?

**Information gathered during this initial phase should be communicated as soon as possible to the STECC, except for resource deficiencies, which should be reported immediately.*

B. Information Analysis

Personnel information will be analyzed to project unmet needs, overtime costs, volunteer or contractor needs, and replacement personnel who may be needed. Information will also be used to determine if other necessary steps need to be taken, based on reports of employee illness or injury.

C. Information Dissemination

Personnel information will be reported to the City Manager, Finance Department, and appropriate Department Director. Any needs identified will be communicated to the STECC and/or PIO for public distribution as necessary.

VIII. Responsibilities

A. Preparedness/Mitigation

1. Participate in emergency management training, drills and exercises in support of emergency operations.
2. Establishes and maintains standard operating procedures for emergency operations.
3. Establish an emergency go-bag program that includes food and water to support City employees in the event of a disaster at work.
4. Maintains inventory forms for Emergency Management of departmentally controlled assets and resources. These forms are to

be updated annually and are to be used by the STECC during emergencies or disasters.

5. Develop plans and procedures for the registration and use of volunteers during an emergency or disaster.
6. Authorize the official signatory for registering volunteer emergency workers as required in Chapter 118.04 WAC.
7. Maintain a resource list for Emergency Management. These forms identify resource vendors, suppliers or locations where departmentally controlled assets may be supplemented, replaced, or repaired during an emergency or disaster.
8. Identify and establish procedures to relocate essential resources away from hazard potential areas.
9. Coordinate with Emergency Management to ensure all employees are in compliance with ICS/NIMS training requirements.
10. Keep a supply of emergency worker/volunteer registration materials, such as registration cards, identification forms, explanation of administrative procedures, etc.

B. Response

1. Attends Department/Division briefing to coordinate disaster information and request resources needed to accomplish response and recovery activities.
2. Provide assigned staff to the STECC when activated.
3. Provides available personnel and resources for emergency or disaster work.
4. Maintain documentation in coordination with Emergency Management for all disaster expenses.
5. Follow standard operating procedures for emergency operations.
6. Communicates information vital to the safety of life, the environment and property to the STECC.

7. Relocate essential resources away from hazard areas if vulnerable to effects of the disaster.
8. Coordinate with the STECC for the transition from response activities to long term recovery activities.
9. City of SeaTac staff may be requested to act as emergency workers in American Red Cross shelters. Human Resources shall be responsible for the assignment of City workers and volunteers in cooperation with other City departments.
10. Human Resources shall work in conjunction with the Parks and Recreation Department in locating shelters for City employees and their immediate families.
11. Coordinate registrations and use of City staff and volunteers at City owned or operated shelter facilities.
12. Assist in locating suitable sites for Disaster Assistance Centers when requested.
13. Provide support to Parks and Recreation Department in mass care, individual assistance, operations as requested and shelter.
14. Acts as the lead agency for coordinating human resource activities and the hiring or acquisition of temporary personnel.
15. Registers temporary emergency workers and volunteers and assigns temporary volunteers as appropriate.
16. Coordinate assignment of employees, as necessary, to make best use of employee resources in disaster response and recovery.
17. Communicate regularly with the EOC on all staffing and resource needs.
18. Acts as the lead agency for coordinating human resource activities and the hiring or acquisition of temporary personnel.
19. Refer claims for injuries or invoices (for gas, equipment, etc.) of volunteers registered as emergency workers/volunteers through the STECC and appropriate state agency.

20. Maintain emergency phone contact numbers of temporary emergency workers and their designated significant others on the Temporary Emergency Worker/Volunteer Registration Form.
21. Coordinate with Emergency Management to facilitate support for employee critical incident stress debriefing.

C. Recovery

1. Support Emergency Management in the disaster recovery process.
2. Continues to provide information to Emergency Management or the STECC, as necessary.
3. Continue to support mass care recovery activities through collaboration with the SeaTac Parks and Recreation Department.
4. Follow appropriate policies and procedures in completing the required documentation to justify emergency services, contracts, purchases, and expenditures.
5. Forward completed documentation for their departmental costs incurred and volunteers utilized to Emergency Management.
6. Revise internal policies and procedures to correct deficiencies learned from an emergency or disaster.
7. Submit revised resource list of used vendors and other suppliers or locations to Emergency Management.
8. Continue with response and recovery activities until completed.
9. Support the recovery and restoration of City services.
10. Assists departments and divisions with disaster insurance claims for personnel injuries/death and damaged or destroyed City resources.

City of SeaTac - CEMP

Annex H – City Manager Office

I. Purpose

Identify the primary and supporting core capabilities that the City Manager Office is responsible for. Additionally, identify and the responsibilities of the City Manager Office during all the phases of Emergency Management during an emergency or disaster.

To provide guidance for the dissemination, collection, and verification of information to the media, public and other stakeholders during emergencies or disasters.

Primary Core Capabilities	
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Community Resilience	Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces.

Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Situational Assessment	Provide all decision makers with decision relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Health and Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.

II. Authorities and Policies

- City of SeaTac Municipal Code 2.75 Emergency Management
- Resolution Number 05-006 NIMS Adoption
- Revised Code of Washington 38.52 Emergency Management
- Washington Administrative Codes (WAC) 118-30 and 296 62-312

III. Situation Overview

All hazards have the potential to create the need for the dissemination of information from the city to employees, residents, business owners, media, and other stakeholders.

A. Emergency/Disaster Hazards and Conditions

Disasters and emergencies have occurred and will occur in the City of SeaTac. Through the City of SeaTac hazard identification and vulnerability analysis (HIVA) it is determined the city is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to severe weather (wind, rain, snow/ice) earthquake, search and rescue emergencies, civil disturbances, explosions, structural collapse, hazardous materials incident, major fire, volcanic eruption, terrorism, and airplane crashes.

Public information is critical to alerting citizens of an impending emergency, directing, and informing them during the emergency, and assisting them in the recovery process.

Emergency or disaster warnings may originate from any level of government or other sources. Weather warnings, watches and advisories are issued by the National Weather Service and include, but are not limited to, floods, severe wind, thunder and snowstorms. These warnings,

watches and advisories are designed to provide as much lead-time to the incident as possible.

A no notice event is the sudden occurrence of an event that cannot be predicted such as an earthquake, hazardous materials release, or a major transportation incident. Although warning is not possible for these latter events, the need to relay information and news of their occurrence is still necessary to lessen the impact on the community.

B. Planning Assumptions

1. Initial reports of damage will be fragmented, providing an incomplete picture of the extent of damage to vital city and community facilities and infrastructure.
2. The City of SeaTac may broadcast emergency information and warnings on the designated City Cable Channel 21 or may utilize the CodeRED community notification system. Emergency information or warnings may also be announced via local radio and television at the discretion of the broadcasters. The activation of the Emergency Alert System (EAS) will also announce information and warnings.
3. Following an emergency or disaster, residents will need to be informed of the actions the City of SeaTac is taking to protect life and property loss. This responsibility lies with the designated Public Information Officer or if the Emergency Coordination Center is activated, with the Emergency Public Information Officer (EPIO).
4. Alternate communication systems may be used when normal communication systems are overwhelmed or inadequate.
5. Once the initial warning is accomplished, the Emergency Public Information Officer (EPIO) has the task of keeping the public informed.
6. The public may perceive there to be a larger problem due to misinformation, rumors, etc. creating unnecessary distress among residents. The EPIO must focus on stopping rumors and providing accurate and timely information to reduce public concerns.

IV. Concept of Operations

Some functions of the City Manager Office, but are not limited to, the following:

- The City’s Public Information Officer (PIO) will collect and verify initial information and compile it for dissemination. Initially the information may be limited to the City Manager, EOC, and others on a need-to-know basis.
- The PIO will supply accurate, consistent, and clear information to the media, the public, and the local governments, as approved by the City Manager, Incident Commander, or other designated person.
- Public information regarding shelter availability and locations shall be released through the designated Public Information Officer (PIO).
- Collaborate with the City Council to establish parameters for operational procurement or resources.

A. General

1. The release of incident-related information is the responsibility of the city through either the STECC or the JIC.
2. The level of EPIO function will be based on the size and scope of the emergency or disaster.
3. The initial response will normally be covered by the Incident Commanders PIO until the activation of the STECC and the designation of an EPIO.
4. During a regional event, the King County Regional Emergency Coordination Center (KCRECC) may establish a Joint Information Center (JIC) to coordinate regional information.
5. During an incident of national significance, the WA EMD and FEMA may establish a JIC to coordinate federal, state and local information.
6. When activated, the KCRECC and the Washington State Emergency Operations Center may release incident-related information to the affected audiences and the public by working with lead agencies.
7. In the event of an Incident of National Significance, the Federal Emergency Management Agency (FEMA) may provide support to the city to assist with the dissemination of accurate and timely information.

8. In the event of a terrorist incident, the release of information to the public may be coordinated with the Federal Bureau of Investigation (FBI) and other Federal agencies.
9. Demands for information from the media outside the City will be significantly increased during and after a disaster.
10. Normal means of communication within the affected areas may be either destroyed or largely incapacitated; therefore, only limited or incomplete information should be anticipated from the disaster area until communication can be restored.

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Public Information & Warning		
Prevention	1	Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist attacks, consistent with the timelines specified by existing processes and protocols.
	2	Provide public awareness information to inform the general public on how to identify and provide terrorism-related information to the appropriate law enforcement authorities, thereby enabling the public to act as a force multiplier in the prevention of imminent or follow-on acts of terrorism.
Response	1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions.
	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.
Recovery	1	Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities.
	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Prevention	1	Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans.
Protection	2	Implement, exercise, and maintain plans to ensure continuity of operations.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning.
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan.
Operational Coordination		
Response	1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident.
	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities.
	2	Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline.
Community Resilience		

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Mitigation	2	Empower individuals and communities to make informed decisions to facilitate actions necessary to adapt to, withstand, and quickly recover from future incidents.
Mass Care Services		
Response	2	Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.
Public Information & Warning		
Protection	1	Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets).
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment.
Operational Communications		
Response	1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
	2	Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery.
	3	Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
Health and Social Services		
Recovery	1	Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery.
	2	Complete an assessment of community health and social service needs; prioritize these needs, including accessibility requirements, based on the whole community's input and participation in the

Supporting Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		recovery planning process; and develop a comprehensive recovery timeline.

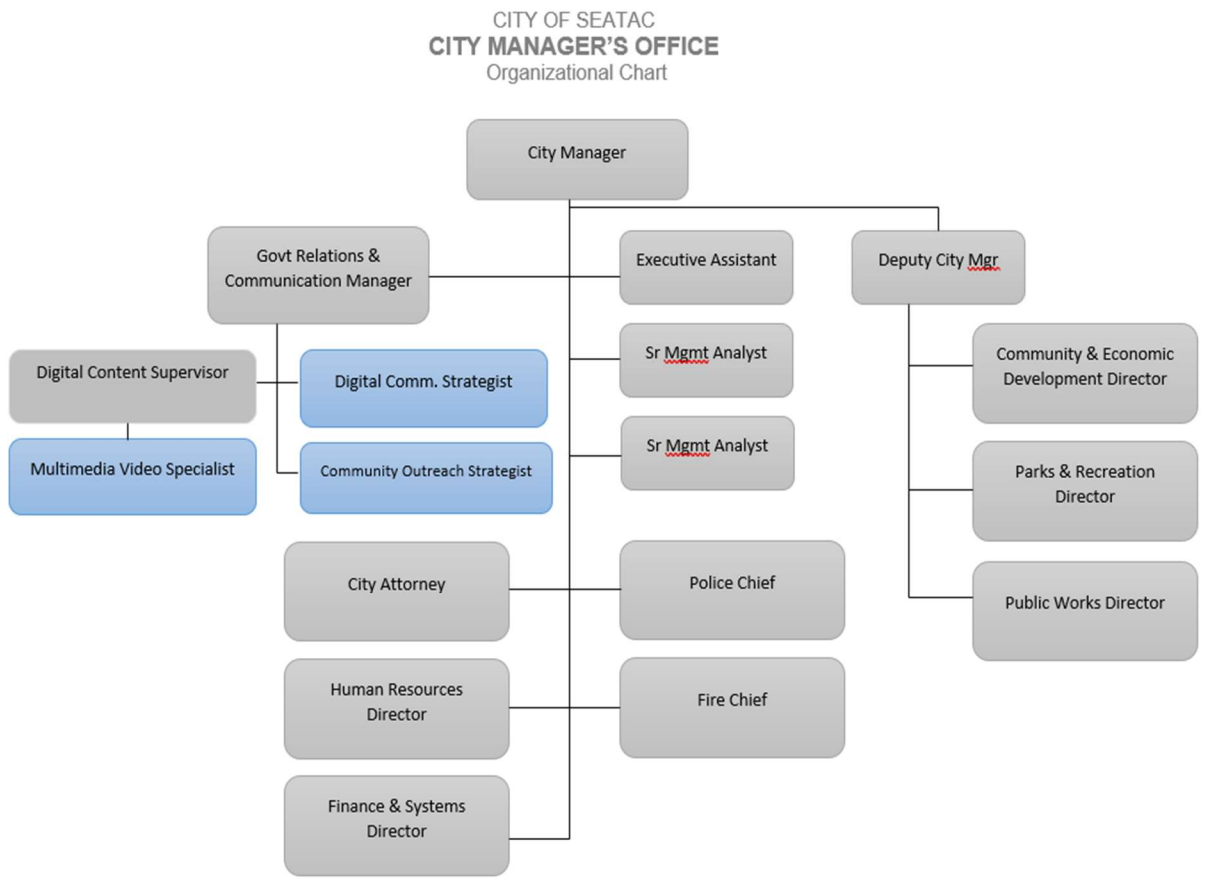
V. Organization

A. General

The City Manager is the only City position appointed directly by the City Council. The City Manager’s Office (CMO) works with the City Council to identify and accommodate the needs of the SeaTac community. CMO includes an Administration Division and a Communications Division. The Administration Division is responsible for providing organizational direction and overarching strategic guidance for City operations. The Communications Division is responsible for crafting external messaging and maintaining intergovernmental and community relationships. Office operations are administered by the City Manager.

Operations are supported by 10 staff members.

B. Structure



VI. Direction, Control, & Coordination

A. Horizontal Integration

The City Manager Office will identify the City Public Information Officer who integrates with all departments to gather information pertinent to the emergency situation to provide information back to all departments.

B. Vertical Integration

The Government Relations and Communications Manager functions as the PIO in daily duties and during emergencies. The PIO uses the information gathered from other departments to brief the City Manager, STECC Manager, City Council, and other decision makers on public information needs and requirements.

During a regional event, the City PIO will coordinate with the King County Regional Emergency Coordination Center (KCRECC) PIO, who may establish a Joint Information Center (JIC) to coordinate regional information, to ensure the public and media are receiving accurate information.

VII. Information Collection, Analysis, & Dissemination

A. Information Collection

The City Manager Office will collect information on the extent of the damage from the disaster or emergency. CMO will also gather information from Community Based Organizations impacted by the event. The Communications Division will gather information from SeaTac Police (contract w/KCSO) and Puget Sound Fire (contract for fire services) on response activities.

Essential Elements of Information (EIs)

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, death, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities etc.)?
7. What are the resources and needs of the impacted residents?

**Information gathered during this initial phase should be communicated as soon as possible to the STECC, except for resource deficiencies, which should be reported immediately.*

B. Information Analysis

City Manager Office will analyze all incoming information to determine the appropriate course of action for response and recovery efforts as well as proper course of action to disseminate to the community, partners and stakeholders.

C. Information Dissemination

After the analysis has been completed, all information will be communicated to the STECC and all necessary departments to include the community, external partners and stakeholders.

VIII. Responsibilities

A. Preparedness/Mitigation

1. Participate in emergency management training, drills and exercises in support of emergency operations.
2. Establishes and maintains standard operating procedures for emergency operations.
3. Maintain relationships with organizations that outreach to at risk populations; the elderly, people with disabilities, and/or those who do not speak English or where English is their second language to identify ways to meet their needs during an emergency.
4. Maintains inventory forms for Emergency Management of departmentally controlled assets and resources. These forms are to be updated annually and are to be used by the STECC during emergencies or disasters.
5. Maintains a resource list for Emergency Management. These forms identify resource vendors, suppliers or locations that can be used when assets need to be supplemented, replaced, or repaired during an emergency or disaster.
6. Maintain a list of community organizations and their services or assets that can be used to assist affected residents after an emergency or disaster.
7. Develop and maintain an accurate media contact list.

8. Coordinate department-specific communications.
9. Coordinate with SeaTac and King County Emergency Management to develop and participate in trainings, drills and exercises in support of the JIC and JIS.
10. Amplify public education messaging encouraging residents to be prepared and self-sufficient for at least five days with a goal of 14 days.
11. Establish and maintain standard operating procedures for departmental emergency operations.

B. Response

1. Attends Department/Division briefing to coordinate disaster information and request resources needed to accomplish response and recovery activities.
2. Provide assigned staff to the STECC when activated.
3. Provides available personnel and resources for emergency or disaster work.
4. Provides periodic departmental damage assessment reports to Emergency Management or STECC.
5. Maintain documentation in coordination with Emergency Management for all disaster expenses.
6. Follow standard operating procedures for emergency operations.
7. Coordinate with the STECC Manager for EPIO support staff as necessary and available.
8. Utilize the Joint Information System (JIS) and coordinate with King County Joint Information Center (if operational), ensuring that other affected jurisdictions receive consistent information.
9. Prepare all press and public information releases concerning the disaster or emergency.

10. Prepare messages to assist departmental call receivers in providing public information.
11. Respond to media information calls.
12. Coordinate media briefings (location, frequency, etc.)
13. Provide escort services for the media and VIPs.
14. Assess the need for an established public information phone line.
15. Assist the Director of Emergency Management with the preparation of Emergency Alert System announcements through the King County RECC.
16. Assist the Director of Emergency Management and Mayor in keeping the Council informed of the situation.
17. Communicates information vital to the safety of life, the environment and property to the STECC.
18. Relocate essential resources away from hazard areas if vulnerable to effects of the disaster.
19. Coordinates identification and solicitation of Community based assistance agencies to support / augment shelter operations.
20. Coordinate with the STECC for the transition from response activities to long term recovery activities.
21. Emergency Alert Systems (EAS), media broadcasts, telephone or radio, public address announcements and person to person contacts will be used as methods to warn the public of threatening situations.
22. The STECC will be the hub for all communications during disaster events.
23. Develop procedures to keep the STECC informed of relevant disaster information to support the analysis and planning functions.
24. Public information regarding shelter availability and locations shall be released through the designated Public Information Officer.

