City of Yakima
Comprehensive Emergency Management Plan
Update 2019

Basic Plan
(Supersedes 2015 CEMP)
A good team comes into being when separate individuals working together create another separate higher entity; the team is better than any of those individuals can ever be on their own.

Gary David Goldberg
City of Yakima
Comprehensive Emergency Management Plan

Promulgation

With this notice, I am pleased to officially promulgate the City of Yakima Comprehensive Emergency Management Plan (CEMP) dated mm/dd, 2019.

This plan is effective immediately and replaces previous versions. The CEMP was developed in adherence to state and federal standards. The CEMP represents the framework for City disaster mitigation, prevention, preparedness, response and recovery activities. The CEMP details authorities, functions and responsibilities to establish a mutually cooperative plan of action between City departments, divisions, and other public and private entities in response to a disaster. The CEMP supports National Incident Management System (NIMS) compliance requirements and utilizes the NIMS Incident Command System (ICS). The CEMP will be used to enhance the City’s capability in reducing the impact from a disaster or significant event to citizens, the environment, the economy and property.

Every effort has been made to assure the CEMP’s compatibility with the precepts of a modern public safety emergency management program, the current applicable laws, and the organizational structure of the City of Yakima.

City department directors are reminded of their responsibilities concerning emergency management, specifically to support and participate on assigned committees, attend training sessions, offer updates to the CEMP as necessary, and maintain internal Department Disaster Plan that allow for the continuation of services during and following a disaster or significant event.

Through our collective actions, our commitment to saving lives, preserving the environment, sustaining the economy and protecting property within the City of Yakima will be enhanced.

I, Cliff Moore, City Manager, do hereby promulgate the attached 2019 City of Yakima Comprehensive Emergency Management Plan.

City Manager
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Catastrophic Addendum—Rapid Needs (Life Safety) and Damage Assessments

SPECIAL SUBJECTS

Flood Emergency Management Response Plan City of Yakima Flood Impact Area—Flood Warning and Emergency Evacuation Planning
Elected and Department Officials-Disaster Response and Recovery Framework
Emergency Management Legal Framework
Hazard Mitigation Plan
Mass Fatality Incident—Family Assistance Operations
Airport Emergency Plan
GUIDES

Volunteer Management Guide
Donations Management Guide
Emergency Coordination Center—Concept of Operations
Emergency / Disaster Cost Recovery Guide
Recovery Management System
Resource Inventory and Capabilities
Rapid Needs (Life Safety) and Damage Assessment

Record of Changes

The City’s Emergency Management Director ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

The Emergency Management Director will review and exercise elements of the CEMP annually and submit an updated plan to Washington State Emergency Management Division (EMD) every five years.

The plan will undergo revision whenever:
- It fails during emergency.
- Exercises, drills reveal deficiencies or “shortfall (s)”.
- Local government structure changes.
- Community situations change.
- RCW 38.52; WAC 118-30-060; and Federal requirements e.g., the National Response Framework, change.

The Emergency Management Director will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

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CEMP REVISION JANUARY, 2019
EXECUTIVE SUMMARY

PURPOSE AND DEVELOPMENT

The Comprehensive Emergency Management Plan (hereafter referred to as the CEMP) is intended to enhance the City’s ability to deter, prevent, respond to, and recover from acts of terrorism and natural and human-caused disasters through development of a single, common preparedness vision and strategy. This planning effort is designed to assist senior leadership in directing programmatic efforts, accomplishing results, ensuring accountability, and properly allocating limited resources over the next three years. The CEMP reflects the expertise of stakeholders from levels of government, public and private agencies, and non-profit organizations. Furthermore, the CEMP is designed to serve as a long-term guide that is able to direct both short- and long-term efforts of the City and non-governmental agencies to accomplish a single emergency management vision and mission.

The CEMP was developed in collaboration with the City’s emergency management stakeholders. Stakeholders helped identify the desired end state of the City’s emergency management capabilities using the Department of Homeland Security Target Capabilities List (now Core Capabilities). In addition, they developed a three-year vision and mission for the City’s emergency management program. Using the Stakeholder inputs the City developed seven strategic goals that enhance its ability to prepare for, respond to, recover from, mitigate, prevent, and protect against hazards. The strategic goals are very ambitious and will require significant dedication, resources, and leadership to initiate projects, implement changes, monitor progress, and ultimately achieve the desired outcomes.

VISION, MISSION AND GUIDING PRINCIPLES

A key part of this CEMP is the vision, mission, and guiding principles. Together, the vision, mission, and guiding principles help the City and its stakeholders identify and prioritize strategic goals.

Vision
A City prepared with coordinated capabilities to prevent, protect against, respond to, and recover from hazards.

Mission
City government agencies, stakeholder groups, volunteer organizations, and the community work efficiently and in a coordinated manner to protect life, property, the environment, and the economy from any emergency.

Guiding Principles
Guiding principles provide broad but consistent parameters applicable to strategic planning efforts.
The Comprehensive Emergency Management Plan endeavors to be:

1. **Comprehensive.** Consider and take into account hazards, phases, stakeholders and impacts relevant to disasters.

2. **Progressive.** Anticipate future disasters and take preventive measures to build disaster-resistant and disaster-resilient communities.

3. **Risk-driven.** Use sound risk management principles in assigning priorities and resources.

4. **Integrated.** Ensure unity of effort among levels of government and elements of the community (whole community).

5. **Collaborative.** Create and sustain broad and sincere relationships to encourage trust, advocate a team atmosphere, build consensus, and facilitate communication.

6. **Coordinated.** Synchronize the activities of relevant stakeholders to achieve a common purpose.

7. **Flexible.** Use creative and innovative approaches in solving disaster challenges.

8. **Professional.** Use a knowledge-based approach based on training, ethical practice, public stewardship, and continuous improvement.

**ASSUMPTIONS**

Some key assumptions were utilized in the development of this CEMP, including:

1. The success of this CEMP is dependent upon the allocations of appropriate resources.

2. Goals and Objectives are based on the City’s emergency management priorities and available resources.

3. When resources are insufficient to accomplish an objective(s), the City may request additional resources through appropriate means.

4. The CEMP should be used as one tool for setting grant funding priorities.

5. The focus of the City’s CEMP may shift during and after disasters but that the ongoing functions identified will be resumed as soon as possible.

6. City leadership should monitor and recognize progress on achieving the CEMP goals and objectives.
COMMUNICATION

Various communication techniques will be used to disseminate the CEMP to help build awareness of, and support for, the CEMP. Since the CEMP will form the basis for emergency management program improvements successful implementation depends on effective communication.

Communication of the CEMP will be accomplished through the following:

- Internally, the CEMP will be communicated to City organizational levels.
- Externally, the CEMP will be made widely available. Specifically, the CEMP will be communicated to the community partners and the public.

IMPLEMENTATION AND MONITORING

The implementation and monitoring of the CEMP will take place by the City and stakeholders.

UPDATE AND MAINTENANCE

The CEMP is a living document and will undergo an annual review process by the City and stakeholders. As part of the annual review process, internal and external stakeholders will provide input. These reviews will be documented to provide for either a plan amendment or an updated plan. At a minimum, this plan should be updated annually to keep pace with the changing city environment. An annual planning horizon will be maintained.

STRATEGIC GOALS

Strategic Goal 1: Develop, maintain and sustain a comprehensive, risk-based emergency management program.

Strategic Goal 2: Develop and maintain comprehensive emergency management plans and documents.

Strategic Goal 3: Enhance the City’s emergency management and training and exercise program.

Strategic Goal 4: Develop strategic planning documents and authorizing legislation to guide the management of major programs and provide for legal authorities.