25. Coordinate public information through the STECC concerning sheltering services with the American Red Cross public affairs staff, in the community and at shelter sites.
26. Coordinate through the STECC to ensure that necessary information is disseminated to the public.
27. Coordinate information about resource availability with the Public Works Director through the STECC and communicate as appropriate with the public.
28. Give information briefings to City officials, King County, news media and the public.

C. Recovery

1. Support Emergency Management in the disaster recovery process.
2. Continues to provide information to Emergency Management or the STECC, as necessary.
3. Follow appropriate policies and procedures in completing the required documentation to justify emergency services, contracts, purchases, and expenditures.
4. If activated, coordinate with the appropriate agencies to deactivate the JIC.
5. Disseminate information to the public and community on recovery programs or available disaster assistance programs.
6. Participate in the Post-Incident review with Emergency Management and other city departments.
7. Forward completed documentation for their departmental costs incurred and volunteers utilized to Emergency Management.
8. Revise internal policies and procedures to correct deficiencies learned from an emergency or disaster.
9. Submit revised resource list of used vendors and other suppliers or locations to Emergency Management.

10. Continue with response and recovery activities until completed.

11. Support the recovery and restoration of City services.

City of SeaTac - CEMP

Annex I – Emergency Management

I. Purpose

Provide incident coordination through core management and administrative support of the SeaTac Emergency Coordination Center (STECC) for a pre-planned or no-notice event. STECC coordination includes notification, activation, staffing, and deactivation; coordination of efforts among local, regional, State, and Federal agencies; coordination of emergency public information and warning. Additionally, collect, evaluate and disseminate information in regard to a potential or actual emergency or disaster and to support mitigation, preparedness, response and recovery activities for the City of SeaTac. Identify and resolve citywide resource allocation issues identified by Department Operating Centers.

Primary Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Threats and Hazards Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning process to clearly understand the needs of the community or entity.
Operational Communication	Ensure the capacity for timely communications in support of security, situational awareness, and operations by all means available, among and between affected communities in the impact area and all response forces.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Support Core Capabilities	
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community using clear, concise, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the

	actions being taken, and the assistance being made available.
Risk and Disaster Resilience Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience.
Planning	Conduct a systemic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.

II. Authorities and Policies

Local:

- City of SeaTac Municipal Code 2.75 – Emergency Management
- Resolution Number 05-006 NIMS Adoption

State:

- RCW 35.33.081 – Emergency Expenditures – Nondebatable Emergencies
- RCW 35.33.091 – Emergency Expenditures – Other Emergencies
- RCW 35.33.101 – Emergency Warrants
- RCW 38.52 – Emergency Management
- RCW 38.56 – Intrastate Mutual Aid System
- RCW 39.34 – Interlocal Cooperation Act
- RCW 40.10.010 – Essential Record Designation
- RCW 42.14 – Continuity of Government
- RCW 49 – Laws Against Discrimination
- WAC 118-04 – Emergency Worker Program
- WAC 118-30 – Local Emergency Management/Services Organizations, Plans & Programs
- WAC 296-62 – General Occupation Health Standards
- WAC 296-843 – Hazardous Waste Operations

Federal:

- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 81-920, Federal Civil Defense Act of 1950, as amended by Public Law 96-342, Improved Civil Defense Act of 1980
- Public Law 99-499, Title III Superfund Amendment and Re-authorization Act of 1986 Homeland Security Presidential Directive (HSPD) 5 – Management of Domestic Incidents

- Homeland Security Presidential Directive (HSPD) 8 – National Preparedness Goal Public Law 196, Homeland Security Act of 2002
- Title 44 CFR Section 205.16, Nondiscrimination

III. Situation Overview

Disasters and emergencies have occurred and will occur in the City of SeaTac. Through the City of SeaTac hazard identification and vulnerability analysis (HIVA) it is determined the city is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to severe weather (wind, rain, snow/ice) earthquake, search and rescue emergencies, civil disturbances, explosions, structural collapse, hazardous materials incident, major fire, volcanic eruption, terrorism, and airplane crashes.

IV. Concept of Operations

- A. Upon notification of an incident or emergency the City of SeaTac Emergency Management will alert and notify the appropriate emergency management staff and officials, activate the ECC (if necessary) and implement the CEMP. Emergency Management will support the Incident Commander by establishing a liaison with other organizations and entities and implement appropriate plan elements to support response and recovery operations.
 1. Emergency Management, with the support of city departments provides a trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics and Finance and Administration Sections of the STECC.
 2. Operations are done at the Departmental level. The Operations Section of the STECC coordinates planning elements between the Department Operating Centers and the STECC. The Operations Section can expand at the STECC to accommodate the functions of Area or Unified Command.
 3. The Sections and outside agencies operating in the STECC will work to meet the information requirements of the STECC. This will include receiving periodic reports from field representatives. Additionally, the STECC may be required to request information from liaison coordinators, field representatives, or the private sector.
 4. The Planning Section has the responsibility to collect, evaluate, process, and disseminate information documenting everything on situation and status reports. With this information the Planning Section will assure that Incident Action Plans are developed.

5. Emergency Management provides an assessment and display of the hazard's impact, including the boundaries of the affected area and the distribution, type, and magnitude of damage.
6. Department Operating Centers report the current status of emergency response activities, resource needs, requests, and the status of critical facilities to the STECC for Planning.
7. The STECC will coordinate with the Leadership Team and Policy Group in establishing priorities in the event of a scarcity of resources.
8. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon is dynamic and may be the next hour, 24 hours, or weeks, depending on the scenario and situation.
9. Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made on the best analysis possible under the circumstances using the combined talents of the staff then assembled.
10. Analysis and planning will continue until the STECC is deactivated. The analysis and planning functions may be transferred to Department Operating Centers following deactivation.
11. Staging areas shall be identified by the City of SeaTac ECC staff to provide a location for the assembly and assignment of resources coming in from outside the City.
12. The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship. Should the emergency be of such magnitude that all local resources are committed or expended, immediate requests for outside assistance will be made to King County Office of Emergency Management and to neighboring jurisdictions through existing mutual aid agreements.
13. The Emergency Alert System can be activated by request of the City of SeaTac Director of Emergency Management or authorized local, county, state and federal agencies. The City of SeaTac requests activation directly to the King County Office of Emergency Management or King County Regional Communications & Emergency Coordination Center (KC RECC).
14. The decision to activate the EAS for weather related incidents would generally be the responsibility of the National Weather Service. For

localized non-weather-related incidents, the King County Office of Emergency Management, in coordination with or by request of the City of SeaTac, will be the designated authority for activating the EAS for a SeaTac event.

15. The City of SeaTac has no fixed civil defense sirens or single warning system to alert the residents of an emergency or disaster. The nature of the incident may not allow the time to provide for warning as well. Warning of imminent or existing danger can be accomplished by use of Police, Fire, and Public Works vehicles using mobile sirens and/or P.A. speakers and/or via door-to-door notifications.
16. The King County Regional 800 MHz radio system provides transmitting and receiving capabilities for Police and Fire dispatch and command/control functions.
17. Public Works, Fire and Police Department Operating Centers have a primary talk-group for use within their department. There are also SeaTac City dedicated talk-groups for use by other departments as designated.
18. From the STECC, it is also possible to use the PSERN Radio system to communicate to all Zone 1, 3, & 5 agencies and the King County ECC. The primary talk-group for these agencies includes CEM-Z1, KCEM-Z3, KCEM-Z5, KCRECC-COM, KCRECC-OPS. The PSERN radio communication system is maintained by SeaTac Emergency Management. PSERN radios are in Public Works Maintenance Facility, City Hall, and at the SeaTac ECC.
19. Primary VHF frequencies are:
 - 24/7 Weather (Seattle) – 162.550 MHz
 - On-Scene Control & Coordination Radio (OSCCR) – 156.135
 - Fire Command (REDNET) – 153.830 MHz
 - Law Enforcement Radio Network (LERN) 155.370 MHz
 - Search & Rescue (SAR) 155.160 MHz
20. Television and radio broadcasts include the City of SeaTac Cable Channel 21.
21. The City of SeaTac E-mail system is maintained by the Information Technology Division through an internal city network system and

through off-site remote access using VPN, Net Motion capabilities, and/or commercial air card services.

22. National Oceanic Atmospheric Association (NOAA) Weather Radio announces weather and EAS.
23. Comprehensive Emergency Management Network (CEMNET) – 45.20 MHz. CEMNET serves as the “primary” back-up communications system for direction and control of emergency operations, statewide.
24. Emergency Alert System (EAS) (See Appendix 1 Emergency Alert System).
25. Highline Amateur Radio Club (HARC) – 145.730 MHz. HARC supports the City of SeaTac Emergency Management and conforms to the King County ARES/RACES plan and provides alternate communication resources for use during a disaster response in support of human life and protection of property. The Kent Communications Support Team (KCST) serves as a contingency resource for staff and equipment.
26. National Warning System (NAWAS) - A special purpose telephone that operates on dedicated American Telephone and Telegraph (AT&T) circuits nationwide, and that enables the transmission of emergency information at all levels of government. The primary "drop" is located in King County Dispatch. Valley Communications Center is one of 16 secondary warning points.
27. A Central Computerized Enforcement System (ACCESS), which is a law enforcement teletype maintained by the WSP. Warning messages sent over ACCESS are received at the SeaTac Police Records desk and referred via fax to the Office of Emergency Management for action.
28. Satellite Phones - 1-877-621-6944: The phone enables the SeaTac ECC to connect with a commercial land line phones outside the local area and with other satellite phones maintained by the Governor’s Office, State EOC, FEMA Region X Regional Operations Center, the King County ECC, City of Seattle EOC, and the Pierce County EOC. There is one additional portable satellite phone, 011-881-641-467-928 – STECC.

29. The Regional Public Information Network (RPIN); issues news alerts from more than 75 government, transportation, utility, health and emergency response agencies serving residents in King, Pierce and Snohomish counties via e-mail and pager alerts.

30. Northwest Warn (NW-WARN) - The system is a secure web portal that allows DHS, the FBI, or sector specific "Gatekeepers" to provide emergency flash messages to enrolled members. Once enrolled in NW-WARN, a member will receive electronic, emergency notifications regarding Terrorism threats, natural and technological disasters, and emergencies.

B. Whole Community Involvement

The whole community approach attempts to engage the full capacity of the public, including individuals, families, households and communities, private non-profit sectors and local tribal, and Federal governments. This includes businesses, faith based and disability organizations, and general public including people with Access and Functional Needs, people covered under the Americans with Disabilities Act, and people with Limited English Proficiency, and culturally diverse populations.

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
PLANNING		
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection related plans.
	2	Implement, exercise, and maintain plans to ensure continuity of operations.
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning.

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
PLANNING		
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan.
Threats and Hazard Identification		
Mitigation	1	Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Area, in collaboration with the whole community, against a national standard based on sound science.
Operational Communication		
Response	1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
	2	Re-establish sufficient communication infrastructure within the affected areas to support ongoing life sustaining activities, provide basic human needs, and transition to recovery.
	3	Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems.
Operational Coordination		
Response	1	Establish tiered, integrated leadership and inclusive coordinating organization that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities.
	2	Define the path and timeline for recovery leadership to achieve the jurisdictions objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as non-governmental and private sector resources. This plan is to be implemented within the established timeline.

Support Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Public Information and Warning		
Prevention	1	Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist

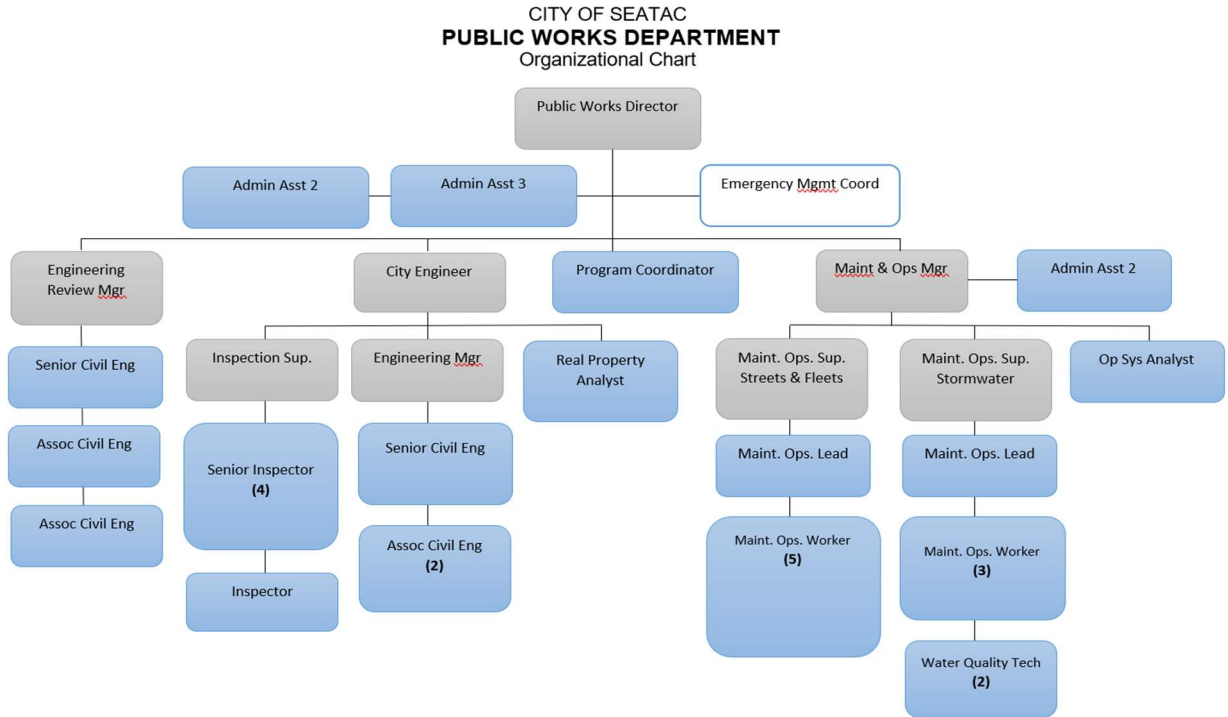
Support Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		attacks, consistent with the timelines specified by existing processes and protocols.
	2	Provide public awareness information to inform the general public on how to identify and provide terrorism-related information to the appropriate law enforcement authorities, thereby enabling the public to act as a force multiplier in the prevention of imminent or follow-on acts of terrorism.
Protection	1	Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets.)
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment.
Response	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.
Recovery	1	Reach all populations within the community with effective actionable recovery related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities.
	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for longer-term and monitory programs in an effective and accessible manner.
Risk and Disaster Resilience Assessment		
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments, and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests.
Planning		
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster) which will oversee disaster recovery planning.
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan.

V. Organization

- A. The City of SeaTac operates under a Council / City Manager form of government. As provided by state law and SeaTac Municipal Code 2.75

Emergency Management, the Public Works Director or their designee shall serve as the City's Emergency Management Director. In the absence of the Public Works Director, the Police Chief shall serve in this capacity and have the same responsibilities and authorities as the Public Works Director.

Emergency Management is a division under the Public Works Department and is staffed through an Inter-local Agreement with Puget Sound Fire.



B. Emergency Management is organized in accordance with the NIMS during emergency operations. The structure supports the general staff functions described in this system. These functions include:

1. Command Support: The STECC Manager provides direction and control of all ECC functions and initiates the appropriate ICS functions and staffing for the event.
2. The Operations Section Chief coordinates between the STECC and Department Operating Centers to communicate planning, response and recovery activities appropriate to disaster generated demands.
3. The Planning Section Chief collects, analyzes, displays, and disseminates information regarding the incident. Develops recommendations for Incident Action Plans, directs planning meetings, and produces required situation reports for the STECC and other jurisdictions. This section advises the STECC Coordinator on needed resources, damage assessment, priorities, and future needs.

4. The Logistics Section Chief manages the control and accountability of supplies and equipment; resource ordering; delivery of equipment, supplies and services; resource tracking; facility location and operations; transportation coordination; information technology systems services and other administrative services.
5. The Finance and Administration Section Chief keeps records of financial and employment activities, clerical support where needed, contracts, payment of goods procured by Logistics, cost accounting, and overtime of workers. This section also works with responding agencies in documenting disaster expenditures and costs.

VI. Direction, Control, & Coordination

A. Horizontal Integration

Emergency Management continuously collects and communicates all situation updates and assessments from all departments throughout the event. Information is analyzed, interpreted, and put in a written report with future goals and objectives.

B. Vertical Integration

Emergency Management presents reports to the policy group for decision-making and policy building. Emergency Management also communicates policy decisions from the policy group to City Departments and other stakeholders.

VII. Information Collection, Analysis, & Dissemination

A. Information Collection

Information collection provides situational awareness to leadership and promotes informed decision making. The city will use a process to collect, analyze, and disseminate information during and after an emergency to both internal and external response partners as well as the public.

Essential Elements of Information (EEIs)

- What is the location and nature of the emergency?
- What department or outside resources are already committed to the emergency?
- What additional department resources are needed to contain the incident or deal with initial impacts?
- Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the ECC. What is the immediate impact to department employees (injuries, death, inability to reach the city, etc.)?

- What is the immediate impact to department facilities (damage, destruction, loss of utilities etc.)?
**Information gathered during this initial phase should be communicated as soon as possible to the STECC, except for resource deficiencies, which should be reported immediately.*

B. Information Analysis

During an incident, the ECC collects a large amount of information from multiple internal and external sources. This data is analyzed by the ECC and other stakeholders to refine into information that can be used to support decision making. This is typically handled by the Situation Unit Leader in the Planning Section of the ECC, or by the ECC Director if the Situation Unit Leader or Planning Section Chief is not available.

C. Information Dissemination

Emergency Management helps to integrate stakeholders and works with senior officials to facilitate the development of policy direction for incident support. ECC personnel work with legal counsel, authorize relevant protocols and procedures for response and coordination, and ensure the dissemination of timely accurate, and accessible information to the public.

VIII. Responsibilities

A. Preparedness/Mitigation

1. Prepares standardized reporting formats for citywide use.
2. Coordinate the update of Emergency Management plans as required.
3. Establishes reporting guidelines for all departments.
4. Prepares a standard template for the Mayor's Proclamation of Emergency.
5. Develops and conducts emergency management training, drills and exercises in support of this ESF.
6. Maintain NIMS training status for all City employees.
7. Ensures the development and maintenance of the STECC Operations Manual.
8. Provide information to citizens about local CERT training.

9. Maintains and updates the STECC Manual.
10. Ensures development of policies and procedures to assist the STECC with obtaining appropriately trained personnel to support STECC functions.
11. Assists City of SeaTac Parks and Recreation Department with the development of plans and procedures for emergency worker shelter operations.
12. Facilitates partnership plans between the City of SeaTac Parks and Recreation Department and the American Red Cross.
13. Support the development of and participates in emergency management training, drills, and exercises in support of Mass Care Services.
14. Develops and distributes standardized guidelines for the inventory and resource capacities for all the City departments/divisions. This format will be used to compile lists of departmentally controlled resources and known locations where these resources may be obtained during an emergency or disaster. Data collected from these guidelines can be accessed and updated annually and inserted into the STECC Resource Directory.
15. Provide emergency management training, drills and exercises in support of all Emergency Management core capabilities and functions to City department and divisions.
16. Provide public education encouraging residents to be prepared and self-sufficient for at least five days.
17. Maintain day-to-day operations of communications systems.
18. Establishes and maintains standard operating procedures for emergency operations.
19. Works with Highline Radio Club (HARC) representatives to develop an amateur radio program that supports emergency management operations in the City of SeaTac.
20. Maintain a listing of points of contact for emergency powers outage response for SCL and PSE.

21. Develop coordination mechanisms (i.e., franchise agreements, letters of understanding, contracts, and other formal documents) with private utilities and other private businesses responsible for electricity and natural gas services to ensure all response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.
22. Identify locations for media briefings.
23. Establishes and coordinates procedures for the EPIO function during emergencies or disasters.
24. Registers, trains, and coordinates volunteer workers in coordination with the Human Resources Department.

B. Response

1. Provide timely and relevant life safety information to the public in coordination with the PIO.
2. Coordinates and prepares periodic situation reports to send to Department Operating Centers, Zone 3 Coordination Center, King County, and Washington State.
3. Provide briefings on the incident periodically to City Policy Makers, Leadership, and departments/divisions.
4. Prepares the Proclamation of Emergency and requests the Mayor to sign, if necessary.
5. Requests information from City departments, volunteer organizations and the private sector, as necessary.
6. Coordinates the collection, evaluation, documentation and dissemination of information in regard to potential or actual emergencies or disasters that could affect the City of SeaTac.
7. Activates the STECC and convenes City assets and capabilities to prevent and respond to a disaster and coordinates with regional, county, state and federal emergency management organizations as needed.
8. Coordinate dissemination of information about locations of different kinds of shelter, including companion animal shelters, general

population shelters, warming/cooling shelters, and Medical Support Shelters.

9. Utilize the registered Emergency Worker Volunteers (CERTs and Highline Amateur Radio Club), when available and feasible, to assist with activities like: checking on vulnerable populations, staffing for shelters, and distribution of information into communities that are without power or where English is not spoken.
10. Brief the Emergency Management Director and City Manager as to the resource status, requesting operational parameters be established for procurement.
11. Under the parameters established by the City Council, direct the procurement of resources.
12. In conjunction with Long Term Community Recovery & Mitigation, conduct a department briefing to determine the scope of the emergency or disaster, resource needs, STECC activation and status of City response and recovery capabilities.
13. Forward situation reports and resource requests to King County Office of Emergency Management or Washington State Emergency Management Division.
14. Forward to the Logistics Section of the STECC, the STECC Resource Directory and the compiled inventory list of departmentally controlled assets and resources.
15. Notifies City officials and other City departments of emergency or disaster situations.
16. Activate public warning and alerting systems (Code Red, Emergency Alert System, Television, Radio, and possibly door to door notification).
17. Activates the Emergency Coordination Center, if requested.
18. Requests communications support from Zone 3 agencies, King County Office of Emergency Management, or Washington State Emergency Management Division.
19. Follows standard operating procedures for emergency communications.

20. Coordinates volunteer, private, state and federal emergency supplemental energy and utility resources.
21. Emergency Management will collect damage assessments of public utility facilities from each Department Operating Center (DOC) via the Response Capability Assessment (RCA) process. The department will also coordinate with Facilities for emergency repairs and restoration of all City-owned facilities. Priority shall be given to facilities which provide critical and essential services.
22. Coordinate with Facilities the repair operations with outside agencies and private utility field representatives as appropriate.
23. Facilitate communication with PSE EOC and SCL to ensure effective and efficient response and recovery activities.
24. The STECC Manager provides logistical support for EPIO functions.
25. Determine through the Policy Group if and when a recommendation will be submitted to DEM to request military assistance.
26. Transmit all requests to King County OEM and EMD.
27. Coordinate Logistics with PD to identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate.
28. Coordinate and liaison as needed to support MSCA activities.
29. Supports Urban Search and Rescue activities with additional resource coordination and activation of the SeaTac Emergency Coordination Center (STECC) when appropriate.
30. Coordinate the mobilization of personnel and equipment necessary for the assessment of transportation systems.
31. Immediately notify Metro Transit, Highline School District, Sound Transit, Port of Seattle, police, fire and other agencies of routes affected by partial or total road closures and detours.
32. Assist in providing emergency radio communication between temporary shelters and STECC.

C. Recovery

1. Prepares situation reports as necessary.
2. Continues compiling information and documentation as necessary.
3. Reviews and revises reporting procedures and formats as necessary.
4. Prepare, submit and tracks all documentation necessary for federal and state reimbursement of Presidential declared disasters.
5. Continues to provide coordination of response and recovery activities.
6. Conducts a post-incident review to evaluate the STECC procedures to include the resource procurement and allocation process.
7. Advise the Mayor to appoint an Economic Recovery Coordinator or lead agency to oversee the recovery process for local businesses.
8. Continues communication with the County and State through situation reports.
9. Assists departments and divisions in compiling documentation for costs incurred by the emergency or disaster.
10. Attend a post-incident review to evaluate STECC procedures to include the resource procurement and allocation process.
11. Ensures inventory lists of departmentally controlled assets and resources are revised.
12. Revises resource list of vendors and other suppliers or locations because of the disaster.
13. Supports the American Red Cross in providing disaster and claims assistance to victims and workers.
14. Follows established procedures for the closure of the STECC.
15. Coordinates requests for distribution of food and water.
16. Provide support for the repair and restoration of communication systems using the National Incident Management System.
17. Continue to provide public information regarding recovery activities.

18. If activated, coordinate with the appropriate agencies to deactivate the JIC.
19. Disseminate information for recovery programs or available disaster assistance programs.

City of SeaTac - CEMP

Annex J – Inclusive Emergency Communications Plan

I. Introduction

The City of SeaTac is an ethnically and linguistically diverse community, an asset to the City’s cultural and economic vibrancy. This Inclusive Emergency Communications Support Annex was developed to support the City in better communicating life-safety messages to people with limited English proficiency (LEP). This annex is a guidance document which describes the City of SeaTac’s LEP language groups, principles for EM to increase LEP communications capacities, EM’s language access obligations, messaging strategies, communication methods, available resources, and in a supplementary spreadsheet, a list of specific platforms, networks, systems, and individuals, with their contact information.

Providing important, life-safety information in languages other than English may not always be possible, depending largely on the nature of the incident, resource capacities, and impact to social networks and communication infrastructure. The City of SeaTac Emergency Management (EM) is fully committed to meeting its obligations of sharing life-safety information with LEP individuals and communities within the City.

II. City of SeaTac LEP Priority Language Groups

A. In accordance with RCW 38.5, public notices regarding public health, safety, and welfare will be provided in all languages spoken by 5% of the city’s populations, or by 1,000 residents, whichever is less. According to the 2015 Census, this criteria is met for the following languages:

Languages	Percentage of City Population	Number
Spanish	15%	4329
Amharic, Somali	5.7%	1649
Vietnamese	4.6%	1331

B. City of SeaTac residents from LEP priority language groups infrequently interact with EM and its programs. The majority of interaction between LEP language groups and City/Regional services are primarily with non-emergency City departments, and emergency responder Puget Sound Regional Fire Authority (PSRFA), SeaTac Police Department, and Valley Communications Center. The frequency of interaction with these agencies is most often based on individual service needs and circumstances.

III. Principles to Increase EM LEP Communications Capacity

- A. Build knowledge to identify, locate and maintain a profile of diverse racial/ethnic, immigrant and limited English proficient (LEP) populations within the community. Primary Strategy: strengthen collaboration with the Highline School District and public housing sector to continually update information on LEP communities.
- B. Build partnerships that promote collaborative planning and action between communities and key emergency management organizations. **Primary strategy:** use the information available in this report to assign emergency preparedness staff responsibility for next steps listed below.
- C. Build trust between local communities, service providers and government officials to promote cooperation with emergency management efforts. **Primary strategy:** EM to collaborate with City departments and social service agencies that support LEP populations, to encourage sustained engagement and promote a preparedness-in-all-services approach.
- D. Build capacity of the City of SeaTac's emergency management office and emergency preparedness system. Primary strategy: maintain and update a repository of translated materials that have been vetted for accuracy and appropriateness.
- E. Build resilience to mitigate existing vulnerabilities, reduce negative consequences, and rapidly restore community functioning. Primary strategy: pay special attention to building relationships with vulnerable populations (e.g. individuals with disabilities, pregnant women, children, elderly persons, prisoners, members of ethnic minorities, people with LEP, and the impoverished and the elderly) to enhance their resilience in the event of a disaster.

IV. Life-Safety Notification Obligations

- A. EM is obligated to provide life-safety notifications for the following information:
 - 1. Notices on evacuation (SSB 5046 requirement) to include information on available transportation, if available.
 - 2. Notices on sheltering / sheltering in place (SSB 5046 requirement).
 - 3. Notices where individuals can obtain care or assistance (e.g., food, water, showers, medical care; and shelter and food / water for pets and large animals, etc.). (SSB 5046 requirement is communicating availability of food and water). Include information on available transportation, if known.

4. Notices on facility lockdown (SSB 5046 requirement).
5. Notices of curfew and curfew-related restrictions.
6. Share translated life-safety information notices from Public Health - Seattle & King County.

V. Strategies for communicating life-safety Information

A. EM's messaging strategy for life-safety notifications will be largely dependent on situational circumstances and resource availability. The overarching strategy will be the dissemination of life-safety information in as many LEP priority language groups as possible, utilizing all available dissemination systems. When resources are limited, life-safety messages to language groups will be prioritized based the size of the language population in the following order:

1. English
2. Spanish
3. Amharic, Somali
4. Vietnamese

B. A variety of systems, community networks, and communication methodologies will be leveraged to relay critical, life-safety messages to all residents, including those with limited English. These include radio/TV relays; social media; translation services such as King County Office of Interpreter Services; community partners such as Public Health's Community Communications Network (CCN) and the county's Trusted Partner Network (TPN); city and special purpose district networks; ethnic media channels; and the county's public alert systems, which can be geocoded for [YOUR JURISDICTION] residents only.

In addition, pre-scripted hazard-specific emergency messages have been developed and translated to enhance the timeliness of developing and distributing appropriate messages in multiple languages.

VI. Communication Methods

A. Communication Platforms

EM has identified messaging platforms, systems and methods which will be use to disseminate life-safety notifications and other emergency messages to LEP language groups. These range from traditional media (Radio, television, print) and social media, to regional communication networks and community service contractors. Specific platforms and contact information can be found in this document's accompanying spreadsheet.

B. In-Person & Door-to-Door

In-person or door-to-door notifications may be a necessary method to disseminate urgent life-safety information. However, the capacity to carry out such an effort will likely be limited due to time and resource constraints. As resources allow, EM will provide printed materials with translated life-safety information to first responder agencies and volunteers, to support their in-person and door-to-door efforts. In the case of a large-scale evacuation, City resources may use audio announcements from emergency response vehicles, which will likely be possible only in English.

C. Community-Based Dissemination Resources

EM has a variety of community-based resources for urgent and non-urgent life-safety information dissemination. Specific contact information to access these resources can be found on the accompanying spreadsheet document.

1. Community Centers can be used to disseminate urgent and non-urgent messages. These include places of worship, libraries, schools, restaurants, grocery stores, and other frequented gathering locations.
2. Community bulletin boards may be used for non-urgent EM information
3. EM Volunteers may be contacted to support EM information dissemination efforts
4. COAD members may be asked to voluntarily support EM outreach efforts and provide employees, customers, or members with important EM information.
5. Community Communications Network, a two way communications network controlled by Public Health - Seattle & King County, can be used to disseminate life-safety information.
6. Trusted Partners Network, a regional network of bilingual community partners, can be utilized to disseminate EM life-safety information through formal and informal LEP social networks.
7. City of SeaTac Community Service Partners, may be contacted via the Human Services Coordinator.

VII. Translation assistance services & pre-translated messages

EM, with the help of King County and neighboring jurisdictions, have developed an extensive list of pre-translated messages, which can be found in the accompanying spreadsheet document. This list will continue to be updated as time and resources allow (see revision criteria). It must be noted that emergency situations often necessitate incident-specific translations – which cannot be pre-translated. Written translations and oral interpretations of these messages will be obtained by contacting designated translation assistance services, identified in the accompanying spreadsheet

document. The City of SeaTac will use the services of certified translators and interpreters to the extent possible and practical during emergencies and disaster recovery operations. We will also utilize pre-scripted and pre-translated messages for a variety of hazards that threaten our region (e.g. earthquakes, flooding, landslides, fire).

VIII. Resources

Resources for LEP translation are available through a variety of sources. Limited funding from EM budget is accessible for preparedness outreach materials and translation of life-safety messages. EM will continue to coordinate with the Inclusive Emergency Communication County Wide Planning Team and the County Outreach Workgroup, which shares LEP resources between partners. EM will work to identify bilingual community volunteers interested in supporting EM with languages services. These volunteer resources will be identified via EM training (Community Emergency Response Team or HAM amateur radio) and community outreach activities.

IX. Reviews & Updates

A. Review & Update

1. Following any emergency or disaster for which public information was disseminated, EM will conduct an After Action Review (AAR) to determine the effectiveness of its public communication efforts. This AAR will solicit input from people and organizations representative of the intended target audiences. The AAR findings will dictate whether this annex needs to be reviewed and/or revised.
2. There is a regional Inclusive Emergency Communication Plan developed. This plan will require EM to review and revise this annex to ensure jurisdictional alignment.
3. This annex will be regularly reviewed and updated along with the City's CEMP, or when deemed necessary by EM.

- Watch for signs of frostbite and hypothermia: slurred speech, disorientation, uncontrollable shivering, stumbling, drowsiness and a body temperature of 95 degrees Fahrenheit or less.

- If you become trapped outside, get out of the wind and stay dry. Build a lean-to or snow cave if nothing else is available. Do not eat snow. This will make you too cold.
- Bring dogs and cats indoors.

If in your vehicle

- Make sure someone knows where you are going. Stay on the main roads.
- Check local news for emergency updates.
- **If you know of someone who is unable to understand, see or hear this message, please tell them about it.**

Protect your home

- Wrap outdoor faucets with towels and plastic covering to keep your household pipes from freezing and causing water damage.
- Turn on kitchen and bathroom faucets to a low, constant drip to prevent pipes from bursting.
- Remove heavy snow from tops of carports to prevent them from collapsing.
- Never leave a burning fireplace or candle unattended.
- Use flashlights or other battery operated light sources if the power goes out.
- **If you know of someone who is unable to understand, see or hear this message, please tell them about it.**

Helpful links:
(Power outage safety tips)
(Metro snow routes)
("How to" video for wrapping outdoor faucets)

4. Heat

- Extreme temperatures are affecting the area. Please take precautionary measures to stay safe.
- When outdoor temperatures are extreme, the danger increases for heart attacks, strokes, and kidney failure. Older adults, young children and people with mental illness and chronic diseases are at high risk.
- For important information, click here: [website link here](#)
- To view this message in American Sign Language (ASL) or other languages, click here: [website link here](#)

What to do:

- Spend time in air-conditioned places. Visit an air-conditioned mall, movie theater, library or other cool public place.
- Drink plenty of fluids, but avoid beverages that contain alcohol, caffeine or a lot of sugar.
- Eat more frequently, but make sure meals are balanced and light.
- Cover windows that receive morning or afternoon sun.
- Dress in lightweight clothing.
- Avoid dressing babies in heavy clothing or wrapping them in warm blankets.
- Check on elderly neighbors and relatives and encourage them to stay cool and drink lots of water regularly.
- Limit the time you spend in direct sunlight.
- Do not leave infants, children, pets or people with limited mobility in a parked car, NOT EVEN FOR A MINUTE! Cars can get dangerously hot in seconds!
- Make sure children and pets drink plenty of water.

Heat stroke is very serious and can be deadly unless treated immediately. Watch for these symptoms: extremely high temperature; red, hot and dry skin; rapid, strong heartbeat; mental confusion and unconsciousness. If someone has symptoms, call 911! Move the person to a cooler place immediately.