Strategic Goal 5: Enhance the City’s emergency management facilities, equipment and supplies

Strategic Goal 6: Strengthen joint information center (JIC) and emergency public information and warning capabilities.
Strategic Goal 7: **Identify and formalize a resource logistics and distribution strategy**

**WHOLE COMMUNITY PRINCIPLES**

1. Saving and sustaining lives is our number one priority, no matter the scale and magnitude of the crisis. We must stabilize the event within the first 72 hours. Our focus must shift from incidents to individuals and from processes to products.

2. A *disaster* event requires that we are prepared to respond in non-traditional ways, well beyond current local planning.

3. *Time is our biggest enemy,* and our approach must focus on preparing and fully empowering impacted communities, survivors, and all of society-NGOs, social & fraternal organizations.

4. *Our citizens are force multipliers.* Individuals and communities are the most critical response and recovery assets present during the initial hours and days following an event. We need greater inclusion paths designed into our participatory planning & preparedness activities.

Numerous factors contribute to the resilience of communities and effective emergency management outcomes.

1. **Understand and meet the actual needs of the whole community.** Community engagement can lead to a deeper understanding of the unique and diverse needs of a population, including its demographics, values, norms, community structures, networks, and relationships. The more we know about our communities, the better we can understand their real-life safety and sustaining needs and their motivations to participate in emergency management-related activities prior to an event.

   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.

2. **Engage and empower all parts of the community.** Engaging the whole community and empowering local action will better position stakeholders to plan for and meet the actual needs of a community and strengthen the local capacity to deal with the consequences of all threats and hazards. This requires members of the community to be part of the emergency management team, which should include diverse community members, social and community service groups and institutions, faith-based and disability groups, academia, professional associations, and the private and nonprofit sectors, while including government agencies who may not traditionally have been directly involved in emergency management. When the
community is engaged in an authentic dialogue, it becomes empowered to identify its needs and the existing resources that may be used to address them.

3. **Strengthen what works well in communities on a daily basis.** A Whole Community approach to building community resilience requires finding ways to support and strengthen the institutions, assets, and networks that already work well in communities and are working to address issues that are important to community members on a daily basis. Existing structures and relationships that are present in the daily lives of individuals, families, businesses, and organizations before an incident occurs can be leveraged and empowered to act effectively during and after a disaster strikes.

**WHOLE COMMUNITY STRATEGIC THEMES**

1. Understand community complexity.
2. Recognize community capabilities and needs.
3. Build and maintain partnerships.
4. Empower local action.
5. Leverage and strengthen social infrastructure, networks, and assets.
Building a Disaster Resilient Community
--The Cornerstone of the City's Program--

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CITY OF YAKIMA
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

BASIC PLAN

I. Purpose, Scope, Disaster Management Continuum, and Assumptions

A. Purpose
The intent of this document is to provide a framework during an emergency or major disaster to coordinate response efforts, prioritize restoration of government services and speed economic and physical recovery. Additionally, it outlines broad prevention, preparedness and mitigation approaches within specific appendices. Taken as a whole, these activities intend to minimize the impact to people, the environment, the economy and property throughout the City of Yakima.

The City of Yakima Comprehensive Emergency Management Plan (the “CEMP”) applies to threats and hazards of concern that may impact the city and its neighboring jurisdictions. The plan applies to city departments as well as any other organization that may respond in support of city operations. The plan provides a framework to coordinate city-wide activities associated with hazards (Natural and Technological/Human-Caused) emergencies and major disasters. The plan shares general emergency management planning concepts with neighboring jurisdictions and complements the State plan.

B. ESF Scope

The following tables provide the ESF scope of responsibilities aligned with the 32 National Core Capabilities. City of Yakima Capabilities that span all five mission areas (Prevention, Protection, Mitigation, Response, and Recovery). The core capabilities of Planning, Public Information and Warning, Operational Coordination, and Cybersecurity are common to all mission areas for Washington State.
### Building a Disaster Resilient Community

---The Cornerstone of the City's Program---

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Emergency Support Functions and ESF Core Capabilities
Modified for the City of Yakima from the National Response Framework

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<td></td>
<td>Response to Environmental Health and Safety threats including food, air, and water quality problems</td>
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<tr>
<td></td>
<td>Protect and access critical infrastructure including hospitals and healthcare facilities</td>
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<tr>
<td>ESF 9-</td>
<td>Life-saving assistance</td>
<td>Mass Search and Rescue Operations</td>
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<tr>
<td>Search and Rescue</td>
<td>Search and rescue operations</td>
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<tr>
<td>ESF 10-</td>
<td>Oil and Hazardous materials (chemical, biological, radiological, etc.) response</td>
<td>Environmental Response/Health and Safety</td>
</tr>
<tr>
<td>Oil and Hazardous Materials Response</td>
<td>Environmental short and long-term cleanup</td>
<td>Critical Transportation</td>
</tr>
<tr>
<td>Response</td>
<td></td>
<td>Infrastructure Systems</td>
</tr>
<tr>
<td>ESF 11-</td>
<td>Nutrition assistance</td>
<td>Environmental Response/Health and Safety</td>
</tr>
<tr>
<td>Agriculture and Natural Resources</td>
<td>Animal and plant disease and pest responses</td>
<td>Mass Care Services</td>
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<td></td>
<td>Food safety and security</td>
<td>Public Health, Healthcare and Emergency Medical Services</td>
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<td></td>
<td>Natural and cultural resources and historic properties protection and restoration</td>
<td>Critical Transportation</td>
</tr>
<tr>
<td></td>
<td>Safety and well-being of household pets and service animals</td>
<td>Logistics and Supply Chain Management</td>
</tr>
<tr>
<td>ESF 12-</td>
<td>Energy infrastructure assessment, repair, and Restoration</td>
<td>Infrastructure Systems</td>
</tr>
<tr>
<td>Energy</td>
<td>Energy industry utilities coordination</td>
<td>Logistics and Supply Chain Management</td>
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<td>Energy supply monitoring</td>
<td>Situational Assessment</td>
</tr>
<tr>
<td>ESF 13-</td>
<td>Facility and resource security</td>
<td>On-Scene Security and Protection</td>
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<td>Public Safety and Security</td>
<td>Security planning and technical resource assistance</td>
<td>Access Control &amp; Identity Verification</td>
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<td></td>
<td>Public safety and security support</td>
<td>Physical Protection Measures</td>
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<td>Support to access, traffic, and crowd control</td>
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<tr>
<td>ESF 14-</td>
<td>Social and economic community impact assessment</td>
<td>Economic Recovery</td>
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<tr>
<td>Long-Term Community Recovery</td>
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<td>Health &amp; Social Services</td>
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</tbody>
</table>
### Emergency Support Function

<table>
<thead>
<tr>
<th>Emergency Support Function</th>
<th>Scope of Responsibilities</th>
<th>Key Response Core Capability</th>
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<td></td>
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<td>Housing</td>
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<td>Natural &amp; Cultural Resources</td>
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<tr>
<td>ESF 15-External Affairs</td>
<td>Emergency public information and protective action guidance</td>
<td>Public Information and Warning</td>
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<td>Media and community relations</td>
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<td>Works closely with local officials to ensure outreach to the whole community (LEP, AFN, ADA, cultural diverse populations)</td>
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<td>Congressional and international affairs</td>
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<tr>
<td>ESF 16-Rapid Needs Assessment</td>
<td>Perform life safety and needs</td>
<td>Logistics and Supply Chain Management</td>
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<tr>
<td>ESF 17-Pandemic Influenza Emergency Protocols</td>
<td>Support and coordinate healthcare response</td>
<td>Public Health, Healthcare and Emergency Medical Services</td>
</tr>
<tr>
<td>ESF 18 Volunteer Organizations Active in Disaster (VOAD)</td>
<td>VOAD will include any agency that has a role in emergency management and emergency human services. These agencies include disaster services agencies; emergency management agencies; public, private, not-for-profit, or faith-based organizations, community-based organizations; disability organizations; and organizations with an interest in addressing the community’s emergency needs.</td>
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<td>ESF 19 Open</td>
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<tr>
<td>ESF 20-Defense Support to Civil Authorities</td>
<td>Resource tasking to Washington SEOC</td>
<td>Logistics and Supply Chain Management</td>
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</tbody>
</table>