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4. ሙቀት

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- ጠቃሚ ማረጃ ለማግኘት፣ እዚህ ላይ ጠቅ ያድርጉ፡ [website link here](#)
- ይህን ማልክት በ American Sign Language (ASL) የሚረዱትን የማልክት ቋንቋ ወይም በሌሎች ቋንቋዎች ለማግኘት እዚህ ላይ ጠቅ ያድርጉ፡ [website link here](#)

የግንጫራ ያበረጋጋል፡

እየሮ ማስተዋወቅ ባለው ክፍል ውስጥ ግዜዎን አሳልፎት የእየሮ ማስተዋወቅ ያላቸውን ሰዎች ስኒማ ቤቶችን ወይም ሌሎች ቅጠቢያ ያላቸውን የህዝብ ቤቶችን ያጠጉ።

- ከፍተኛ ማስገባት ያለው ፈላጊ ይጠብቅ፡ ነገር ግን፣ አልተሰፈነ ክፍሉ ወይም ከፍተኛ ማስገባት ያለው ስኒር ያጠቃቸውን ማስጠቃት ይቆይዎት።
- አመጋገብ ይሰጡ ማረጃዎች ይሁን፣ ምንም እንኳን የተመጣጠነ እና ቀለል ያለ ማህተን ያደርግጠሩ።

የግዛት ወይም የክሳሳት በውሃ እየሮ የሚጠቃቸውን ማስጠቃት ገቡ።

- ሰለ ያለ ልቦናዎን ልቡኑ.
- እንደገናን ወጭም ልብስ እያልቡ። ወይም በወጭም ብርድ ልብስ እያልቡ።

የሰውነት ጸርቢቶችን ይወጡ። እንደ ትንቅሌት ለማስጠቃት ይህንን ትውልን ተከታተሉ። ቀጠቄዛ ቤታ ላይ እንዲቆዩ ብዙ ፈላጊ እንዲሰጡም ምክርቀው።

እያምግ በሆነ ቤታ የምትቆዩትን ግዜ ቀንሱ።

በቆሙ ማስጠቃት ውስጥ ሁኔታዎች፣ ልጆችን፣ ለምሳ እንዲሰጡና የተወሰነ የመንቀሳቀሻ ችግራት ያላቸውን ሰዎች አትተው።

- እንደገና ጠንቅ እንዲሰጡ ከፍተኛ ማስገባት ውጭ ማስጠቃቸው ይደርግጠሩ።
- የሙቀት ስትርክ በጣም አደጋ ሲሆን ወዲያው ካልተስምም ለሞት ሊደርግ ይችላል። እዚህ ምልክቶች ማረጋገጫን ይከታተሉ። እጅግ በጣም ከፍተኛ የጠወት ሙቀት ቀይና ሙቀት ይቀይሩ ቆይቶ ልግንና ጠንቅረው የልብ ምት፣ የአጭር መድኃኒትና ስለፍ ሙቀት እዚህ ምልክቶች ያሉበት ሰው ካለ፣ ወይም 911 ይደውሉ! ግለሰብን በፍተኛ ቀትቀት ወይን ሆኖ ይውሰዱት።

- Tenga cuidado con las señales de congelamiento y de hipotermia: lenguaje mal articulado, desorientación, escalofrío incontrolable, tropiezo, mareaje y temperatura corporal de 95 grados Fahrenheit o menos.
- Si queda atrapado afuera, retírese de donde está expuesto al viento y permanezca seco. Impropise un lugar para recargarse o haga una cueva de nieve si no hay otra cosa disponible. No coma nieve. Eso lo enfriaría demasiado.
- Traiga a los perros y a los gatos al interior.

Si está en su vehículo

- Asegúrese que alguien sepa adónde va. Permanezca en las calles principales.
- Consulte las noticias locales para actualizaciones de emergencia.
- **Si usted sabe de alguien que es incapaz de comprender, ver o escuchar este mensaje, por favor háblele de esto.**

Proteja su casa.

- Forre las llaves de agua del exterior con toallas y cobertura de plástico para que las tuberías de la casa no se congelen y causen daño por agua.
- Abra las llaves de agua de la cocina y del baño para permitir que salga un goteo lento constante para prevenir que las tuberías exploten.
- Quite la nieve pesada del techo de la cochera para prevenir que se derrumba.
- Nunca deje desatendida una chimenea o una vela prendida.
- Use lanternas u otras fuentes de luz que funcionen con pilas si hay un apagón.

• **Si usted sabe de alguien que es incapaz de comprender, ver o escuchar este mensaje, por favor háblele de esto.**

Enlaces útiles:

Calor

- Las temperaturas extremas están afectando el área. Por favor tome medidas preventivas para mantenerse seguros.
- Cuando la temperatura del exterior es extrema, el peligro de ataque al corazón, embolia y fallo renal aumenta. Los adultos mayores, niños pequeños y personas con enfermedades mentales y enfermedades crónicas están en mayor riesgo.
- Para información importante, haga clic aquí: [website link here](#)
- Para ver este mensaje en lenguaje de señas americano (ASL) u otros idiomas, haga clic aquí: [website link here](#)

Qué hacer:

- Pasa tiempo en lugares con aire acondicionado. Visite un centro comercial, cine o biblioteca con aire acondicionado o cualquier otro lugar público fresco.
- Tome suficientes líquidos, pero evite bebidas que contengan alcohol, caféina o mucha azúcar.
- Coma más frecuentemente, pero asegúrese que las comidas sean ligeras y balanceadas.
- Cubra las ventanas que reciben el sol por la mañana o por la tarde.
- Vístase con ropa ligera.
- Evite vestir a los bebés con ropa gruesa o envolverlos en cobijas calientes.
- Verifique la situación de sus vecinos y familiares de edad avanzada, y animales para que permanezcan frescos y que beban mucha agua regularmente.
- Limite el tiempo que pasa bajo la luz solar directa.

• No deje a los bebés, niños, mascotas o gente con movilidad limitada en un auto estacionado, ¡NI SIQUIERA POR UN MINUTO! Los autos pueden ponerse peligrosamente calientes en segundos!

- Asegúrese que los niños y las mascotas tomen suficiente agua.
- La insolación es algo muy serio y puede ser mortal a menos que se reciba tratamiento inmediatamente. Prevenir atención a estos síntomas: temperatura extremadamente alta; piel enrojecida, caliente y seca; ritmo cardíaco fuerte y acelerado; confusión mental e inconsciencia. Si alguien tiene síntomas, ¡llame al 911! Inmediatamente lleve a la persona a un lugar más fresco.

- Coi chứng các dấu hiệu tê cóng/phát cước và hạ thân nhiệt: nói lắp bắp, bối rối lú lú, run rẩy không ngừng, đi đứng loạng choạng, buồn ngủ, và nhiệt độ cơ thể hạ từ 95 độ F trở xuống.
- Nếu bị mắc kẹt bên ngoài, hãy tránh gió và giữ người khô ráo. Xây một chỗ tạm trú hoặc xây một cái hang trú ẩn bằng tuyết nếu không có gì khác. Đừng ăn tuyết, tuyết sẽ làm cho ta lạnh thêm.
- Mang chó mèo vào nhà.

Nếu đang ở trong xe

- Hãy cho người khác biết mình đang đi về đâu. Hãy đi trên những con đường chính.
- Theo dõi tin tức địa phương để biết các cập nhật khẩn cấp.
- **Nếu bạn biết có người không hiểu, không xem, hoặc không nghe thông báo này, làm ơn cho họ biết.**

Bảo vệ nhà của quý vị

- Dùng khăn dày bọc những vòi nước ngoài nhà và dùng miếng bông bấc cao su để giữ cho ống nước trong nhà không bị đóng băng và hư hỏng.
- Vặn những vòi nước trong nhà bếp và phòng tắm chảy rí rả nhỏ giọt liên tục. Điều này giúp các ống nước không bị đóng băng và không bị vỡ.
- Xúc tuyết trên nóc các hiên đầu xe để nhỏ không sụp.
- Không bao giờ để lò sưởi đang cháy và nền đang đốt mà không canh chừng.
- Nếu bị mất điện, hãy dùng đèn pin hay các nguồn cung cấp ánh sáng bằng pin.

• **Nếu bạn biết có người không hiểu, không xem, hoặc không nghe thông báo này, làm ơn cho họ biết.**

Các trang mạng liên kết hữu ích:

Thời Tiết Nóng

- Nhiệt độ nóng quá mức đang ảnh hưởng đến khu vực đang ở. Hãy thực hiện các biện pháp phòng ngừa để giữ an toàn.
- Khi nhiệt độ bên ngoài lên quá cao, nguy cơ sẽ tăng lên cho những trường hợp bị đau tim, đột quỵ và suy thận. Nguy cơ cũng tăng lên cho những người già, trẻ nhỏ và cho những người bị bệnh tâm thần và bệnh mãn tính.
- Để biết thông tin quan trọng, bấm vào đây: [website link here](#)
- Để xem thông tin này bằng ngôn ngữ ký hiệu Hoa Kỳ hoặc các ngôn ngữ khác, bấm vào đây: [website link here](#)

Chuyển phải làm:

- Đến những nơi có máy lạnh. Đến những chỗ có máy điều hoà không khí như những trung tâm buôn bán, rạp hát, thư viện hoặc những nơi công cộng mát mẻ khác.
- Uống nhiều nước, nhưng tránh thức uống có chất rượu, chất cà phê hoặc chứa nhiều đường.
- Ăn thường xuyên hơn, nhưng đảm bảo bữa ăn được đầy đủ chất béo và nhẹ nhàng.
- Che lại các cửa sổ có ánh nắng rọi vào.
- Mặc quần áo rộng nhẹ.
- Tránh đứng cho trẻ mặc quá nhiều quần áo hay quấn chúng trong chăn mền quá nóng nực.
- Thăm nom các bà con hoặc hàng xóm lớn tuổi, khuyến họ ở chỗ mát mẻ và thường xuyên uống nước.
- Không ở lâu những nơi có nhiều ánh nắng chiếu thẳng vào người.

• Đứng bỏ trẻ sơ sinh, trẻ em, thú vật nuôi hoặc người có hạn chế khả năng đi đứng trong xe đang đậu, CHỈ MỘT PHÚT THÔI CŨNG KHÔNG ĐƯỢC! Chỉ trong vài giây là nhiệt độ nóng trong xe lên cao rất nguy hiểm!

- Hãy đảm bảo rằng các trẻ em và thú vật nuôi được uống nhiều nước.
- Sự say nắng là tình trạng rất nghiêm trọng và có thể gây tử vong trừ khi được cấp cứu ngay lập tức. Hãy để ý những triệu chứng này: nhiệt độ cơ thể cực cao; da đỏ, nóng và khô; nhịp tim đập mạnh và nhanh; rối loạn ý thức và bị bất tỉnh. Nếu ai có những triệu chứng này, hãy gọi 911! Di chuyển người đó đến một nơi mát mẻ hơn lập tức.

- Daawo astaamaha frostbite iy hypothermia: Hadalka aan la maqin, Hadalka xun, jareynta aan la xakameyn karin, garillirka, haraqimashada iyoo heerkuulka jirka ee 95 ama ka yar.
- Haddii aad dibadda ku xayiranto, ka bixi hawada adoo qaleel ah. Ku tiirso dhismaha ama godka barafka ah haddii aan wax kale la helaynin. Ha cunin barafka. Tani waxay ka dhigaysaa inaad aad u qabowdo.
- Soo geli gudaha bidashada iyoo eeyaaasha

Haddii aad ku jirto gaarigaaga

- Qof u sheeg meesha aad u socoto. Kuna soco wadooyinka waawayn
- Wiixi war cusub kala soco idaacadaha telefishinka deegaanka.
- **Haddii aad garaneeyo qof aan fahmin Karin, arag, ama maqli Karin farirtan, fadlan u sheeg wax ku saabsan.**

Ilaali gaarigaaga

- Ku dabool shukumaana qasabadaha iyoo ku dabool bac si aad tubooyinka oga ilaaliso inay dhagan oo ay waxweeyeeyaan biyaha.
- Daar jakada ama qasabadaha suuliga una ogolow inay tartiib u socdaan, tafiin joogto ah si looga hortago inay tubooyinka qarxaan.
- Ka saar barafka culus tubooyinka ee meesha gaariga si looga hortago inay duuto.
- Marnaba ha ka tagin meesha dabka oo holceysa ama shamac aan la damin.
- Isticmaal tooshashka ama qalabka kale ee ku shaqeyaa ilaha nalka haddii uu dabka baxo.
- Haddii aad garaneeyo qof aan fahmin Karin, arag, ama maqli Karin farirtan, fadlan u sheeg wax ku saabsan.

Mareegyo Waxtar badan:

Heerkuulka

- Kuleyika daran waxay saameenaysaa meesha. Fadlan ka taxadar talaabaabooyinka baadqabaanshaha.
- Marka heerleelka dibadda ay aad u darrantahay, halisaha wadno xanuunka ayaa baxa. qalabka, iyoo kiliyaha oo shaqa gaba. Dadka waawayn, caruurta yar yar, iyoo dadka gaba xanuunka dhimirka iyoo xanuunada qatarta ee keena halista saadika ah.
- Macluumaadka mihiimka ah, riix halkan:[website link here](#)
- Haddii aad rabtaan farirtaan in aad ku aragtaan luqada Amerikaanka dadka dhagaha la, ama luqada kale, riix halkan:[website link here](#)

Waxa la sameeynayo:

- Waqti ku qaado meelaha layrta wanaagsan leh. Booqo moolasha leh hawada wanaagsan, aad tyaarada filimada, maktabadda ama meelaha kale ee dadwaynaha oo aad kahelaysyo qabow.
- Cab biyo badan, laakiin ka dheerow cabitada ay ku jirto khamriga, kafeega, ama sokorta badan.
- Si joogto ah cunto u cun, laakiin hubi in cuntuooyinka ay isku dheelitrin yihiin oo ay fudud yihiin.
- Xir daqaaqaha ay qoraxdu kasoo gasho subaxdii ama galabkii.
- Xiro dhar qafiif ah.
- Ka ilaali dhallaanka dhar culus ama ku daboolisti bustooyinka diliran.
- Ka war hay dadka da'da ah ee dariskaaga iyoo qaarabada ku dhiirgali inay qabow ahaadaan oo ay joogto biyo badan u cabaan.
- Xadid waqtiya aad ku qaadanaayso iileyska cadcadeeda.
- Ha kaga tagin dhallaanka, caruurta, xawayaanka ama dadka aan socon karin meelaha aad gaariga ku baakintid, XITAA HAL DAQIIQO! Gawarida ayaa noqon kara kuleel halis ah muddo sikino gudahood ah!
- Hubi in carruurta iyoo xawayaanka ay biyo badan cabaan.
- Istarooga kuleelka wax halis ah darran waxayna keeni kartaa dhimasho haddii aan si degdeg ah loo daaweyn. Ka taxadar astaamaha sida; heerkuulka darran; casaanka, kuleelka ama maqaarka darran; degdeg ah. Wadno garaaca daran; iyoo maskax wareerka iyoo miir diboolka Haddii qofka leeyahay calaamaaha, wax 911! Si degdeg ah u geey qofka meel qabow.

- Do not drink tap water that has not been disinfected. Do not use ice or drink beverages made from tap water that has not been disinfected. Do not eat raw foods rinsed with tap water that has not been disinfected.

- To disinfect: boil water for one minute. When cool, refrigerate in clean, covered containers.
- Sealed, bottled water is safe to drink.
- It is safe to shower, bathe and wash clothes with regular tap water. However, do not let infants or small children to drink bath water or to suck on washcloths.
- Check local news for emergency updates.
- If you know of someone who is unable to understand, see or hear this message, please tell them about it.*

After the boil water advisory is lifted:
It is now safe to drink and use tap water again, with the following precautions: [See action steps below]

- Flush household pipes and faucets: run cold water faucets for 3 minutes each if they have not been used in the last 24 hours.
- Flush home automatic ice makers: make three batches of ice cubes and discard all three batches.
- Drain and refill your hot water heater if the temperature is set below 113 F.
- Run water softeners through a regeneration cycle.

- Flush drinking fountains: run continuously for 3 minutes.
- Flush water coolers: run coolers with direct water connections for 5 minutes.

Helpful links:

9. Earthquake

- Earthquake**
- An earthquake has occurred in the area. Emergency responders are assessing the damage.
- The government Emergency Operations Center is activated. Officials are working to restore services and rescue people.
 - For important information, click here: [website link here](#)
 - To view this message in American Sign Language (ASL) or other languages, click here: [website link here](#)

What to do:

- Stay where you are and check on those around you. Take care of anyone who may have been injured. Do not get on roads, freeways or bridges.
- Expect aftershocks. When you feel the ground moving, get under a table or other sturdy piece of furniture. Stay away from windows. Crouch low against an inside wall.
- Phone systems have been overwhelmed. Only dial 911 for life-threatening emergencies. Text messages might go through.
- Be ready to be on your own for several days.
- It may take days or weeks before power can be restored to your area.
- Work together so everyone stays safe. Help each other and neighbors around you.
- Check local news for emergency updates
- If you were evacuated, wait until you are told it is safe before returning home.
- If you know of someone who is unable to understand, see or hear this message, please tell them about it.*

Helpful links:

(Drop, Cover, and Hold On pictogram)

10. Volcano

- የቦር ባኩቴሪያ መድንት ያልላባበትን የህንጻ ውሃ አይጠጡ። የቦር ባኩቴሪያ መድንት አልላባበት የህንጻ ውሃ የተባራ ቢረዶ አይጠጡም ወይም ማጠቃለያ ውሃን እንዳይጠጡ ወይም የሌላ መድንት ባልላባበት የህንጻ ውሃ የሚጠጡ ገሬ ምግቦችን አይመጡ።
- ጉዳት ከሚያስከትሉ ሀሳቦች ነጻ ለሚደረግ ውሃን ለህንጻ ደቂቃ ማግኘት፣ የፍለው ውሃ ሲቀየቅቡ፣ ንድፍና ሽግግር ባለው ማስቀመጫ ቢረዶ ውስጥ ማስቀመጥ።
- የታሸጡ የፕላስቲክ ውሃ ማጠቃለያ አስተማማኝ አይደሉም።
- አሰጣጥ የሚያስፈልጉ ውሃ ምርጫ መውሰድ፣ ስውነትን ማስተማሩ ልብናን ማጠቃለያ ያልላባበት የህንጻ ውሃን ለህንጻ ደቂቃ ማግኘት፣ የፍለው ውሃ ሲቀየቅቡ፣ ንድፍና ሽግግር ባለው ማስቀመጫ ቢረዶ ውስጥ ማስቀመጥ።
- በሌ ደንተኛ ጉዳዮች ወቅታዊ ማረጋገጫ ለማግኘት የአካባቢያን ዝና ይክታሉ።
- ይህን መልክት ለሚረጉ ለገዥዎ ሆነ ለማግኘት የሚያገድ ለሚያውቅ ሰው ከሰጡ ለከዎችን መልክት አላረጋግጡም።**

- ውሃ አጭር የሚለው ምክራዊ ማስጠንቀቂያ ከተላላ በውሃ።
- ከህንጻ ህንጻ ውሃን ቢረጋገጥ ለማጠቃለያ ለመጠቀም መሞል ያደቃል። የግዛታትን ቅርፅ ጥንቃቄዎችን በማድረግ። [See action steps below]
 - የውሃ መተግበሪያዎችን ቢገባዎቹ ለሌሎች 24 ሰዓታት ጥቅም ላይ አልጠሩ። ውሃ ከመጠቀሻዎች በፊት ቢገባዎቹ ውሃ እንዲያልግባቸው ማድረግ። (አካባቢ ቀጠቀቀ ውሃ በሚያልግባቸው ቢገባዎቹ ለ3 ደቂቃ ያክል ውሃ እንዲያልግባቸው ማድረግ።
 - ቢረዶ የሚለው መሬታዎች ውስጥ ውሃ መካተት ከታይ በውሃ ስለሆነ ግዜ ስለት የተለያዩ ቢረዶዎችን እንዲሰጡ ማድረግ። የተለያዩ የቢረዶዎች ማድረግ።
 - ውሃ ማረጋገጫ በውሃ ገንጠል ፍራጅነት መቀነስ ቢታች ሆኖ ቢታች ይቀጥ የየወቅት ውሃ ማጠቃለያ እንዲሰጡ መውሰድ።
 - በውሃ ውስጥ የሚገኙትን እንዳይገኙ ከሚከሉትን ለማስወገድ የውሃ ማሰባሰቢያዎችን በተጠቃሚ ውሃ ውስጥ ከተተኙ የሚጠቀሙ ውሃ የየቦ የውሃ ምንጫዎችን በተጠቃለበት ለሌላት ደቂቃዎች እንዲሰጡ ማድረግ
 - የመጠጥ ውሃ ምንጫዎችን ስለት ደቂቃ ያክል እንዲሰጡ ማድረግ።
 - ውሃ ማስቀመጫዎችን ማጠቃለያ ለ3 ደቂቃዎች ውሃ በውስጣቸው እንዲሰጡ ማድረግ።

ጠቃሚ ጭብጫት:

9. የመሬት መንቀጥቀጥ

- የመሬት መንቀጥቀጥ**
- በአካባቢ የመሬት መንቀጥቀጥ ተከላክሏል። የደንተኛ ህዝብ ሰፊ ስፋቶች የጉዳት ማጠቃለያ እየሰጠው ነው።
 - የሚገባበት የደንተኛ ህዝብ ለሁሉም ማህበራዊ ስፔራዎች፣ ሃይማኖታዊ እና/ወይንት የሚጠቀሙትን ለማስወገድ ለመመልከት ስለሚችሉ ከአደጋ ለማስወገድ እየሰጡ ነው።
 - ጠቃሚ ማረጋገጫ ለማግኘት፣ እዚህ ላይ ጠቅ ያድርጉ። [website link here](#)
 - ይህን መልክት በ American Sign Language (ASL) የሚጠቀሙትን የምልክት ቋንቋ ወይም በሌሎች ቋንቋዎች ለማግኘት፣ እዚህ ላይ ጠቅ ያድርጉ። [website link here](#)

ምን ማድረግ ያስፈልጋል:

- ባለቤት ስታ ይቆዩ። በአካባቢያ ያሉትን ሰዎች ተከታትሉ። ጉዳት የሚጠቀሙ ሰዎች ካሉ ተንክላክሉ። ወደ ኃይናቶች ወይም ደልድሮች ፍሪይ እትውጡ።
 - ከመሬት መንቀጥቀጥ በውሃ ለሌሎች ተቀናጭ ማስተንተኞች ለኖሩ እንደሚችሉ ተጠብቀው ማረጋገጥ ለማስወገድ ለማስወገድ ለማስወገድ ይሁኑ። ወይም ለማስወገድ ይሁኑ።
 - በአካባቢያ የተደረገውን የማይል እቅርት ወይንት ለማስወገድ የተወሰኑ ቀናት ወይም ሳምንታት ለማስወገድ ይችላሉ።
 - የኢንፎርሜሽን ስው ደንተኛ እንዲጠቅ በሁብረት ስራ፣ ለርስበርስ ተረዳዳሪ፣ በአካባቢ ያሉትን ጸቢቶች ለርዳዳ
 - በሌ ደንተኛ ጉዳዮች ወቅታዊ ማረጋገጫ ለማግኘት የአካባቢያን ዝና ይክታሉ።
 - ከኪንግ ስለትው እንዲያጠጡ ከተደረጉ፣ ወደ ቤትዎ ከመመልከት በፊት ሁኔታው አስተማማኝ ማረጋገጫ አስኪኪርዎት ይጠብቁ።
 - ይህን መልክት ለሚረጉ ለገዥዎ ሆነ ለማግኘት የሚያገድ ለሚያውቅ ሰው ከሰጡ ለከዎችን መልክት አላረጋግጡም።**
- ጠቃሚ ጭብጫት:**

10. እሳተ ገጥራ

- No beba agua del grifo que no haya sido previamente desinfectada. No use hielo ni tome bebidas hechas con agua corriente que no haya sido desinfectada. Evite alimentos crudos que hayan sido enjuagados con agua del grifo que no haya sido previamente desinfectada.
- Para desinfectar: hierva el agua por un minuto. Cuando el agua se enfríe, refrigérela en contenedores limpios y cubiertos.
- El agua embotellada y sellada es segura para beber.
- Es seguro ducharse, tomar baños en bañera, y lavar la ropa con agua corriente. Sin embargo, no permita que bebés o niños pequeños beban el agua del baño o chupen paños húmedos.
- Consulte las noticias locales para actualizaciones de emergencia.
- Si usted sabe de alguien que es incapaz de comprender, ver o escuchar este mensaje, por favor háblele de esto.*

Después que el aviso para hervir el agua es cancelado:

- En este momento es seguro beber y usar nuevamente el agua de la llave, pero siguiendo estas precauciones: [See action steps below]
- Limpie las tuberías y grifos: si no han sido utilizados en las últimas 24 horas, deje correr el agua en cada uno de los grifos de agua fría por 3 minutos.
- Limpie los sistemas automáticos de fabricación de hielo: haga tres litros de cubitos de hielo y deséche los tres litros.
- Vacíe y vuelva a llenar el calentador de agua si la temperatura se fija por debajo de 113 F.
- Haga funcionar los descalcificadores de agua durante un ciclo de regeneración.
- Limpie los bebederos: haga funcionarlos continuamente por 3 minutos.
- Limpie los enfriadores de agua: haga funcionar los enfriadores de agua con conexiones de agua directas por 5 minutos.

- Limpie las tuberías y grifos: si no han sido utilizados en las últimas 24 horas, deje correr el agua en cada uno de los grifos de agua fría por 3 minutos.
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- Vacíe y vuelva a llenar el calentador de agua si la temperatura se fija por debajo de 113 F.
- Haga funcionar los descalcificadores de agua durante un ciclo de regeneración.
- Limpie los bebederos: haga funcionarlos continuamente por 3 minutos.
- Limpie los enfriadores de agua: haga funcionar los enfriadores de agua con conexiones de agua directas por 5 minutos.

Enlaces útiles:

Terremoto

- Terremoto**
- Ha ocurrido un terremoto en el área. El personal del Servicio de Emergencia se encuentra evaluando el daño.
 - El Centro de Operaciones de Emergencia del Gobierno está activado. Los funcionarios están trabajando para restaurar los servicios y rescatar a las personas.
 - Para información importante, haga clic aquí: [website link here](#)
 - Para ver este mensaje en lenguaje de señas americano (ASL) u otros idiomas, haga clic aquí: [website link here](#)

Qué hacer:

- Quédesse donde está y verifique la situación de los que están a su alrededor. Preste cuidados a quienes pueden estar lastimados. No circule por rutas, carreteras o puentes.
- Espere réplicas. Cuando sienta que la tierra se está moviendo, colóquese debajo de una mesa o de algún mueble macizo. Manténgase lejos de las ventanas. Agáchese y colóquese contra una pared interior.
- Los sistemas telefónicos están saturados. Solo llame al 911 para emergencias. Es posible que no pueda enviar textos.
- Esté preparado para estar solo durante varios días.
- Puede tomar días o semanas antes que se restablezca la electricidad en su área.
- Trabaje en conjunto para que todos permanezcan a salvo. Proporcione ayuda mutua y a los vecinos cercanos.
- Consulte las noticias locales para actualizaciones de emergencia.
- Si fuera evacuado, espere hasta que se le indique que es seguro regresar a su casa.
- Si usted sabe de alguien que es incapaz de comprender, ver o escuchar este mensaje, por favor háblele de esto.*

Enlaces útiles:

Volcán

- Không uống nước máy chưa được khử trùng. Không dùng nước đá hoặc thức uống pha chế với nước là chưa được khử trùng. Không ăn thực phẩm chưa nấu chín và đã được rửa bằng nước chưa khử trùng.
- Cách khử trùng: nấu sôi nước trong một phút. Khi nguội, đựng nước trong những chai lọ sạch, đậy kín và bỏ vào tủ lạnh.
- Nước đóng chai có nắp là nước uống an toàn.
- Nước máy là an toàn để tắm hay giặt giũ. Tuy nhiên, đừng cho trẻ sơ sinh hay trẻ nhỏ uống nước từ bồn tắm hay ngâm khăn lau tắm nước.
- Theo dõi tin tức địa phương để biết các cấp nhật khẩn cấp.
- Nếu bạn biết có người không hiểu, không xem, hoặc không nghe thông báo này, làm ơn cho họ biết.**

Sau khi lời khuyên về nước nấu sôi đã được rút lại:

- Nay đã an toàn để uống và sử dụng lại nước máy, với các biện pháp phòng ngừa sau đây: [See action steps below]
- Xả các ống nước và vòi nước trong nhà: mở các vòi nước lạnh trong 3 phút nếu chúng không được sử dụng trong 24 giờ qua.
- Xả các máy làm nước đá tự động trong nhà: làm ba mẻ nước đá và vứt bỏ cả ba.
- Xả nước và đồ đóng máy làm nước nóng trong nhà nếu nhiệt độ được vận dưới 113 F.
- Chạy máy lọc nước mỗi bận ở chu kỳ tái sinh.
- Xả các vòi nước uống: cho chạy liên tục trong 3 phút.
- Xả các thùng chứa nước lạnh hoặc máy làm nước lạnh để uống: cho nước tốt chảy qua thùng hoặc máy này trong 5 phút. Các trang mạng liên kết hữu ích:

- Xả các ống nước và vòi nước trong nhà: mở các vòi nước lạnh trong 3 phút nếu chúng không được sử dụng trong 24 giờ qua.
- Xả các máy làm nước đá tự động trong nhà: làm ba mẻ nước đá và vứt bỏ cả ba.
- Xả nước và đồ đóng máy làm nước nóng trong nhà nếu nhiệt độ được vận dưới 113 F.
- Chạy máy lọc nước mỗi bận ở chu kỳ tái sinh.
- Xả các vòi nước uống: cho chạy liên tục trong 3 phút.
- Xả các thùng chứa nước lạnh hoặc máy làm nước lạnh để uống: cho nước tốt chảy qua thùng hoặc máy này trong 5 phút. Các trang mạng liên kết hữu ích:

Động đất

- Động đất**
- Một trận động đất đã xảy ra trong khu vực. Các cơ quan cấp cứu khẩn cấp đang đánh giá những sự thiệt hại.
 - Trung tâm Cấp cứu Khẩn cấp của chính phủ đã bắt đầu hoạt động. Chính quyền địa phương đang tích cực hoạt động để phục hồi các dịch vụ và cứu giúp mọi người.
 - Để biết thông tin quan trọng, bấm vào đây: [website link here](#)
 - Để xem thông tin này bằng ngôn ngữ ký hiệu Hoa Kỳ hoặc các ngôn ngữ khác, bấm vào đây: [website link here](#)

Chuyên phần làm:

- Ở yên tại chỗ và kiểm tra tình hình những người xung quanh bạn. Chăm sóc người có thể bị thương. Không đi trên đường nhỏ, đường lùn, các cây cầu.
- Những dư chấn của trận động đất sẽ xảy ra. Khi quý vị cảm thấy mặt đất chuyển động, hãy chui xuống gầm bàn hoặc nép mình dưới các bàn ghế vững chắc. Tránh xa các cửa sổ. Gấp ánh mình vào một bức tường an toàn bên trong nhà.
- Hệ thống điện thoại đã bị tắc nghẽn vì quá mức sử dụng. Chỉ quay số 911 cho trường hợp khẩn cấp để đo địa điểm mạng. Ta có thể viết "text" để nhận tin qua điện thoại.
- Nếu sẵn sàng để từ bỏ lo cho cá nhân mình trong vài ngày.
- Có thể mất vài ngày hoặc vài tuần trước khi có điện trở lại trong khu vực quý vị đang ở.
- Cùng nhau học tập để mọi người được an toàn. Giúp đỡ bà con và hàng xóm.
- Theo dõi tin tức địa phương để biết các cấp nhật khẩn cấp.
- Nếu quý vị đã đi tản, hãy chờ cho đến khi được thông báo là đã an toàn trước khi quý vị quay trở về nhà.
- Nếu bạn biết có người không hiểu, không xem, hoặc không nghe thông báo này, làm ơn cho họ biết.**
- Các trang mạng liên kết hữu ích:

Núi lửa

- Ha isticmaalin biyaha tuubada oo aan la nadiifin. Ha isticmaalin baraf ama cabitaano laga sameeyo biyaha tuubada oo aan la nadiifin. Ha cunin cunto cayriin ah oo lagu dhaqey biyaha tuubada oo aan la nadiifin
- Ka dil caaboo: karkari biyaha hal daqiiqo. Marka ay qaawba, nadiif firriika, baaboo welwelka.
- Biyaha dhalada ku jira ee afka ka xiran waa ammaan in la cabo.
- Waa ammaan in lagu qabeysto, iyo dharka lagu dhaqo biyaha tuubada oo caadiga ah. Waa ahaatee, ha u ogalaan in ilma yar ama caruurta in ay cabbaan biyaha qabeyska ama ay nuugaan marada qabeyska.
- Wixii war cusub kala soco iidaacadaha telefishinka deegaanka.
- Haddii aad garaneyso qof aan fahmin Karin, arag, ama maqli Karin farintaan, fadlan u sheeg wax ku saabsan.

Kadib la talinta biyo karinta waa la qaaday.

- Hada waa ammaan in la cabo iyo in mar kale la isticmaali kso biyaha tuubada, sida taxadadaran ee soo socota. [See action steps below]
- Raaci biyo qasabada iyo tuubooynika reerka ku fur biyo qabaw qasabada iila 3 daqiiqo mid walba haddii aan iyaga la isticmaalin 24 saac ee la soo dhaafay.
- Biyo raaci automatic ice makers guriga: same saxed xirmo oo baraf afar geesood ah iyo tuur dhammaan saxedax xirmood.
- Qalaji dib u buxii biyo kululeyahaaga haddii heerulku ka hooseeyo 113 F.
- Fur biyo sifeeyaha dib u warshadeynta.

- Raaci biyo tuubooynika biyaha la cabo: si joogto ah u fur iila 3 daqiiqo.
 - Biyo raaci biyo qabawjooyiyaasha, toos biyo ugu fur isku xiraayaasha biyaha iila 5 daqiiqo.
- Mareeygo Waxtar badan:**
- Fur biyo sifeeyaha dib u warshadeynta.

Dhulgariir

- Dhulgariir**
- Dhulgariir ayaa ka dhacay goobta. Ka jawaabayaasha xaalada deg-dega ah waxay qiimeynaya wayxelaada.
 - Xarunta Hawlgalada Xaaladaha Degdega ee Dowladada aya shaqeeynsaa. Madaxa waxay ka shaqeynayaan soo celinta adeegyada iyo baadbaadinta dadka.
 - Macluumaadka mihiimka ah, riix halkaan: [website link here](#)
 - Hadii aad rabtaan farintaan in aad ku aragtaan luqada Amerikaanka dadka dhagaha la, ama luqada kale, riix halkaan: [website link here](#)

Waxa la sameynayo:

- Joog halka aad joogto iyo hubi kuwa ku dhaw adiga. Daryeel qof walba kaas oo laga yaabo inuu dhawacmay. Ha aadin wadooyinka, jidada furan ama buundooyinka
 - Filshada Saameynta dhulgariir kadib. Marka aad daneero inuu dhulka dhaqaaayo, hoos ka gal miiska ama agabka kale ee guriga. Ka dheraawo daaqaadaha U jilbabjabso dhanka gudaha darbiga.
 - Nidaamiyada telefoonka ayaan noqonaya mid aan shaqeynin. Wac oo kaliyaa 911 Xaaladaha degdega ah ee halista ku jira ah noloshu. Fariimo qoraaleedka ayaa diri sarni kara.
 - Diyaar u noqo dhowrkaaga maalmoood.
 - Waxay qaadan kartaa dhowr maalmoood ama toddobaado ka hor inta koroodanta dib loo soo celin karo agaaga.
 - Si wada jir ah u shaqeyya, si qof walba u baadbaado
 - Si Wadajir ah u shaqeyya si uu qof walba u baadbaado, miida mid kale ha caawio iyo daristka idinku dhaw.
 - Wixii war cusub kala soco iidaacadaha telefishinka deegaanka.
 - Haddii laga saarey/qaaxiyay, sug iila inta lagu sheego ammaankeeda ka hor inta aadan guriga ku soo noqoon.
 - Haddii aad garaneyso qof aan fahmin Karin, arag, ama maqli Karin farintaan, fadlan u sheeg wax ku saabsan.
- Mareeygo Waxtar badan:**

Volkaano

• A Volcano has erupted in Washington State. Please take precautionary measures to stay safe.

Facts: A volcano has erupted in Washington State. Volcanic dangers include hot ash, rock, lava, mudflows and landslides. Explosive eruptions can severely disrupt roads, electricity, water, utilities and cause health hazards hundreds of miles downwind due to drifting clouds of fine ash.

• For important information, click here: [website link here](#)

• To view this message in American Sign Language (ASL) or other languages, click here: [website link here](#)

What to do:

- You may be asked to stay indoors or evacuate the area. Be prepared for either.
 - Protect your lungs by wearing a disposable facemask. If you have a respiratory condition, follow your asthma management plan.
 - Protect your eyes – remove contact lenses and wear glasses or protective goggles.
 - Check local news for emergency updates.
 - *If you know of someone who is unable to understand, see or hear this message, please tell them about it.*
- Helpful links:

11. Pandemic flu

• Health officials in the area are seeing a surge in flu cases and urge people to take steps to prevent infection. They are concerned about the potential for pandemic flu, a global outbreak from a new flu virus.

• For important information, click here: [website link here](#)

• To view this message in American Sign Language (ASL) or other languages, click here: [website link here](#)

What to do:

- Stop germs from spreading. Wash your hands frequently and thoroughly with warm water.
 - Cover your mouth and nose when coughing or sneezing. Use tissue or cough into your upper sleeve.
 - Don't share food, utensils or beverage containers with others.
 - Stay home if you feel sick. Call your health care provider if you have cough or fever, and follow their instructions.
 - Check local news for emergency updates.
 - *If you know of someone who is unable to understand, see or hear this message, please tell them about it.*
- Helpful links:
Flu symptoms

12. Power Outage

• A wide-spread power outage has affected our area. Full restoration of the system may take several days.