### C. Disaster Management Continuum

The planning environment considers the threats and hazards of concern likely to occur in the City of Yakima as described in the *City of Yakima Threat/Hazard Identification Risk Assessment and Capabilities (THIRA-C)*. Threats and hazards are listed in Appendix 8.
1. Capability Assessment

a) Preparedness Capability
The City of Yakima has adequate resources to provide information to citizens and businesses through a public education program. Additionally, regular meetings of department emergency management liaisons focus on disaster preparedness and continuity of government activities. Training and exercises are conducted regularly to test the planning and preparedness capability. The City of Yakima utilizes the assessment tool, *An Assessment of Community Readiness Based Upon the Expectations of the Public*, to determine the effectiveness of programs based upon public expectations of government during a disaster.

b) Response Capability
The City of Yakima has adequate resources in traditional response disciplines (fire, police, public works, and animal control) to handle most emergencies. Additionally, the traditional response disciplines may be supplemented by other departments and registered emergency workers (volunteers) as the situation dictates. The City of Yakima utilizes the assessment tool, *Emergency Management Program Services Effectiveness*, to determine the effectiveness of response.

c) Restoration and Recovery Capability
The City of Yakima has adequate resources to restore government services and recover the economic base during routine emergencies and limited scope major disasters. A large scale or catastrophic emergency or major disaster will normally require external and federal assistance. Most emergencies and major disasters will qualify for recovery assistance from the Stafford Act. Restoration or recovery from an emergency or major disaster will be coordinated using available resources.
resources including mutual aid. The Plan does not imply any specific restoration priority or recovery from an emergency or major disaster incident.

2. **Mitigation Overview**
   The City of Yakima has a hazard mitigation plan (HMP) that addresses strategies to improve collective hazard resilience. The HMP addresses selected hazards identified in the *City of Yakima Threat/Hazard Identification Risk Assessment and Capabilities (THIRA-C)*. The City’s HMP is included in the 5-year FEMA-required mitigation plan for grant eligibility.

D. **Planning Assumptions**

1. Disaster planning cannot predict potential emergencies or major disasters nor can it predict potential vulnerabilities or impact.

2. Priority of response should be to protect life, public property, the environment and the economy.

3. Delivery of routine city services to the public and private sector may likely be impacted by an emergency or major disaster and may be reduced or cease for an undetermined period of time. Continuation and restoration of services may be prioritized by the impact to the public and resources available.

4. Some emergencies or major disasters may provide enough warning for appropriate notifications to be issued allowing for some level of preparation including possible evacuation or relocation, as appropriate. Other emergencies or major disasters may occur with no advance warning.

5. In the event of a major widespread disaster, outside assistance from local, county, state or federal agencies may be limited or non-existent for an extended period of time.

6. The public and private sector may need to utilize their own resources and be self-sufficient following an emergency or major disaster for at least three days.

II. **Concept of Operations/Coordination**

A. **General**

1. The City Manager has the authority to activate this plan and the authority is further delegated to the City’s Emergency Management Director.

2. The Emergency Coordination Center (ECC) is normally activated by the Emergency Management Director. However, any response official may request or activate the ECC in support of this plan.
3. Once it is determined the emergency or major disaster has the potential to impact life, property, or the public peace and will overwhelm City and mutual aid resources, the Mayor may proclaim a “Declaration of Local Emergency”. The Mayor may direct the Emergency Management Director to disseminate the declaration and other emergency or major disaster related information to the County, State and public as required.

4. Legal issues as a result of preparedness, response and restoration/recovery actions are conducted by the City of Yakima Legal Department.
   
   a) Yakima city employee liability is addressed by Yakima Municipal Code.
   
   b) Registered emergency workers (volunteers) liability is covered by the Revised Code of Washington (RCW) 38.52.180 (3).
   
   c) Evacuation or relocation shelters owned or operated by the City of Yakima have certain liability immunity in accordance with the Revised Code of Washington (RCW) 38.52.180 (1).

5. The Emergency Management Director coordination efforts include:
   
   a) Conducting monthly department emergency management liaison meetings, training and exercises.
   
   b) Providing department employee and family preparedness training.
   
   c) Providing department emergency management focused information, training and exercises.

6. City of Yakima departments are responsible for continuity of operations planning efforts to support this plan. Guidance is provided by the City of Yakima Comprehensive Emergency Management Plan on specific areas to be covered in each department plan.

7. The City Emergency Coordination Center is located at the Yakima Police Department Richard Zais Law and Justice Center 200 South Third Street. If the ECC is damaged beyond use, the City ECC may co-locate with city facilities.

B. Operational Intent

1. The City of Yakima government shall direct and control emergency and major disaster coordination, city resources and mutual aid resources within its boundaries.

2. The City Manager shall coordinate the City’s capabilities, resources and assets to prevent, prepare for, restore and recover from an emergency or major disaster.
3. The City shall maintain the Emergency Management Director as the primary contact for emergency management issues and ECC activations.

4. City Departments’ organizational structures shall be maintained during emergency and major disaster coordination unless it is impractical to do so.

5. This plan formalizes the incident management organization and structure at incident sites. This complies with WAC 38.52.070 requiring the use of ICS and the National Incident Management System (NIMS) which requires the integration of incident management into the emergency response structure.

C. Division of Responsibilities

1. City Government

   a) Most emergencies and major disasters are handled by the responding departments utilizing traditional mutual aid agreements and do not require activation of the Emergency Coordination Center. Mutual aid agreements are negotiated and maintained by the individual City departments.

   b) When activated, the City of Yakima Emergency Coordination Center will coordinate emergency and major disaster activities.

   c) Other local jurisdictions, non-governmental organizations and private sector representatives may be requested to provide support to City of Yakima emergency or major disaster activities under existing mutual aid agreements or ad hoc agreements as required.

2. County Government

   Coordination with the Yakima Valley Office of Emergency Management for emergency or major disaster information or assistance will be with the City of Yakima’s Emergency Management Director.

3. State Government

   a) Requests for State assistance may be submitted directly to the Washington Military Department, Emergency Management Division by the City of Yakima’s Emergency Management Director or Emergency Coordination Center, as appropriate based on activation level of the Emergency Coordination Center. Some typical state assets that may be requested are: State Patrol, National Guard, Department of Transportation, Department of Agriculture, Department of Ecology and Department of Health.
b) Coordination with the City of Yakima for emergency or major disaster information or assistance will be with the City’s Emergency Management Director or Emergency Coordination Center (when activated).

4. Federal Government

Requests for Federal assistance will be processed in accordance with the National Response Framework. Normally, the request will be processed through Yakima Valley Office of Emergency Management to the State Military Department Emergency Management Division and subsequently to the Federal Emergency Management Agency. Some typical federal assets that may be requested are: Federal Emergency Management Agency, US Coast Guard, US Department of Homeland Security, Federal Bureau of Investigation (USDOJ) and US Department of Defense.

5. Nongovernmental and Volunteer Organizations

a) For emergencies and major disasters confined within the city limits of Yakima, a liaison may be requested to report to the Emergency Coordination Center. Typical organizations are: School District, American Red Cross, Salvation Army, faith-based organizations.

b) For emergencies and major disasters impacting more than the city limits of Yakima and when the Yakima County Operational Area Emergency Operations Center is activated, the city’s Emergency Coordination Center may then coordinate with Operational Area EOC for resource sharing.

6. Private Sector

a) The City of Yakima may develop emergency or major disaster contracts with private businesses to provide goods, services or equipment.

b) Businesses may donate goods, services or equipment following an emergency or major disaster.

7. Public Sector

a) The public may volunteer to provide support prior to an emergency or major disaster. Following volunteer training for the purpose of support, the public may be registered as emergency workers.

b) Public may donate goods or equipment following an emergency or major disaster.

c) Public may spontaneously volunteer to help following an emergency or major disaster.
D. Emergency Management Program Goals and Objectives

1. The primary goals following an incident are response, restoration and recovery. These goals overlap following the initial response efforts.

2. Emergency management requires broad concepts that integrate traditional phases of emergency management into a comprehensive framework aimed at minimizing the effects of an emergency or major disaster.

3. The objectives of the City of Yakima Comprehensive Emergency Management Plan are illustrated in the following chart.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Description</th>
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<tbody>
<tr>
<td>(1) Protect Public Health and Safety and Prevent Loss of Life</td>
<td>This primary objective includes undertaking efforts to save human life; rescue endangered people; treat the injured; warn the public to avoid further casualties; evacuate people from impacted area; direct people to shelter and mass care; ensure provision of necessary medications and vaccinations; monitor and regulate sources of food and water; and, save animals.</td>
</tr>
<tr>
<td>(2) Preserve Property and the Environment</td>
<td>This secondary objective includes measures to save property from destruction; prevent further loss; provide security for property, especially in evacuated areas; and, prevent contamination to the environment.</td>
</tr>
<tr>
<td>(3) Assure Continuity of Government and Government Operations</td>
<td>This objective provides for lines of succession for elected and appointed officials; and, assures that critical functions of government can be reconstituted and conducted with minimal interruption.</td>
</tr>
<tr>
<td>(4) Restore the Community to Normal</td>
<td>This objective aims to restore essential infrastructure, including utilities; as well as the economic basis of the community.</td>
</tr>
<tr>
<td>(5) Mitigate/Prevent the Causes of Damage</td>
<td>This objective aims to prevent damage from a similar emergency that may occur in the future.</td>
</tr>
<tr>
<td>(6) Prepare the City in Advance of an Emergency</td>
<td>This objective includes developing action plans on how to respond to and recover from emergencies, training staff on how to perform the duties and responsibilities, exercising the plans and modifying the plans based on the experiences.</td>
</tr>
</tbody>
</table>
E. Continuity Program Management Cycle

Continuity of government and continuity of operations are prime operational concepts for the City of Yakima following an emergency or major disaster. Continuity actions and activities follow closely the response efforts to save lives. An evaluation of continuity of government will be accomplished as soon as possible followed by an assessment of city operations. Some city services may be a higher priority than other city services based on the severity of the emergency or major disaster.

1. Continuity of Government: Continuity of Government, or COG, means a coordinated effort within the City Government’s elected officials to ensure that City essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological emergencies and major disasters.

2. Continuity of Operations: Continuity of Operations, or COOP, means an effort within individual City departments and agencies to ensure that primary essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological emergencies and major disasters.

III. Emergency Organization Structure and Assignment of Responsibilities

A. ECC Management System Construct

1. The City Manager is responsible for emergency or major disaster activities within the City of Yakima providing policy guidance and strategic direction to prepare for, respond to and recover from and incident.
### Building a Disaster Resilient Community

--The Cornerstone of the City's Program--

<table>
<thead>
<tr>
<th>Activation Level</th>
<th>Description</th>
<th>Staffing</th>
</tr>
</thead>
</table>
| Normal Operations/ Steady State | • Routine monitoring of situation  
• No event or incident anticipated | • ECC not staffed; possibly not configured for operations |
| 3 Enhanced Steady-State    | • A situation or threat has developed that requires enhanced monitoring and coordination between jurisdictions and agencies | • ECC is staffed with a few personnel focused on situational awareness |
| 2 Partial                 | • A situation or threat has developed that requires coordination extending beyond the normal workday and that requires 24/7 monitoring | • ECC is partially staffed; limited or partial liaison support (based on the needs of the incident) |
| 1 Full                    | • Incident of such magnitude that it requires or may require extensive response and recovery efforts and significant resources  
• A situation or threat has developed that requires 24/7 coordination, monitoring, and support | • All General Staff positions activated; including applicable liaison positions  
• Operations being conducted on a 24 hour basis |
LEVEL 3 MONITORING ACTIVATION: During routine (normal) operations, departments who respond to emergencies normally do not require additional coordination afforded by an ECC activation. The City of Yakima Department Operations Centers (DOC) structure is utilized for these operations. Flooding hazards should have advanced notification.

Flooding—Watch and Warning (National Weather Service)
Urban Fires—Multiple Sites and Alarms
Transportation—Rail (Toxic Cloud/Flammables)
Transportation—Roadway (Toxic Cloud/Flammables)

Transportation—Aircraft Accident Alert II
Public Health—Pandemic Outbreak
Power Outage
Special Event
Civil Disturbances (Riot/demonstrations/violent protest/illegal assembly)

Department Operations Centers (DOCs) Structure
Establish contact with other DOCs. Provide Points of Contact telephone numbers (landline or cell)
Report on:
✓ The impacts the city suffered.
✓ Resources responding to the event
✓ What needs are not being met.
✓ Resource needs

When directed by YFD, prepare for a Level 2 activation.
LEVEL 2  PARTIAL ACTIVATION. The incident might require coordination beyond the individual department operations centers as described in Level 3. Each department should maintain their level of activity; however, the Fire Department Operations Center will function as the multi-agency Department Operations Center to assist with coordination of incoming assets or to request outside assistance. Specific city departments might be requested to support DOC enhanced operations. The multi-agency DOC activation is normally of short duration (24 hours or less). YFD will alert city staff through the Everbridge Emergency Notification System.

COORDINATION GROUP
Community Relations
Finance
Purchasing
Legal
Human Resources
Community Development
Economic Development
Codes Administration
Public Works
Public Safety (police and fire)
YKM Airport

LEVEL 1 FULL ACTIVATION. The incident has escalated, or soon will escalate, beyond the capabilities of city departments and mutual aid is exhausted or not available. The Primary ECC is activated to coordinate support for incident commander and may request state or federal resources. Departments will be requested to support ECC full operations. ECC activation is normally for an extended duration (up to 72 hours). The Emergency Management Director will serve as the ECC Manager.
B. Assignment of Responsibilities

The following department emergency responsibility tables outline responsibilities of various departments during an emergency or major disaster. Each matrix is not intended to include possible responsibilities during an emergency or major disaster but is illustrative of some of the major responsibilities that may be assigned. The city uses the Lead Agency designation rather than the Primary designation.

### Table 1

Department Emergency Responsibility Matrix

**KEY:** L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

Notes: Departments/divisions have a responsibility to develop and maintain notification rosters, standard operating procedures (SOPs), checklists, line of succession and other documents to carry out emergency and major disaster functions.