• For important information, click here: [website link here](#)

• To view this message in American Sign Language (ASL) or other languages, click here: [website link here](#)

What to do:

- Use flashlights, light sticks or battery-power lanterns for emergency lighting. Do not use candles due to increased risk of fire.

• In Washington ግዛት ውስጥ ህሳተ ንግራ ፍንጃታ ተከራክረዋል። ለዝግብ ደንባትም ለምስጢን የንጉሳቱ ለርምጃዎችን ይውሰዱ።

አውታቃቸ: በየደንበኛነት ከፍለግር ለአተ ንግራ ፈንጃታዎ ሊደረጉ ይገባሉ። ግለት ያላቸውን አመኛ፡ ሳላቸች: ፈላጊቸ: ጭታና የግራት ፍርስፈሽ ሙትፋትን ያስታልላል። ህሳተ ንግራው ፍንጃታ በምንጭቸን በመጠራትና ውሃ አልግላቸች: በንግራት ላይ ንብት ሊሰክስተድና ነፍሱ ደምኖ ከከታ ወደ ኮሎ በሚገባላቸትት ግዜ ያንን ህሳተ ንግራ አመኛ ይዘው ስለሚሆኑ ብዙ ሙቶ ማይልስ ርዕዕ ለሚገኙ ሰዎች ይጻፍር ለሰና አገሪ ህግ ሁኔታ ለፈጠር ይችላል።

• ጠቃሚ መረጃ ለማግኘት፡ ለዚህ ላይ ጠቅ ያድርጉ: [website link here](#)

• ይህን መልስት በ American Sign Language (ASL) የሚጻፍውን የግልሰት ቋንቋ ወይም በሌሎች ቋንቋዎች ለማየት፡ ለዚህ ላይ ጠቅ ያድርጉ: [website link here](#)

የንግራግ የዘላቂ ልዩ ልዩ:

- ከከታ ውስጥ አንዳይጠብ ወይም አካባቢውን ለትዕቢት እንዲወጡ ሊጠቁ ይችላሉ። ለሰዎችውም አግራጭ ገጣጭ ይሁኑ።
 - ለከታ ስሜቱ ከግራግ በማጠቃለያ ፈትምን በግዜ ይሸፍኑ። የጠቃሚ ስርዓት ከላባት የሰጠ ማጠቃለያ ስቅያት ተከታታይ ።
 - ሳይሸፍንም ከአገሪ ጠብቁ። ሳይን ውስጥ የሚጠቡ ልጅ የሚያደርጉ ከሆነ ለውተው፡ የሳይን ማጽር ወይም የሳይን መክላኪያ ማጽር ያድርጉ።
 - ስለ ድንብተኛ ጉዳዮች ወቅታዊ መረጃ ለማግኘት የአካባቢዎን ዜና ይከታተሉ።
- ይህንን ማልከት ለመረጃ ለማግኘት ማለትም ሆነ ለማግኘት የሚያገዱ የሚያወቅት ለውጥ ለዝግብ የንግራ ማልከት ለሰረድሃቸው ጠቃሚ ይሰጣሉ።**

11. የንግራግ ወርሽኝ

• የአካባቢው የዜና ግብፅ ሃላፊዎች የንግራግ ስብስብ ለደምጃ መገንጠን በግዛታዎቻቸው ሰዎች ስብስብ ለውጥ ለመጣጥ ለርምጃዎችን አንዳይጠቁ ይጠሩ። በአዲስ የንግራግ ወርሽኝ ማጠቃለያ ስለሆነ አተፊዎች የንግራግ የንግራግ ወርሽኝ ሊከት ይችላል የሚል ሲታይ አቀፍው።

• ጠቃሚ መረጃ ለማግኘት፡ ለዚህ ላይ ጠቅ ያድርጉ: [website link here](#)

• ይህን መልስት በ American Sign Language (ASL) የሚጻፍውን የግልሰት ቋንቋ ወይም በሌሎች ቋንቋዎች ለማየት፡ ለዚህ ላይ ጠቅ ያድርጉ: [website link here](#)

የንግራግ የዘላቂ ልዩ ልዩ:

- ደርገጥኛ ስደግነት አንዳይጠቁ ግድገድ ለደን በሙቅ ውሃ ይርክስ ጥሩ ጥሩ ማታጠብ።
 - በሚጠቃለያ ስብስብ ሆነ በሚጠቃለያት ግዜ አፍና ልፍንግግ መሸፈን፡ ማዳጃጃ ወረቀት ማጠቃለያ ወይም ሲያስገቡት ወይም ሲስቡ ወደ ሳይኛው እርጋታ መሳል ወይም ማስጠቃል።
 - ምግብ፡ የምግብ ስታዎችንም ሆነ ይገዛህ ማግኘትም፤ እንደ ከሊሰው አላውጣቱ።
 - እመም ከተሰምን፡ ከከታዎ ለይውጡ። ላል ወይም ትኩረት አለብዎ ወደ ጠና እነሱ በከባ እንዲሰሩ ይደውሉና ከአሰር የሚሉጠጡን ማመራቻዎች ይከተሉ።
 - ስለ ድንብተኛ ጉዳዮች ወቅታዊ መረጃ ለማግኘት የአካባቢዎን ዜና ይከታተሉ።
- ይህንን ማልከት ለመረጃ ለማግኘት ማለትም ሆነ ለማግኘት የሚያገዱ የሚያወቅት ለውጥ ለዝግብ የንግራ ማልከት ለሰረድሃቸው ጠቃሚ ይሰጣሉ።**

12. የኢሌክትሮኒክ ሃይል መቆረጥ

• አርቢዎ በላትት አካባቢ ጣዖ የታዎች ላይ የኢሌክትሮኒክ ሃይል ተሰባርቷል። ሲስተሙን ሙሉ በሙሉ ወንድገርበት ለመመለስ በርካታ ጥንት ሊጠብቅ ይችላል።

• ጠቃሚ መረጃ ለማግኘት፡ ለዚህ ላይ ጠቅ ያድርጉ: [website link here](#)

• ይህን መልስት በ American Sign Language (ASL) የሚጻፍውን የግልሰት ቋንቋ ወይም በሌሎች ቋንቋዎች ለማየት፡ ለዚህ ላይ ጠቅ ያድርጉ: [website link here](#)

የንግራግ የዘላቂ ልዩ ልዩ:

- መብራት በድንገት ሊጠፍ ሳትሩ። የሙሴታት ስትሮች ወይም ስትሮች የሚሰሩ ፋትሮችን ተጠቅሞ እንጂ ግግ መጠቀም የላትት ደረጃን የሚያደግ ይወጥ።

• Un Volcán ha erupcionado en el estado de Washington. Por favor tome las medidas de precaución para permanecer seguro.

Hechos: Un volcán ha hecho erupción en el estado de Washington. Los peligros volcánicos incluyen ceniza caliente, rocas, lava, flujos de lodo y deslizamientos de tierra. Las erupciones explosivas pueden perturbar severamente a las carreteras, la electricidad, el agua, los servicios públicos y causar problemas de salud a cientos de millas viento abajo debido a las nubes de ceniza fina a la deriva.

• Para información importante, haga clic aquí: [website link here](#)

• Para ver este mensaje en lenguaje de señas americano (ASL) u otros idiomas, haga clic aquí: [website link here](#)

Qué hacer:

- Es posible que se le solicite permanecer dentro de un lugar o evacuar el área. Esté listo para cualquiera de las dos situaciones.
 - Proteja sus pulmones usando una máscara facial desechable. Si usted tiene algún problema respiratorio, siga su plan de manejo del asma.
 - Proteja sus ojos – quítese los lentes de contacto y use anteojos o gafas protectoras.
 - Consulte las noticias locales para actualizaciones de emergencia.
- Si usted sabe de alguien que es incapaz de comprender, ver o escuchar este mensaje, por favor hablele de esto.*
- Enlaces útiles:

Pandemia de Influenza (Gripe)

• Los funcionarios de salud en el área local están viendo un aumento en los casos de influenza e instan a las personas a tomar medidas para prevenir la infección. Están preocupados por la posibilidad de una pandemia de influenza, un brote mundial de un nuevo virus de la gripe.

• Para información importante, haga clic aquí: [website link here](#)

• Para ver este mensaje en lenguaje de señas americano (ASL) u otros idiomas, haga clic aquí: [website link here](#)

Qué hacer:

- Detenga la propagación de gérmenes. Lávese las manos con agua tibia frecuente y cuidadosamente.
 - Cúbrase la boca y la nariz al toser o estornudar. Utilice pañuelos desechables o tosa en la parte superior de su manga.
 - No comparta comida, utensilios o envases de bebidas con otras personas.
 - Quédese en casa si se siente enfermo. Llame a su médico si tiene tos o fiebre, y siga sus instrucciones.
 - Consulte las noticias locales para actualizaciones de emergencia.
- Si usted sabe de alguien que es incapaz de comprender, ver o escuchar este mensaje, por favor hablele de esto.*
- Enlaces útiles:

Corte de electricidad

• Un corte de electricidad generalizado ha afectado nuestra área. La restauración completa del sistema podrá tardarse varios días.

• Para información importante, haga clic aquí: [website link here](#)

• Para ver este mensaje en lenguaje de señas americano (ASL) u otros idiomas, haga clic aquí: [website link here](#)

Qué hacer:

- Use linternas, barras luminosas o linternas a baterías para la iluminación de emergencia. No utilice velas debido al aumento del riesgo de incendio.

• Một cơn núi lửa đã phun nổ tại tiểu bang Washington. Hãy thực hiện các biện pháp phòng ngừa để giữ an toàn.

Chuyện xảy ra: Một núi lửa tại tiểu bang Washington đã phun trào. Những nguy hiểm của núi lửa là tro nóng, đá văng, dung nham, bùn nóng và sét lở đất. Núi lửa phun trào có thể gây rối nghiêm trọng cho giao thông, điện, nước, ga và gây rủi ro sức khỏe cách đó hàng trăm dặm theo hướng gió, vì lý do đó những đám mây tro mịn trôi dạt.

• Để biết thông tin quan trọng, bấm vào đây: [website link here](#)

• Để xem thông tin này bằng ngôn ngữ ký hiệu Hoa Kỳ hoặc các ngôn ngữ khác, bấm vào đây: [website link here](#)

Chuyện phải làm:

- Quy y có thể được yêu cầu ở lại trong nhà hoặc đi tản khỏi khu vực. Hãy chuẩn bị cho cả hai trường hợp.
 - Bảo vệ phổi của bạn bằng cách đeo khẩu trang loại dùng một lần rồi bỏ. Nếu bạn có bệnh về đường hô hấp, làm theo kế hoạch chữa bệnh suyễn.
 - Bảo vệ mắt - tháo kính áp tròng ra và đeo kính cận hoặc kính bảo hộ.
 - Theo dõi tin tức địa phương để biết các cập nhật khẩn cấp.
- Nếu bạn biết có người không hiểu, không xem, hoặc không nghe thông báo này, làm ơn cho họ biết.*
- Các trang mạng liên kết hữu ích:

Đại dịch cúm

• Các cơ quan y tế địa phương đang thấy sự gia tăng con số các ca cúm và kêu gọi mọi người thực hiện những cách thức ngăn ngừa sự nhiễm trùng. Họ lo ngại về khả năng của đại dịch cúm lan tràn trên thế giới từ một siêu vi cúm mới.

• Để biết thông tin quan trọng, bấm vào đây: [website link here](#)

• Để xem thông tin này bằng ngôn ngữ ký hiệu Hoa Kỳ hoặc các ngôn ngữ khác, bấm vào đây: [website link here](#)

Chuyện phải làm:

- Không cho vi trùng lây lan. Rửa tay thường xuyên và cẩn thận bằng nước ấm.
 - Che miệng và mũi khi ho hoặc hắt xì. Lấy khăn giấy hoặc khăn tay ấm che miệng lại khi ho.
 - Không dùng chung thức ăn, muỗng nĩa dao đĩa hoặc ly cốc của người khác.
 - Ở nhà nếu cảm thấy đau ốm. Gọi nhà cung cấp chăm sóc sức khỏe nếu bị ho hay sốt, và làm theo các hướng dẫn của họ.
 - Theo dõi tin tức địa phương để biết các cập nhật khẩn cấp.
- Nếu bạn biết có người không hiểu, không xem, hoặc không nghe thông báo này, làm ơn cho họ biết.*
- Các trang mạng liên kết hữu ích:

Cúp Điện

• Sự cúp điện toàn vùng đã ảnh hưởng đến khu vực đang ở. Việc khôi phục hệ thống điện có thể mất vài ngày.

• Để biết thông tin quan trọng, bấm vào đây: [website link here](#)

• Để xem thông tin này bằng ngôn ngữ ký hiệu Hoa Kỳ hoặc các ngôn ngữ khác, bấm vào đây: [website link here](#)

Chuyện phải làm:

- Dùng đèn pin, gây phát ánh sáng hoặc đèn lồng chạy bằng pin để giải quyết chuyện khẩn cấp. Không dùng đèn cây, có nhiều rủi ro cháy nhà.

• Volkaano ayaa qabsaday Gobolka Washington Fadlan qaad tallaabooyinka ka taxadaraa ee baqbaabsanaha.

• Volkaano ayaa qabsaday Gobolka Washington. Volkaanada wayay leedahay dambas kulul oo halis ah, dhagax, dhuuxil, dambas daadeeyo iyo carrada soo duunta. Garaxayada ayaa sababi kara dhibaatooyinka wadooyinka, kaaroodata, biyaha, billasha wayayna sababi kartaa halis caafimaad boqolaal caafimaadka boqolaal meyl oo hoos u dhicin sababtoo ah daruuraha oo wata dambas

• Macluumaadka mihiimka ah, riix halkan: [website link here](#)

• Hadii aad rabtaan farintaan in aad ku aragtaan luqada Amerikaanka dadka dhagaha la, ama luqada kale, riix halkan: [website link here](#)

Waxa la sameeyayo:

- Waxaa lagu sheegaya inaad joogto gudaha ama laga baxo. U diyaargarow labada!
- Ilaali sambabahaaga adiga oo xiranaya maaskaraha wejiga. Hadii leedahay xaaladaha neeftada raac qarshaha maareynta neefta.
- Ilaali indahaaga – ka saar muraayadaha indaha iyo xiro muraayadaha ama muraayadaha ilaalinta.
- Wiixii war cusub kala soco idaacadaha telefishinka deegaanka.
- Hadii aad garaneyso qof aan fahmin Karin, arag, ama maqli Karin farilantin, fadlan u sheeg wax ku saabsan. Mareeygo Waxtar badan:

Hergab/Durey faafa

• Waaxda maamulka caafimaadka ee deegaanka ayaa arkeen in ay soo kodheer xaaladaha hargabka. Iyo iyadoo dadka luqad boorinaayo inay qaadaan tallaabo looga hortago caabuqa/ infekshanka.

• Macluumaadka mihiimka ah, riix halkan: [website link here](#)

• Hadii aad rabtaan farintaan in aad ku aragtaan luqada Amerikaanka dadka dhagaha la, ama luqada kale, riix halkan: [website link here](#)

Waxa la sameeyayo:

- Jooji faafinta jeermiska. Si joogto ah u dhaqo gacmahaaga iyo biyo diliran aad ugu dhaq.
- Afka iyo sanka dabooli marka aad qafaceyo ama hindhiseyso. Isticmaal istarasho ama ku qafac maro dheer.
- Ha la wadaagin cuntada, maacuunta ama weelasha cabitaanka dadka kale.
- Joog guriga hadii aad xanuusnahey. Wac dhaqtarkaaga hadii aad qafac ama qandho hayso. Oo raac taladooda.
- Wiixii war cusub kala soco idaacadaha telefishinka deegaanka.
- Hadii aad garaneyso qof aan fahmin Karin, arag, ama maqli Karin farilantin, fadlan u sheeg wax ku saabsan. Mareeygo Waxtar badan:

Koronrada way tagtey

• Koronto la'aan ballaaran ayaa saamaysay aaggeenna. Dib u soo cellin buuxa ee nidaamka ayaa qaadan kara dhowr maalmood.

• Macluumaadka mihiimka ah, riix halkan: [website link here](#)

• Hadii aad rabtaan farintaan in aad ku aragtaan luqada Amerikaanka dadka dhagaha la, ama luqada kale, riix halkan: [website link here](#)

Waxa la sameeyayo:

- Isticmaal tooshka, nalalka ama bateriga-awoodda nalalka loogu talagalay nalxa xaladda degdeg ah. Ha isticmaalin shumaca sababtoo ah halista dabka.