<table>
<thead>
<tr>
<th>Departments Divisions</th>
<th>HM Response</th>
<th>Damage Assessment</th>
<th>Alert, Warning, Notification</th>
<th>Emergency Public Information</th>
<th>Mass Care &amp; Sheltering</th>
<th>Evacuation or Relocation</th>
<th>Transportation &amp; Movement</th>
<th>High Risk Populations—Specific Needs</th>
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<tr>
<td>City Management</td>
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<td>Fire Department</td>
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<td>Community Relations Division (PIO)</td>
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<td>Economic Development</td>
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<tr>
<td>Office of Neighborhood Development Services</td>
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<td>Parks and Recreation Division</td>
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<td>Planning Division</td>
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<td>Streets and Traffic Division</td>
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<td>Utility Services Division</td>
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<td>SunComm (911 Call Center)</td>
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</tr>
<tr>
<td>Yakima Air Terminal</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>L</td>
<td>S</td>
</tr>
<tr>
<td>Nongovernmental and Volunteer Organizations</td>
<td></td>
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<td></td>
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<tr>
<td>American Red Cross</td>
<td></td>
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<td>S</td>
<td></td>
</tr>
<tr>
<td>School District</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Hospitals</td>
<td>N/A</td>
<td>N/A</td>
<td>S</td>
<td>S</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>S</td>
</tr>
</tbody>
</table>
# Table 2

## Phased Department Emergency Responsibility Matrix

**KEY:** L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

<table>
<thead>
<tr>
<th>Response Phase</th>
<th>Immediate Protective Measures</th>
<th>Safety &amp; Security</th>
<th>Overarching Response Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rescue</td>
<td>Life Support</td>
<td>Basic Sheltering</td>
</tr>
<tr>
<td><strong>Departments/Divisions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Management</td>
<td>L</td>
<td>L</td>
<td>L</td>
</tr>
<tr>
<td>City Council</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>City Clerks</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Fire Department</td>
<td>L</td>
<td>L</td>
<td>S</td>
</tr>
<tr>
<td>Legal Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Department</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Public Works Department</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code Administration Division</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Relations Division (PIO)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic Development</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Engineering Division</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Equipment Rental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Services Division</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Human Resources Division</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Neighborhood Development Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parks and Recreation Division</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Division</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CEMP REVISION JANUARY, 2019
### Phased Department Emergency Responsibility Matrix

**KEY:** L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

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<thead>
<tr>
<th>Response Phase</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rescue</td>
<td>Life Support</td>
<td>Basic Sheltering</td>
</tr>
<tr>
<td>Purchasing Division</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Streets and Traffic Division</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refuse Division</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transit Division</td>
<td></td>
<td></td>
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<tr>
<td>Utility Services Division</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water and Irrigation</td>
<td>S</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>Wastewater</td>
<td>S</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>SunComm (911 Call Center)</td>
<td></td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>Yakima Air Terminal</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
</tbody>
</table>

**Nongovernmental and Volunteer Organizations**

| American Red Cross | | | |
| School District | | | |

| Hospitals | N/A | L | N/A | N/A | N/A | N/A | S | N/A |

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CEMP REVISION JANUARY, 2019
Table 3

Phased Department Emergency Responsibility Matrix

KEY: L = Lead Agency (may be more than one lead agency indicating shared responsibility and coordination); S = Supporting Agency; NOTE: Departments without a specific designation indicates a role may be assigned as necessary.

<table>
<thead>
<tr>
<th>Departments/Divisions</th>
<th>Restoration Government Service Focused Activities</th>
<th>Recovery Economic Recovery Focused Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Service Priorities</td>
<td>Public Information</td>
</tr>
<tr>
<td>City Management</td>
<td>L</td>
<td>L</td>
</tr>
<tr>
<td>City Council</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>City Clerks</td>
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<td>Equipment Rental</td>
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<td></td>
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<tr>
<td>Planning Division</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>Purchasing Division</td>
<td>S</td>
<td>S</td>
</tr>
</tbody>
</table>
## Phased Department Emergency Responsibility Matrix

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### Restoration and Recovery Phase

<table>
<thead>
<tr>
<th>Departments/Divisions</th>
<th>Restoration Government Service Focused Activities</th>
<th>Recovery Economic Recovery Focused Activities</th>
</tr>
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<tr>
<td></td>
<td>Service Priorities</td>
<td>Public Information</td>
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<td>Streets and Traffic Division</td>
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<td>School District</td>
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<td></td>
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<tr>
<td>Hospitals</td>
<td>L</td>
<td>S</td>
</tr>
</tbody>
</table>

## Disaster Information Collection

The following table illustrates the critical or essential information most common to emergencies and major disasters. Other information may be required depending on the situation.
## Table 4

### Critical or Essential Information Collection Matrix

<table>
<thead>
<tr>
<th>What Information is Needed?</th>
<th>When Information is Needed?</th>
<th>Who Information Comes From?</th>
<th>Where Information Goes?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Needs</td>
<td>Immediately</td>
<td>✓ Incident Commander(s)</td>
<td>Department’s Coordination Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>City ECC</td>
</tr>
<tr>
<td>Personnel Accountability</td>
<td>Within first two hours</td>
<td>✓ Department Director or designee</td>
<td>City ECC</td>
</tr>
<tr>
<td>Evacuation or Relocation</td>
<td>Within first two hours</td>
<td>✓ Incident Commander(s), ✓ Public</td>
<td>City ECC</td>
</tr>
<tr>
<td>Facility Damage Assessment</td>
<td>Within first four hours</td>
<td>✓ Department Director or designee, ✓ Code Administration Division</td>
<td>City ECC</td>
</tr>
<tr>
<td>Utility Assessment</td>
<td>Within first four hours</td>
<td>✓ Utilities Services Division, ✓ Public</td>
<td>City ECC</td>
</tr>
<tr>
<td>Transportation and Movement Damage Assessment</td>
<td>Within first four hours</td>
<td>✓ Streets and Traffic Division, ✓ Public</td>
<td>City ECC</td>
</tr>
<tr>
<td>Department Continuity of Operations</td>
<td>Within first six hours</td>
<td>✓ Department Director or designee</td>
<td>City ECC</td>
</tr>
<tr>
<td>Shelter Requirements</td>
<td>Within first six hours</td>
<td>✓ Red Cross, ✓ Parks and Recreation Division</td>
<td>City ECC</td>
</tr>
<tr>
<td>Casualty Summary (deceased, missing, injured, homeless)</td>
<td>Within first six hours</td>
<td>✓ Fire ✓ Police ✓ Public</td>
<td>City ECC</td>
</tr>
</tbody>
</table>
IV. Direction, Control and Coordination

A. General

1. The City Manager is responsible for overall strategic direction of emergency or major disaster operations within the City of Yakima.

2. The Mayor has specific emergency authority as granted by the Revised Code of Washington (RCW) 38.52.070(2).

3. Tactical control of incidents within the City of Yakima is maintained by the incident commander or unified command to manage the response assets necessary, including mutual aid or state mobilized assets.

4. The Emergency Coordination Center, when activated, will coordinate emergency management activities within the City of Yakima.

5. Emergencies and major disasters utilizing this plan should be managed according to the National Incident Management System (NIMS).

B. Joint Information System (JIS)/Joint Information Center (JIC)

Managing public information during an emergency or major disaster requires a coordinated and consistent message from city officials. Public information officers should participate in a Joint Information System for the purpose of ensuring the public has clear and concise information and directions during phases of emergency response, restoration of service and recovery activities.
C. Plan Integration

1. Vertical Integration
   a) City plans used to develop this plan include the *Threat and Hazard Identification Risk Assessment (THIRA-C)* and *Hazard Mitigation Plan (HMP)*.
   b) State emergency management plans were used to develop this plan including the CEMP, HVA and HMP. The State CEMP Planning Guide was used in the development of this plan.
   c) Federal emergency management plans were used to develop this plan including the National Response Framework, National Preparedness Goal and National Incident Management System Guide. The FEMA Comprehensive Preparedness Guide 101, Version 2, was used to develop this plan.