<ul style="list-style-type: none"> • Call during off-peak hours for the best chance of getting through. • Check your loved one's social media pages, like Facebook, Twitter, as they may have already gone online to tell their story. • Send an email. • Call people and places where your loved one is well-known: neighbors, employer, school, place of worship, senior center, social club, or union. • If your loved one has a serious, pre-existing health or mental health condition, you may also initiate an Emergency Information Request by calling your local American Red Cross Chapter or 1-800-RED-CROSS. • <i>If you know of someone who is unable to understand, see or hear this message, please tell them about it.</i> 	<ul style="list-style-type: none"> • ጥያቄ የተሰጠ እንዲሆን ለማድረግ ጥሪ ከሚደረግበት ሰዓት ሙሉ ይደውሉ። • የሚወዷቸው ወገኖቻቸውን ታሪካቸውን ለማናገር እንዲያገለግሉ ስለሚችሉ አንድ Facebook እና Twitter ያኩ የሚሰጡ ማሳሰቢያዎች ገጽታቸውን ይጎብኙ። • ሊጠይቁ ይላኩ። • ወገንዎን በድንብ ወደሚያቅዱ ሰዎችና ቦታዎች ስለሰጡ ይደውሉ። ጎረቤቶች፣ አሳቢ ት/ቤት፣ የአዎንታዊ ቦታ፣ የሥራዎቻችን ማህበረሰብ፣ ማህበራዊ ክስብ ወይም የደኅንነት ማህበረሰብ ይሁኑ። • ወገንዎ ከህይወት የቆዩ የክፍ ወይም የአለም ጦሪ ችግር ካለባቸው፣ በአካባቢዎ ወደሚገኙት የአሜሪካ ቀይ መከትል ትርጉሞች ወይም ወደ 1-800-RED-CROSS በመደወል የኅገገተኛ ህዝብ ማረጃ ጥያቄ ማክረብ ይችላሉ። • ይህንን መልእክት ለሚረዱት ለግዥዎ ሆነ ለማሳጣት የሚችል የሥራዎቹ ቀጠላ ስለሚኖራቸው ማሳሰቢያ ይሰጡ። 	<ul style="list-style-type: none"> • Llame durante horas de menor congestión para tener mayor posibilidad de poder contactarse. • Ve a las páginas de las redes sociales de su ser querido como Facebook, Twitter, porque pudieran ya haberse conectado por Internet para compartir su historia. • Envie un correo electrónico. • Llame a personas y lugares donde conocen bien a su ser querido: vecinos, empleador, escuela, templo, centro para el adulto mayor, club social o sindicato. • Si su ser querido tiene una condición de salud física o mental preexistente, puede también iniciar una Solicitud de Información de Emergencia llamando a su sucursal de la Cruz Roja Americana (American Red Cross) o al 1-800-RED-CROSS. • <i>Si usted sabe de alguien que es incapaz de comprender, ver o escuchar este mensaje, por favor háblele de esto.</i> 	<ul style="list-style-type: none"> • Nền gọi điện thoại trong những giờ ít bận rộn để có cơ hội liên lạc mà không bị kẹt đường dây. • Xem các trang trên mạng như Facebook, Twitter của những người thân vì có thể họ đã lên mạng để thông báo câu chuyện của họ. • Gửi thư bằng "email". • Gọi điện thoại đến những nơi quen thuộc và gọi những người quen biết với những người thân của quý vị: hàng xóm, nơi làm việc, trường học, nơi thờ phượng, trung tâm người cao niên, câu lạc bộ hoặc công đoàn. • Nếu người thân của quý vị đã từng có vấn đề nghiêm trọng về sức khoẻ hoặc tâm thần, quý vị cũng có thể thực hiện Yêu cầu Thông tin Khẩn cấp bằng cách gọi cơ quan Hồng Thập Tự Hoa Kỳ địa phương hay gọi số 1-800-RED-CROSS. • Nếu bạn biết có người không hiểu, không xem, hoặc không nghe thông báo này, làm ơn cho họ biết. 	<ul style="list-style-type: none"> • Wac inta laga jiro saacadaha ka baxsan shaqada waa fursada ugu waanagsan in la helo. • Ka raadi qoysaskaaga bogga baraha bulshada, sida Facebook, Twitter, maadama laga yaabo imay sheekadooda ku sheegaan online-ka. • Dir email. • Wac dadka iyo goobaaha sida wanaagsan looga yaqaano qoysakaaga; dariska, shaqadaada, dugsiiga, goob cibaadada, xarunta dadka waawayn, baraha bulshada, ama ururada. • Haddii mid qoyskaaga ka mid ah u qabo dhawac halis ah, xaaladd caafimaadka ama dhimirka caafimaadka horey u qabay, waxaad sidoo kale bilaabi kartaa Codsiga Macluumka Degdeg ah adiga oo wacaya Qeybta American Red Cross Chapter ee xaafadaada ama 1-800-RED-CROSS. • Haddii aad garaneyso qof aan fahmin Karin, arag, ama maqli Karin fariintan, fadlan u sheeg wax ku saabsan.
<p>14. 911 Outage Messaging</p> <ul style="list-style-type: none"> • Safety Message from Seattle Police and Seattle Fire - there is a significant disruption to calling 911 in Seattle. If you cannot connect to Seattle 911, please call 206-583-2111, 206-625-5011 or text 911 ONLY for emergencies. 	<p>14. የ911 የድንገተኛ ጥሪ መቀበያ መስመር ከተሰለጠነ</p> <ul style="list-style-type: none"> • ከሲያትል ፖሊስና ሲያትል የአየት እድገት መከላከያ ኮፍል ቢታግሉ መልዕክት; ሲያትል 911 ችግር ለለበት፣ ከ 911 ጋር መጠናኛት ካልቻሉ ለድንገተኛ ህዝብ ጥሪ (206) 583-2111 ወይም (206) 625-5011 ወይም የጽሑፍ መልዕክት 911 ብቻ ይደውሉ። 	<p>14. Aviso sobre interrupción del servicio del 911</p> <ul style="list-style-type: none"> • Instrucciones importantes de seguridad de la policía de Seattle y del departamento de bomberos de Seattle: Llamar al 911 está experimentando interrupciones significativas. Si no puede conectarse al Seattle 911, llame al 206-583-2111 o 206-625-5011 o envíe un mensaje de texto 911 SOLAMENTE para emergencias. 	<p>14. Tổng Đài Khẩn Cấp 911 Không Hoạt Động</p> <ul style="list-style-type: none"> • Hướng dẫn an toàn quan trọng từ cảnh sát Seattle và số cứu hỏa Seattle: Seattle 911 đang gặp vấn đề đáng kể. Nếu bạn không thể kết nối với Seattle 911, vui lòng gọi 206-583-2111, 206-625-5011 hoặc nhắn tin CH "911" cho các trường hợp khẩn cấp. 	<p>14. 911 Fariimaha khad la'aanta soo dhaca</p> <ul style="list-style-type: none"> • Booliska Seattle iyo waaxda dābdamiska Seattle waxay leeyihiin fariin badbaado oo muhiim ah: Seattle 911 waxay hadda haysataa dhibaatooyin waawayn. Haddii 911 uusan shaqeynin, fadlan wac 206-583-2111 ama 206-625-5011 ama fariin qoraal ah "911" oo keliya oo kaliya xaaladaha degdegga ah.
<p>15. Fire</p> <ul style="list-style-type: none"> • Do not light a fire indoors to stay warm! It can be extremely dangerous and even deadly! Harmful fumes may be produced any time you burn fuel in cars or trucks, small engines, stoves, lanterns, grills, fireplaces, gas ranges, or furnaces. Do not light a fire indoors to stay warm!!! It can be extremely dangerous and even deadly! 	<p>15. ለሳት</p> <ul style="list-style-type: none"> • መቀት ለማግኘት ብለው ቤት ውስጥ ለሳት እያያይዙ፣ ይህን ማድረግ እጅግ በጣም እድገኛና ሞትንም ሊያስከትል ይችላል! በአስተማማኝ ሆነ ከሆድ መከላከያዎ ውስጥ ምድብ፣ ፍጥነት ማሰብ፣ የሳት ምድብ፣ ፎን ልጅ ወይም የሳት ምድብ እጅ ላይ ሲለኩኑ ጸጂ ምስ ሊመጣው ይችላል። መቀት ለማግኘት ብለው ቤት ውስጥ ለሳት እያያይዙ!!! ይህን ማድረግ እጅግ በጣም እድገኛና ሞትንም ሊያስከትል ይችላል! 	<p>15. Fuego</p> <ul style="list-style-type: none"> • Si la calefacción en su hogar deja de funcionar no encienda un fuego dentro de sus habitaciones para generar calor. Es importante recordar que el uso de estufas, linternas, calentadores, o asadores (grills) dentro del interior causa humo tóxico que puede ser mortal. El dióxido de carbono no tiene olor y puede ser extremadamente peligroso. 	<p>15. Hỏa Hoạn</p> <ul style="list-style-type: none"> • Không đốt lửa trong nhà để giữ ấm! Nó có thể cực kỳ nguy hiểm và thậm chí gây chết người! Khi đốt các hạt có thể được tạo ra bất cứ khi nào quý vị đốt nhiên liệu trong xe hơi hoặc xe tải, động cơ nhỏ, bếp, đèn lồng, bếp nướng, lò sưởi, bếp ga hoặc máy sưởi. Không đốt lửa trong nhà để giữ ấm!!! Nó có thể cực kỳ nguy hiểm và thậm chí gây chết người! 	<p>15. Dabka</p> <ul style="list-style-type: none"> • Dab ha ku shidin meel banaan aheen si aad kuleel uhisol! Waxay noqon kartaa mid aad ooh halis ah oo dhimasho sabakarto! Qiig halis ah ayaa imaa karaa wakhti kasta oo aad ku gubto shidaalka baabuurta ama gawaarida, makiinadaha yaryar, dabka, foornada, shillinta, sholalka, gaaska cuntada, ama foornada. Dab ha ku shidin meel banaan aheen si aad kuleel uhisol! Waxay noqon kartaa mid aad ooh halis ah oo dhimasho sabakarto!
<p>16. Driving</p> <ul style="list-style-type: none"> • Unless absolutely necessary, do not drive on untreated roads to avoid vehicle collisions. 	<p>16. መኪና ማሽከርከር</p> <ul style="list-style-type: none"> • እጅግ በጣም አስፈላጊ ካልሆነ በስተቀር፣ የመኪና ግጭትን ለመከላከል እንዲቻል ባልታዘመ መገንቶ ላይ እያሽከርከር። 	<p>16. Conducción</p> <ul style="list-style-type: none"> • A menos que sea absolutamente necesario, no conduzca por carreteras que no estén en condiciones para evitar colisiones. 	<p>16. Lái Xe</p> <ul style="list-style-type: none"> • Trừ khi thực sự cần thiết, không lái xe trên những con đường chưa được xử lý để tránh va chạm xe cộ. 	<p>16. Baabuur Wadista</p> <ul style="list-style-type: none"> • Marka laga reebo haddiiba ay gebi ahaanba laga maarmaan tahay, haku wadin baabuur wado aan la hagaajinin si loo joojiyo isku dhaca baabuurta.
<p>17. Flooding</p> <ul style="list-style-type: none"> • Rain is falling and snow is starting to melt. To prevent flooding, clear your storm drains of slush and debris. 	<p>17. የነርፍ እደጋ</p> <ul style="list-style-type: none"> • ዝናብ እየዘነበ ሲሆን ቢደቀም መስኮጥ ጅምሯል። የነርፍ እደጋን ለመከላከል ሲባል፣ ውጥን ከመሬት ቦታችን የሚሰበው ቀዳዳ በፍርስራሽና ቆሻሻ እንዳይደረገ ያደርጉ። 	<p>17. Inundación</p> <ul style="list-style-type: none"> • Está lloviendo y la nieve se empieza a derretir. Para prevenir las inundaciones, despeje sus desagües pluviales de barro y escombros. 	<p>17. Ngập Lụt</p> <ul style="list-style-type: none"> • Trời đang mưa và tuyết bắt đầu tan. Để ngăn ngừa ngập lụt, hãy làm sạch cống thoát nước mưa của quý vị khỏi bùn và mảnh vụn. 	<p>17. Daadka</p> <ul style="list-style-type: none"> • Roob ayaa imaanayoo, barafuuna wuxuu bilaabaayaa inuu dhalaalo. Si looga hortago daadad, ka nadiifi biyo mareenkaaga wixii baraf iyo qashin ah.



Comprehensive Emergency Management Plan Adoption

March 28th, 2024

Will Lugo
Emergency Management Program
Manager

Will Appleton
Public Works/ Emergency
Management Director



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

- To obtain from committee a recommendation to adopt the City of SeaTac 2024-2028 Comprehensive Emergency Management Plan (CEMP)

WHY IS THIS ISSUE IMPORTANT?

1. To inform the Council on why having a adopted Comprehensive Emergency Management Plan is required
2. To ensure the city is prepared and organized to provide the 5 phases of Emergency Management
3. Having an adopted CEMP is required to be eligible for FEMA Public Assistance reimbursements and any Federal Emergency Management Grant funding



Comprehensive Emergency Management Plan 2024-2028 Update

- Comprehensive Emergency Management Plan (CEMP)
 - Identifies how City departments coordinate emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, nongovernmental organizations, and the broader community
 - Covers the 5 phases of Emergency Management
- CEMP State Requirements
 - Updated Plan to Washington State every 5 years
 - State review
 - State makes recommendations for improvement

- Preparedness
- Prevention
- Response
- Recovery
- Mitigation



Comprehensive Emergency Management Plan 2024-2028 Update



15 Emergency Support Functions (ESF)

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>1. Transportation
Department of Transportation</p> |  <p>8. Public Health and Medical Services
Department of Health and Human Services</p> |
|  <p>2. Communications
National Communications System</p> |  <p>9. Urban Search and Rescue
Federal Emergency Management Agency</p> |
|  <p>3. Public Works and Engineering
U.S. Army Corps of Engineers</p> |  <p>10. Oil and Hazardous Materials Response
Environmental Protection Agency</p> |
|  <p>4. Firefighting
Department of Agriculture/Forest Service</p> |  <p>11. Agriculture and Natural Resource
US Department of Agriculture/Department of the Interior</p> |
|  <p>5. Emergency Management
Federal Emergency Management Agency</p> |  <p>12. Energy
Department of Energy</p> |
|  <p>6. Mass Care, Housing, Human Services
Department of Homeland Security
American Red Cross</p> |  <p>13. Public Safety and Security
Department of Homeland Security/Justice</p> |
|  <p>7. Resource Support
General Services Administration</p> |  <p>14. Community Recovery, Mitigation, and Economic Stabilization
U.S. Small Business Administration</p> |
| |  <p>15. External Communications
Federal Emergency Management Agency</p> |

- CEMP Includes:
 - Basic plan.
 - Department Annex's
 - Essential Elements of Information (EEI's)
 - Inclusive Emergency Communications Plan
- Revised CEMP for City of SeaTac:
 - Moved away from Emergency Support Functions (ESF) to a Departmental Plan

Comprehensive Emergency Management Plan 2024-2028 Update

CEMP Basic Plan:

- Introduction, purpose, and mission
- Concept of Operations (CONOPS)
- Direction, control, and coordination
- Organization:
 - Day to day org chart
 - Emergency Operations Center (EOC)/disaster org chart
- Responsibilities:
 - Government role
 - Private Sector
 - Non-Governmental Organizations
 - Individual Community
 - Incident management/critical tasks



Comprehensive Emergency Management Plan 2024-2028 Update

- Communication
- Administration:
 - Document process and retention
- Finance
- Logistics & Resource Management
- Plan Development & Maintenance
- Training & Exercise
- Appendices:
 - Terms and definitions
 - Acronyms & Abbreviations
 - Code, Laws, and Plans
 - Department Responsibilities for ICS Functions



Comprehensive Emergency Management Plan 2024-2028 Update

- Department Annex's:
 - Public Works
 - Community Economic Development
 - Parks and Recreation
 - Finance
 - Information Technology
 - Legal
 - Human Resources
 - City Managers Office
 - Emergency Management
- Supporting Plans:
 - Hazard mitigation plan
 - Debris Management Plan
 - Inclusive emergency communications plan



Comprehensive Emergency Management Plan 2024-2028 Update



STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20; Building 20
Camp Murray, Washington 98430-5122
Phone: (253) 512-7000 • FAX: (253) 512-7200
Website: <http://www.mil.wa.gov>

February 8, 2024

Carl Cole, City Manager
City of SeaTac
4800 South 188th Street
SeaTac, Washington 98188

Re: City of SeaTac Comprehensive Emergency Management Plan

Dear Mr. Cole:

Thank you for submitting the City of SeaTac's Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant accomplishment.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle to meet the requirements of RCW 38.52 and WAC 118.30. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMD) looks forward to receiving the next iteration of the City of SeaTac's CEMP in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development in Washington has changed significantly. If you would like additional information or assistance, please contact EMD's Planning Section at emdcempreview@mil.wa.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Ezelle".

Robert Ezelle
Director

Enclosures (2)
EMD CEMP Evaluation Checklist 2023 – City of SeaTac
CEMP Review and Recommendations 2023 – City of SeaTac



- Comprehensive Emergency Management Plan:
 - Due to State for review 2021
 - COVID extension granted to submit in December 2023
 - Submitted to WA State EMD December 1, 2024
 - Review completed February 8, 2024
 - Scored 93% on CEMP review

T&PW Committee Options

- Recommend the City of SeaTac Comprehensive Emergency Management Plan go to Council for adoption.



Comprehensive Emergency Management Plan 2024-2028 Update

QUESTIONS?





MEMORANDUM

To: Transportation and Public Works Committee
Through: William Appleton, Public Works Director
From: Brenton Cook, Engineering Manager
Date: 03/28/2024
Subject: Interlocal Agreement with WSDOT to Upgrade Existing Traffic Signal Infrastructure

Purpose:

This item is being brought before the Transportation & Public Works (T&PW) Committee to forward for Council review and action, with a recommendation to approve the following:

- A Motion authorizing to execute an agreement with the Washington State Department of Transportation (WSDOT) that would allow WSDOT to reimburse the City for all material and labor costs to upgrade two traffic signals along International Boulevard to video detection systems.

Background:

WSDOT is planning to grind and overlay the existing asphalt roadway for International Boulevard between State Route 516 and South 200th Street starting summer of this year. WSDOT's overlay work will traverse three signalized intersections within SeaTac limits:

- 1) International Boulevard & South 200th Street
- 2) International Boulevard & South 204th Street
- 3) International Boulevard & South 208th Street

Based on recent experience with Sound Transit performing pavement overlays as part of the Federal Way Link Extension (FWLE) Project, it is more cost effective to upgrade existing traffic signals to new video detection systems rather than replace existing induction loops. This is especially true for intersections in urban areas along principal arterials like International Boulevard. In the case of FWLE, installation of new video detection systems on International Boulevard benefited both Sound Transit and the City. Sound Transit was able to reduce construction costs, and in turn, the City gained new traffic signal detection equipment that aligns with the Intelligent Transportation Systems Strategic Plan.

Earlier this year, staff met with WSDOT and offered to upgrade two existing traffic signals within their project limits to video detection systems. Specifically, the signals along International Boulevard at the intersections of South 204th Street and South 208th Street. These signals would be upgraded prior to the start of WSDOT's planned overlay work. The signal system at the intersection of International Boulevard and South 200th Street was excluded since it had previously been upgraded to video detection by Sound Transit as part of their restoration work associated with FWLE. After discussing the offer with staff, WSDOT agreed that upgrading both intersections to video detection ahead of their work would be beneficial to both agencies.

City staff proceeded to develop cost estimates to upgrade both signals. Staff intend to utilize the City's existing Interlocal Agreement with King County Roads for procurement and installation of the new video detection systems. WSDOT has agreed to reimburse the City for all costs to procure and install the new video detection systems.

Staff is seeking authorization from Council to execute WSDOT's standard 'D Agreement' included with this packet to facilitate the exchange of funds between agencies. Funding and expenditure details are provided below:

Available Funding

	<u>102 Fund</u>
Traffic Control Maintenance – King County Roads	\$157,768.45
Total Funding Available	\$157,768.45

Estimated Expenditures

	<u>102 Fund</u>
Material & Labor Costs for Installation of Video Detection Systems	\$63,838.18
Total Expenditures	\$63,838.18

Estimated Revenue

	<u>102 Fund</u>
WSDOT Reimbursement	\$63,838.18
Total Reimbursement	\$63,838.18

As shown above, the City will front the costs to procure and install both new video detection systems totaling \$63,838.18. There is currently sufficient funding in the 102 Fund to cover these expenditures. Once the work is completed, staff will invoice WSDOT for reimbursement in full.