2. Horizontal Coordination
   a) City of Yakima department plans, standard operating procedures and field operating guides dealing with emergencies and major disasters will be maintained to supplement this plan, as needed. A review should be conducted to reduce conflicts with this plan.
   b) Existing City of Yakima department plans, standard operating procedures and field operating guides dealing with emergencies and major disasters published prior to the date of this plan will be reviewed and updated as needed within 90 days following publication of this plan.

V. Administration, Finance, and Logistics

A. Administration

1. Departments should establish and maintain files of emergency or major disaster related activities, directives and forms and have personnel available to augment emergency response activities.

2. Reports may be requested from departments to provide local, county, state and federal officials with information concerning the nature, magnitude and impact of the emergency or major disaster. These reports may be necessary to evaluate response options and in allocating resources on a priority basis.

3. The City of Yakima may utilize emergency workers (volunteers) in accordance with RCW 38.52 and WAC 118-04.
4. The Mayor may commandeer the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2).

B. Financial Management

1. Emergency expenditures are not normally budgeted through the city budgeting process. Emergencies and major disasters may occur which require substantial and necessary unanticipated obligations and expenditures. Authority for emergency expenditures is in RCW 35.33.081, 35.33.091 and 35.33.101.

2. Municipal governments are authorized to contract for construction or work on a cost basis for emergency services under RCW 38.52.390.


C. Logistics

1. Coordination and utilization of the limited resources of the city is a primary responsibility of the City of Yakima Emergency Coordination Center during an emergency or major disaster.

2. The City’s Emergency Management Director should keep a current list of federally typed resources.

3. During an emergency or major disaster the City of Yakima Emergency Coordination Center should coordinate requests for additional resources beyond the capability of the local incident commander(s).

VI. Plan Development and Maintenance

A. Planning Process

The process used to develop this plan is to review county, state and federal plans and the guidance provided by the state and federal government. This plan complements existing plans at each level. The planning format follows department/division focused format outlined in the FEMA Comprehensive Preparedness Guide 101, Version 2, November 2010; and, WA State Supplement to CPG-101. Each city department participated in review, coordination and input to this plan. Finally, the state emergency management division has reviewed and approved the plan in accordance with the state planning guide and WAC 118-30-060.

CEMP sections are scheduled for annual review, update as follows:
<table>
<thead>
<tr>
<th>CEMP Sections</th>
<th>Review and Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Plan</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 1 Transportation</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 2 Communication, Info &amp; Warning Systems</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 3 Public Works &amp; Engineering</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 4 Firefighting</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 5 Emergency Management</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 6 Mass Care, Housing &amp; Human Services</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 7 Logistics Management &amp; Resource Support</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 8 Public Health, Medical, and Mortuary Services</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 9 Search &amp; Rescue</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 10 Oil &amp; Hazardous Material Response</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 11 Agriculture &amp; Natural Resources</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 12 Energy</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 13 Public Safety &amp; Security</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 14 Long Term Community Recovery</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 15 External Affairs</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 16 Rapid Needs Assessment</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 17: Pandemic Influenza Emergency Protocols</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 18: VOAD</td>
<td>Annually</td>
</tr>
<tr>
<td>ESF 20 Defense Support to Civil Authorities</td>
<td>Annually</td>
</tr>
<tr>
<td>Appendix 1 Authorities and Guides</td>
<td>Annually</td>
</tr>
<tr>
<td>Appendix 2 Glossary/Acronyms</td>
<td>Annually</td>
</tr>
<tr>
<td>Appendix 3 Training, Drills and Exercises</td>
<td>Annually</td>
</tr>
<tr>
<td>Appendix 4 Local Proclamation or Declaration of Emergency</td>
<td>Annually</td>
</tr>
<tr>
<td>Appendix 5 Proclamation of a Civil Emergency</td>
<td>Annually</td>
</tr>
<tr>
<td>Appendix 6 Pre-Incident and Incident Support Tasks</td>
<td>Annually</td>
</tr>
<tr>
<td>Appendix 7 Intrastate Mutual Aid System</td>
<td>Annually</td>
</tr>
<tr>
<td>Appendix 8 Threats and Hazards</td>
<td>Annually</td>
</tr>
<tr>
<td>Appendix 9 Specific Responsibilities—Local, State and Federal</td>
<td>Annually</td>
</tr>
</tbody>
</table>
B. **Responsibility for Planning and Coordination**  
The City’s Emergency Management Director is responsible for this plan, its maintenance and coordination.

C. **Plan Maintenance**  
This plan is maintained according to the schedule outlined in WAC 118-30-060 as modified by the state planning guide. It is on a five-year cycle of revision with an annual review of the basic document. Minor changes to the basic document may occur before resubmission to the state at the five-year cycle. Appendices and Emergency Functions may be modified at any time and provided as changes. The plan will be tested at least once annually in an exercise.

D. **Plan Approval**  
This plan will be submitted to the Washington Military Department, Emergency Management Division in accordance with WAC 118-30-060. WEMD reviews CEMPs for consistency with the state CEMP, National Response Framework, and NIMS.

E. **Plan Distribution**  
The plan distribution is outlined in the distribution table at the front of this plan.

F. **Plan Availability**  
When final, this plan will be made available on the City of Yakima Internet site for access by the public and other emergency management partners.

**VII. Authorities and Guides**  
Details are provided in Appendix 1: Authorities and Guides

**VIII. Response Agencies and Support Tasks**  
Appendix 9 provides unique response and support tasks for city departments during an emergency or major disaster. Other tasks may be required as dictated by the emergency or major disaster priorities.
Appendix 1
 Authorities and Guides

I. AUTHORITIES
The City of Yakima Comprehensive Emergency Management Plan has been developed and is maintained under the following authorities:

A. FEDERAL
The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-707), signed into law on November 23, 1988; amended the Disaster Relief Act of 1974 (Public Law 93-288). The Stafford Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to the Federal Emergency Management Agency (FEMA) and FEMA programs.

The Post-Katrina Emergency Management Reform Act, passed by Congress and signed by the President in October 2006, sets forth a new expanded mission for FEMA. Our mandate is to reduce the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism, and other man-made disasters, by leading and supporting the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation. Our challenge—and commitment—is to achieve our vision and fully execute this mission to create a safer and more secure America.

Pet Evacuation & Transportation Standards (PETS) Act 2006, which included the requirement for local and state emergency management agencies to have companion animal emergency management measures in place.

B. STATE
RCW 35.33.081 Emergency expenditures — Nondebatable emergencies.
Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, the city or town legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing.
RCW 35.33.091 Emergency expenditures — Other emergencies — Hearing.
If a public emergency which could not reasonably have been foreseen at the time of filing the preliminary budget requires the expenditure of money not provided for in the annual budget, and if it is not one of the emergencies specifically enumerated in RCW 35.33.081, the city or town legislative body before allowing any expenditure therefore shall adopt an ordinance stating the facts constituting the emergency and the estimated amount required to meet it and declaring that an emergency exists. Such ordinance shall not be voted on until five days have elapsed after its introduction, and for passage shall require the vote of one more than the majority of all members of the legislative body of the city or town. Any taxpayer may appear at the meeting at which the emergency ordinance is to be voted on and be heard for or against the adoption thereof.

RCW 35.33.101 Emergency warrants.
All expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest and be called in the same manner as other registered warrants as prescribed in RCW 35.33.111.