<h2 style="margin: 0;">D Agreement</h2> <p style="margin: 5px 0;">Work by Others for Department of Transportation Per chapter 47.28 RCW. Total Cost of Agreement (Excluding Sales Tax) May Not Exceed \$100,000</p>		Entity Name City of SeaTac			
		Entity Billing Address Public Works Department 4800 S 188th St SeaTac, WA 98188			
Agreement Number DA 24001	Contact Name Adam Emerson, P.E.	Contact Phone (425) 754-7991			
Federal Tax ID#	Contractor Registration #	Statewide Vendor Number 911461832			
Item No	Description of Equipment/Material/Supplies/Services	Quantity	Unit	Unit Price	Amount
1a	Miovision Video Detection System SR 99 at S 204th St	1		\$ 22,841.00	\$ 22,841.00
1b	Miovision Video Detection System SR 99 at S 208th St	1		\$ 22,841.00	\$ 22,841.00
2	Shipping	1		\$ 300.00	\$ 300.00
3	King County Roads Labor for Installations	1		\$ 12,000.00	\$ 12,000.00
					\$ 0.00
					\$ 0.00
				Sub Total	\$ 57,982.00
				Tax Rate <u>10.10%</u>	Tax
					\$ 5,856.18
				Total	\$ 63,838.18

(Type Tax Rate in decimal format. For example, 8.03% should be typed as .083. The percentage symbol will automatically be added.)

This Agreement is made and entered into by and between the Washington State Department of Transportation (WSDOT) and the above named vendor (Entity).

Whereas WSDOT has requested and the Entity has agreed to perform certain work as described above,

Now, Therefore, pursuant to chapter 47.28 RCW, It Is Hereby Agreed As Follows:

1. GENERAL

- 1.1 In accordance with the provision of chapter 47.28.030 RCW, the Entity will furnish the materials, supplies, equipment with or without operator, or operating services as described above.
- 1.2 In compliance with chapter 39.12 RCW, the Entity will file a "Statement of Intent to Pay Prevailing Wages" with the Department of Labor and Industries and a copy of the statement will be supplied to WSDOT prior to commencement of any work under this Agreement. The Entity must file "Affidavit of Wages Paid" prior to receiving final payment and balance of retainage. If work is performed by business owner/operator only, then the above requirements are not necessary.
- 1.3 Per chapter 47.28.030 RCW, a performance bond Will, Will Not be required.
Per chapter 60.28.011 RCW, retainage at 5% Will, Will Not be required.
- 1.4 The "State of Washington Standard Specifications for Road, Bridge, and Municipal Construction", current edition, and amendments thereto (Standard Specifications), except Sections 1-02, 1-03, 1-04, 1-09, and 2-04 are hereby incorporated in this Agreement by reference thereto.
- 1.5 The work shall commence no later than May 01, 2024, and shall be completed in accordance with the provision of Section 1-08 of said Standard Specifications by _____ working day(s) and/or July 01, 2024.
- 1.6 It is understood that the Entity is authorized to do business in the State of Washington and agrees to comply with the special provisions, attached hereto, if any, and all applicable Local, State and Federal Laws.
- 1.7 The Entity may not subcontract any of the work described herein without prior written approval by WSDOT as stated in the Standard Specifications section 1-08 with the exception of City traffic signal work and related work contracted

through King County. Parties understand and acknowledge that King County covers all maintenance work related to traffic signals for the Entity, which includes installation of new video detection signal system hardware.

1.8 It is further understood that this agreement shall not be effective until such time as it has been accepted and signed by the Region Administrator (or designee) and a copy thereof returned to the Entity.

2. PAYMENT

2.1 The Entity agrees that the figure in the "Total" column is a binding lump sum price for the work described herein or the quantities shown in this Agreement are estimates only. WSDOT does not warrant expressly or by implication that the actual quantities of work will correspond with those estimates. Payment will be made on a basis of the actual cost for the quantities of each item completed.

2.2 WSDOT agrees to pay the ENTITY for the work done within thirty (30) days from receipt of a correct detailed invoice.

3. TERMINATION CLAUSE

3.1 This Agreement will terminate upon completion of the work by the Entity as described herein and acceptance by WSDOT or as described in the Standard Specifications Section 1-08.10.

4. MODIFICATION

4.1 This Agreement may be amended by the mutual agreement of the parties. Such amendments or modification shall not be binding unless they are in writing and signed by persons authorized to bind each party.

5. DISPUTES AND VENUE

5.1 In the event that a dispute arises under this Agreement, it shall be resolved as follows: WSDOT's Secretary of Transportation or designee and the Entity's head or designee shall review the applicable facts, contract terms, statutes and rules affecting the dispute to resolve the matter. If the Parties cannot reach a resolution, the parties agree that any legal action to enforce any right or obligation under this Agreement may only be brought in Thurston County Superior Court. The venue specified in this section shall not apply to any federal agency that is a party to this Agreement.

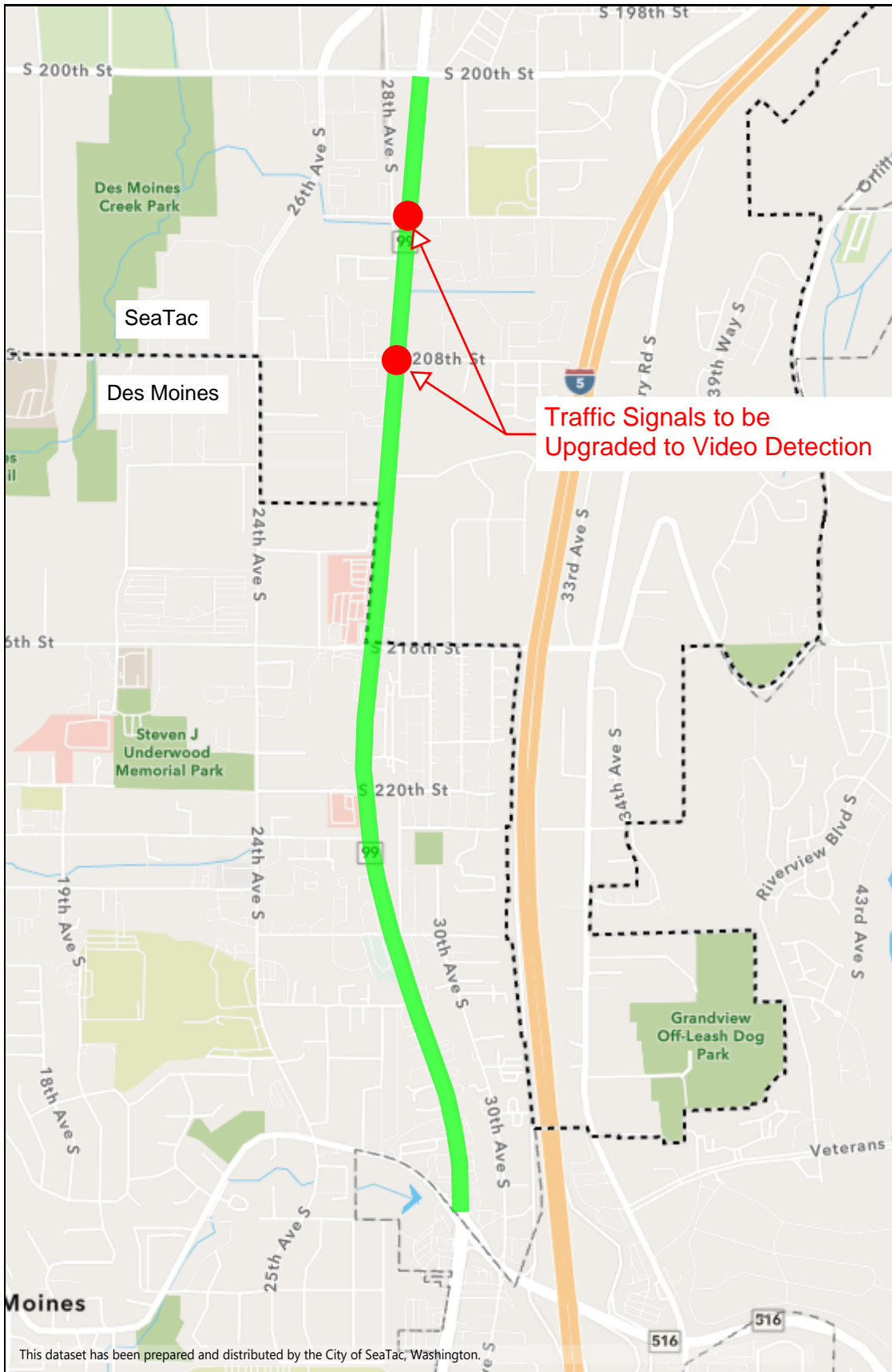
6. LEGAL RELATIONS

6.1 Each Party to this Agreement shall protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages (both to persons and property), arising out of or in any way resulting from the indemnifying Party's negligence or breach of any of its obligations under this Agreement. No Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and property) is caused by the sole negligence of the other Party; provided that if such claims, suits, or actions result from (a) the concurrent negligence of the Parties, or (b) involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the Party's own negligence.

In Witness Whereof, the Parties hereto have executed this Agreement as of the Party's date signed last below.

ENTITY	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Signature: _____	Signature: _____
By: _____ Print Name	By: _____ Print Name
Title: _____	Title: _____
Date: _____	Date: _____

Agreement Distribution: 1st Original to Region Financial Services Office for setup and records retention, Copy of executed agreement to Vendor, Copy to the originating office



Legend

Geopolitical Areas

GeopoliticalAreas

- City of SeaTac
- Other Jurisdictions

WSDOT Overlay Limits

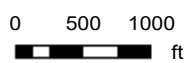
Map Description

This document has been designed for use at 8.5 x 11 (Portrait) and is not intended for use at another size.

UNOFFICIAL



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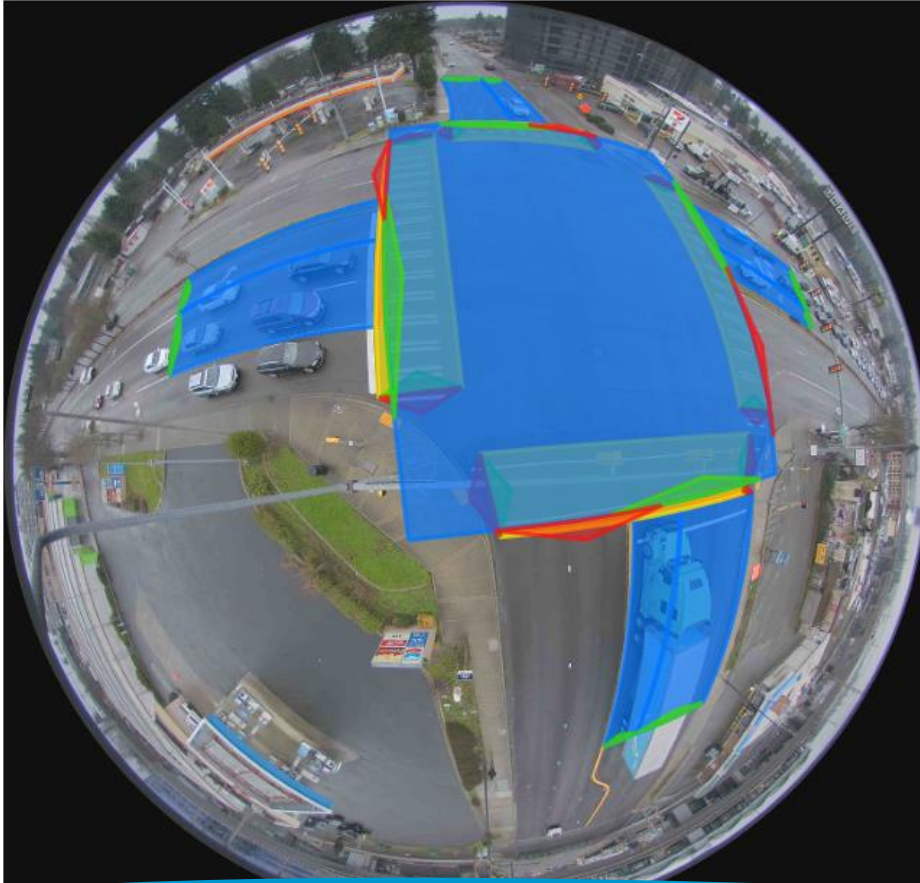
Map Author: B. Cook
Map Generated: Friday, March 22, 2024



AGENDA BILL 6403 – INTERLOCAL AGREEMENT WITH WSDOT VIDEO DETECTION UPGRADES TO EXISTING TRAFFIC SIGNALS

March 28th, 2024

Miovision SmartView 360



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

Staff to provide overview of proposed video detection upgrades to two existing signal systems on International Boulevard and seek Committee recommendation to approve a Motion that would:

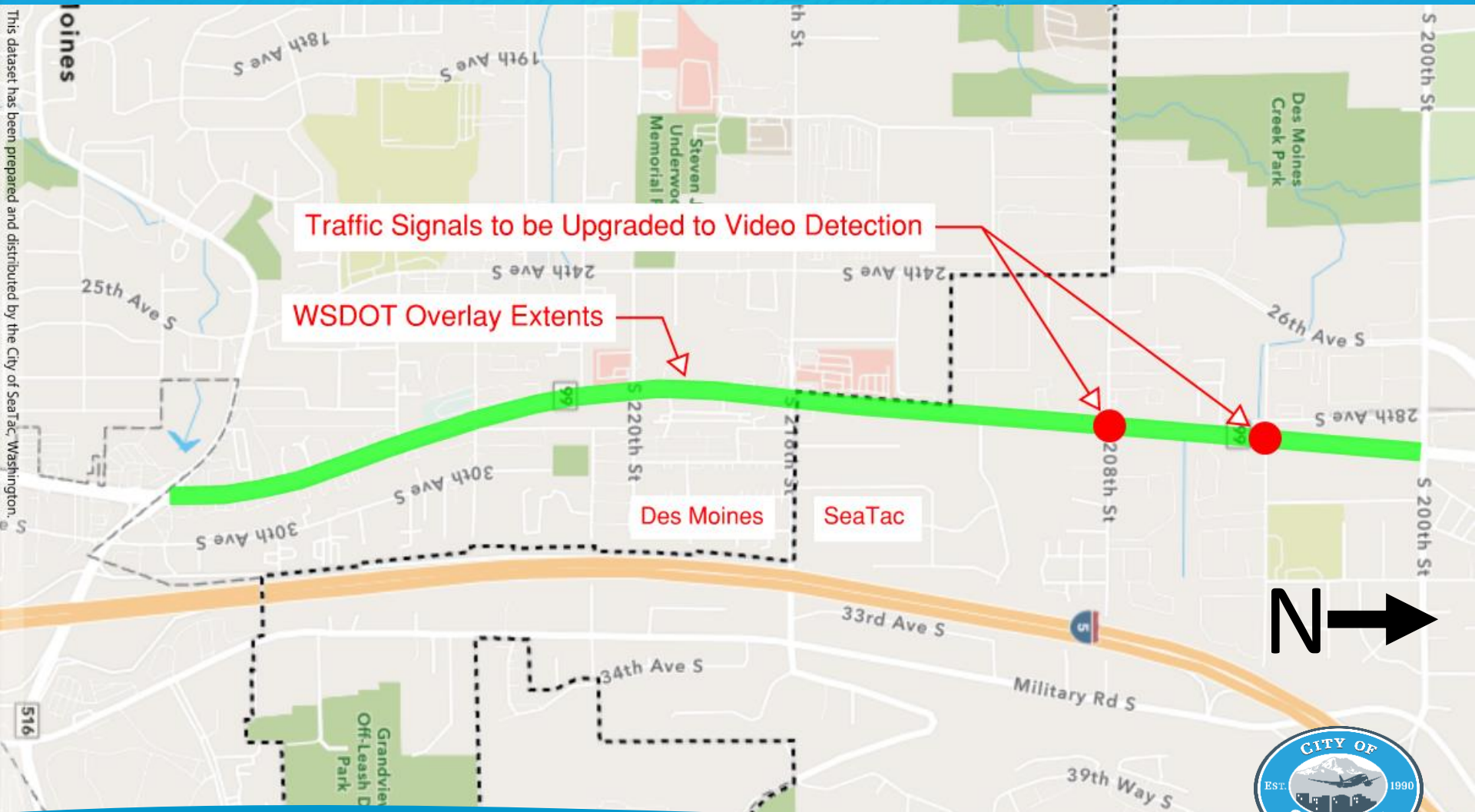
- Authorize an interlocal agreement with the Washington State Department of Transportation (WSDOT) to reimburse the City for the subject upgrades.

WHY IS THIS ISSUE IMPORTANT?

1. WSDOT planning to grind and overlay International Boulevard from SR 516 to South 200th Street.
2. Upgrading existing traffic signals to video detection ahead of WSDOT's proposed work will be beneficial to both SeaTac and WSDOT.



WSDOT OVERLAY EXTENTS



This dataset has been prepared and distributed by the City of SeaTac, Washington.



AGENDA BILL OVERVIEW

AGENCY RESPONSIBILITIES

- SeaTac to issue work order to King County Roads to procure and install new video detection systems along International Boulevard at the intersections of South 204th Street and South 208th Street.
- Signal upgrades to occur prior to WSDOT crews arriving to grind and overlay International Boulevard.
- After both intersections are upgraded, WSDOT to reimburse SeaTac for the entirety of the work.

AGREEMENT WITH WSDOT

- WSDOT 'D Agreement' form to be utilized as the binding legal document between WSDOT and SeaTac.



AGENDA BILL OVERVIEW

BUDGET AT A GLANCE:

Available Funding

Traffic Control Maintenance – King County Roads	\$157,768.45
Total Funding Available	\$157,768.45

Estimated Expenditures

Material & Labor Costs for Installation of Video Detection Systems	\$63,838.18
Total Expenditures	\$63,838.18

Estimated Revenue

WSDOT Reimbursement	\$63,838.18
Total Reimbursement	\$63,838.18



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED:

- Forward Agenda Bill 6403 to Council for approval at the April 23, 2024 Regular Council Meeting to authorize the City Manager to execute an ILA with WSDOT for reimbursement of City costs to procure and install two new video detection systems on International Boulevard.

STAFF RECOMMENDATION:

- Forward Agenda Bill 6403 to Council for approval.