RCW 38.52.070 Local organizations and joint local organizations authorized — Establishment, operation — Emergency powers, procedures.
(1) Each political subdivision of this state is hereby authorized and directed to establish a local organization or to be a member of a joint local organization for emergency management in accordance with the state comprehensive emergency management plan and program: PROVIDED, That a political subdivision proposing such establishment shall submit its plan and program for emergency management to the state director and secure his or her recommendations thereon, and verification of consistency with the state comprehensive emergency management plan, in order that the plan of the local organization for emergency management may be coordinated with the plan and program of the state. Local comprehensive emergency management plans must specify the use of the incident command system for multi-agency/multi-jurisdiction operations. No political subdivision may be required to include in its plan provisions for the emergency evacuation or relocation of residents in anticipation of nuclear attack. If the director’s recommendations are adverse to the plan as submitted, and, if the local organization does not agree to the director's recommendations for modification to the proposal, the matter shall be referred to the council for final action. The director may authorize two or more political subdivisions to join in the establishment and operation of a joint local organization for emergency management as circumstances may warrant, in which case each political subdivision shall contribute to the cost of emergency management upon such fair and equitable basis as may be determined upon by the executive heads of the constituent subdivisions. If in any case the executive heads cannot agree upon the proper division of cost the matter shall be referred to the council for arbitration and its decision shall be final. When two or more political subdivisions join in the establishment and operation of a joint local organization for emergency
management each shall pay its share of the cost into a special pooled fund to be administered by the treasurer of the most populous subdivision, which fund shall be known as the emergency management fund. Each local organization or joint local organization for emergency management shall have a director who shall be appointed by the executive head of the political subdivision, and who shall have direct responsibility for the organization, administration, and operation of such local organization for emergency management, subject to the direction and control of such executive officer or officers. In the case of a joint local organization for emergency management, the director shall be appointed by the joint action of the executive heads of the constituent political subdivisions. Each local organization or joint local organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized, and, in addition, shall conduct such functions outside of such territorial limits as may be required pursuant to the provisions of this chapter.

(2) In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.

Chapter 118-30 WAC
LOCAL EMERGENCY MANAGEMENT/SERVICES ORGANIZATIONS, PLANS AND PROGRAMS

WAC 118-30-010 Authority.
WAC 118-30-020 Purpose.
WAC 118-30-030 Definitions.
WAC 118-30-040 Responsibilities of political subdivisions.
WAC 118-30-050 Emergency management ordinance/resolution.
WAC 118-30-060 Emergency plan.
WAC 118-30-070 Program elements.
WAC 118-30-080
Review periods and procedures for emergency management programs, plans, and program elements.

C. LOCAL
Yakima Municipal Code  Chapter 6.06 Proclamation of civil emergency.
Whenever 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 or unavailability of the mayor, such a civil emergency may be declared by the person indicated in section 6.06.020 in this chapter on the line of succession.

Civil Rights Act of 1964, Title VI, Public Law 88-352;
Title VI of the Civil Rights Act of 1964—National Origin Discrimination Against Persons With Limited English Proficiency

Subtitle A of Title II of the American with Disabilities Act, as amended
Prohibits discrimination on the basis of disability in all services, programs, and activities provided to the public by State and local governments, except public transportation services.

44 Code of Federal Regulations 206.11 - Nondiscrimination in Disaster Assistance

Chapter 49.60.030 Revised Code of Washington Freedom of Discrimination - Declaration of Civil Rights

Presidential Executive Orders 13347 and 13166
Executive Order 13347—Individuals With Disabilities in Emergency Preparedness
Executive Order 13166—Improving Access to Services for Persons With Limited English Proficiency
II. GUIDES

**WA State Comprehensive Emergency Management Plan (CEMP), June 2016**

**WA State Supplement to CPG-101**
This supplement to CPG-101 focuses on the Washington State-specific information emergency planners will need to assure consistency with the state CEMP and state law.

**State of Washington Intrastate Mutual Aid System, Operations and Deployment Guide, Effective May 2016** provides for mutual assistance among member jurisdictions, to include every county, city, and town of the State (does not include special purpose districts or state agencies).

**National Response Framework – May 2013** guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and this National Response Framework (NRF) is a adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

**FEMA National Preparedness Goal, September 2015** The National Preparedness Goal identifies 32 distinct activities, called core capabilities, which are needed to address our greatest risks. The core capabilities serve as both preparedness tools and provide a common language for preparedness activities.


**FEMA Comprehensive Preparedness Guide 201, August 2013 Threat and Hazard Identification and Risk Assessment Guide,**
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Appendix 2
Glossary/Acronyms

COMPREHENSIVE EMERGENCY MANAGEMENT
GLOSSARY/ACRONYMS

Access
The ability to fully use and integrate into any programs, services, activities, goods, facilities, privileges, advantages, or accommodations provided by a public or private (for-profit or not-for-profit) entity, or to any entity to which it contracts, that provides emergency services, including, but not limited to:

- Preparation
- Notification
- Evacuation and transportation
- Sheltering
- First aid and medical services
- Temporary lodging and housing
- Transitioning back to the community
- Cleanup.

These services are provided for individuals with disabilities as defined by the Americans with Disabilities Act (ADA) Amendments Act of 2008, P.L. 110-325, and those associated with them. Access may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods.

Access and Functional Needs
Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting. These actions are in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated with them.

Access and functional needs may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods. Examples of “access and functional needs” services may include a reasonable modification of a policy, practice, or procedure or the provision of auxiliary aids and services to achieve effective communication, including but not limited to:

- An exception for service animals in an emergency shelter where there is a no-pets policy
- The provision of way-finding assistance to someone who is blind to orient to new surroundings
- The transferring and provision of toileting assistance to an individual with a mobility disability
- The provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits.

American Red Cross (ARC)
A nongovernmental humanitarian organization led by volunteers that provides relief to victims of disasters and helps people prevent, prepare for, respond to, and recover from emergencies. The
American Red Cross accomplishes this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Assumptions
Assumptions has multiple definitions. Each use depends on the context:

- **Management assumptions** are conditions accepted as true that have influence over the development of a system. In emergency management, assumptions provide context, requirements, and situational realities that must be addressed in system planning and development and/or system operations. When these assumptions are extended to specific operations, they may require revalidation for the specific incident.

- **Preparedness assumptions** are operationally relevant parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. For example, the unannounced arrival of patients to a health care facility occurs in many mass casualty incidents. This may be listed as a preparedness assumption in designing initial response procedures. Similarly, listing the assumption that funds will be available to train personnel on a new procedure may be important to note.

- **Response assumptions** are operationally relevant parameters for which, if not valid for a specific incident’s circumstances, the Emergency Operations Plan-provided guidance may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the response assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

Attack
A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage to or destruction of public and private property.

Capabilities-based Planning
Planning, under uncertainty, to provide capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of scenarios to identify required capabilities.

Checklist
Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

Citizen Corps
A community-based program, administered by FEMA, that brings government and nongovernmental entities together to conduct all-hazards emergency preparedness, planning, and response. Through its network of state, territorial, tribal and local councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service.
Community
Community has more than one definition. Each use depends on the context:

- A political or geographical entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each state defines its own political subdivisions and forms of government.

- A group of individuals (community of interest) who have a religion, a lifestyle, activity interests, an interest in volunteer organizations, or other characteristics in common. These communities may belong to more than one geographic community. Examples include: religious and social organizations; nongovernmental and volunteer organizations; private service providers; critical infrastructure operators; and local and regional corporations.

Consequence
An effect of an event, incident, or occurrence.

Contamination
The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

Dam
A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

Damage Assessment
The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a man-made or natural disaster.

Decontamination
The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

Disability
According to the ADA, the term “individual with a disability” refers to “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is regarded by others as having such an impairment.” The term “disability” has the same meaning as that used in the ADA Amendments Act of 2008, P.L. 110-325, as incorporated into the ADA. See http://www.ada.gov/pubs/ada.htm for the definition and specific changes to the text of the ADA. State laws and local ordinances may also include individuals outside the Federal definition.

Disaster
An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this guide, a “large-scale disaster” is one that
exceeds the response capability of the local jurisdiction and requires state, and potentially Federal, involvement. As used in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), a “major disaster” is “any natural catastrophe [...] 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 [the] Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby” (Stafford Act, Sec. 102(2), 42 U.S.C. 5122(2)).

Disaster Recovery Center (DRC)
A facility established in a centralized location within or near the disaster area at which disaster victims (i.e., individuals, families, or businesses) apply for disaster aid.

Earthquake
The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth’s surface.

Emergency
Any incident, whether natural or man-made, that requires responsive action to protect life or property. Under the Stafford Act, an emergency “means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States” (Stafford Act, Sec. 102(1), 42 U.S.C. 5122(1)).

Emergency Assistance
According to the National Response Framework, emergency assistance is “[a]ssistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional ‘mass care’ services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.”

Emergency Medical Services (EMS)
Services, including personnel, facilities, and equipment, required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). Further, Emergency Medical Services specifically includes those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Operations Center (EOC)
The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An Emergency Operations Center may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional
disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, state, regional, tribal, city, county), or by some combination thereof.

**Emergency Operations Plan (EOP)**
The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

**Emergency Support Function (ESF)**
Used by the Federal Government and many state governments as the primary mechanism at the operational level to organize and provide assistance. Emergency Support Functions align categories of resources and provide strategic objectives for their use. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

**Evacuation**
The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
- A *spontaneous evacuation* occurs when residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.
- A *voluntary evacuation* is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are NOT required to evacuate; however, it would be to their advantage to do so.
- A *mandatory or directed evacuation* is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

**Evacuees**
Persons removed or moving from areas threatened or struck by a disaster.

**Federal Coordinating Officer (FCO)**
The official appointed by the President to execute Stafford Act authorities, including the commitment of FEMA resources and mission assignments of other Federal departments or agencies. In all cases, the Federal Coordinating Officer represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the Federal Coordinating Officer is the primary Federal representative with whom the State Coordinating Officer and other response officials interface to determine the most urgent needs and to set objectives for an effective response in collaboration with the Unified Coordination Group.

**Field Assessment Team**
A small team of pre-identified technical experts who conduct an assessment of response needs (not a Preliminary Damage Assessment [PDA]) immediately following a disaster. The experts are drawn from
FEMA, other agencies and organizations (e.g., U.S. Public Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, American Red Cross), and the affected state(s). All Field Assessment Team operations are joint Federal/state efforts.

**Flash Flood**
Follows a situation in which rainfall is so intense and severe and runoff is so rapid that recording the amount of rainfall and relating it to stream stages and other information cannot be done in time to forecast a flood condition.

**Flood**
A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

**Governor’s Authorized Representative (GAR)**
An individual empowered by a Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor of the impacted state in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator; and (4) identify, in coordination with the State Coordinating Officer, the state’s critical information needs for incorporation into a list of Essential Elements of Information.

**Hazard**
A natural or man-made source or cause of harm or difficulty.

**Hazard Mitigation**
Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**Hazardous Material (HAZMAT)**
Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people’s health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**High-Hazard Areas**
Geographic locations that, for planning purposes, have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, HAZMAT accident) that would result in a vast amount of property damage and loss of life.

**Household Pet**
According to FEMA Disaster Assistance Program Policy 9253.19, “[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles.
(except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.” This definition is used by FEMA to determine assistance that FEMA will reimburse and is the definition used in the production of this CPG. Individual jurisdictions may have different definitions based on other criteria.

**Incident**
An occurrence, caused by either human action or natural phenomena, that may cause harm and that may require action.

**Incident Command System (ICS)**
A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Management Assistance Teams (IMAT)**
A national-based or regional-based team composed of SMEs and incident management professionals, usually composed of personnel from multiple Federal departments and agencies, which provide incident management support during a major incident or event.

**Individual with a Disability**
A person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is regarded by others as having such an impairment.

**Joint Field Office (JFO)**
The primary Federal incident management field structure. The Joint Field Office is a temporary Federal facility that provides a central location for the coordination of Federal, state, territorial, tribal, and local governments and private sector and nongovernmental organizations with primary responsibility for response and recovery. The Joint Field Office structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles and is led by the Unified Coordination Group. Although the Joint Field Office uses an Incident Command System structure, the Joint Field Office does not manage on-scene operations. Instead, the Joint Field Office focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

**Joint Information Center (JIC)**
A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the Joint Information Center.

**Joint Information System (JIS)**
A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and
delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumor and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction
Jurisdiction has multiple definitions. Each use depends on the context:

- A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or Federal boundary lines) or functional (e.g., law enforcement, public health).
- A political subdivision (e.g., Federal, state, county, parish, municipality) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

Likelihood
Estimate of the potential of an incident’s or event’s occurrence.

Mass Care
The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to the people who have been displaced from their homes because of a disaster or threatened disaster.

Mitigation
Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Multi-Agency Coordination Systems (MAC)
A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. Multiagency Coordination Systems assist agencies and organizations responding to an incident. The elements of Multiagency Coordination Systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and Multi-Agency Coordination Systems Groups.

National Incident Management System (NIMS)
A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF)
A guide to how the Nation conducts all-hazards response.

Non-governmental Organization (NGO)
An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public
purpose and are not for private benefit. Examples of nongovernmental organizations include faith based charity organizations and the American Red Cross.

**Recovery**
The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Regional Response Coordination Center (RRCC)**
Located in each FEMA region, multiagency coordination centers that are staffed by Emergency Support Functions in anticipation of a serious incident in the region or immediately following an incident. Operating under the direction of the FEMA Regional Administrator, the Regional Response Coordination Centers (RRCCs) coordinate Federal regional response efforts and maintain connectivity with state EOCs, state fusion centers, Federal Executive Boards, and other Federal and state operations and coordination centers that have the potential to contribute to the development of situational awareness.

**Resource Management**
A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, local, tribal, and territorial teams; and resource mobilization protocols.

**Risk**
The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences.

**Risk Analysis**
A systematic examination of the components and characteristics of risk.

**Risk Assessment**
A product or process that collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.

**Risk Communication**
The exchange of information with the goal of improving risk understanding, affecting risk perception, and/or equipping people or groups to act appropriately in response to an identified risk.

**Risk Identification**
The process of finding, recognizing, and describing potential risks.

**Risk Management**
The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level at an acceptable cost.
Risk Management Strategy
The course of action or actions to be taken in order to manage risks.

Scenario
Hypothetical situation composed of a hazard, an entity impacted by that hazard, and associated conditions including consequences when appropriate.

Scenario-based Planning
A planning approach that uses a Hazard Vulnerability Assessment to assess the hazard’s impact on an organization on the basis of various threats that the organization could encounter. These threats (e.g., hurricane, terrorist attack) become the basis of the scenario.

Senior Official
The elected or appointed official who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

Service Animal
Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. Service animals’ jobs include, but are not limited to:
- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing (to intruders or sounds such as a baby’s cry, the doorbell, and fire alarms)
- Pulling a wheelchair
- Retrieving dropped items
- Alerting people of impending seizures
- Assisting people who have mobility disabilities with balance or stability.

Standard Operating Procedure (SOP)
A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State Coordinating Officer
The individual appointed by the Governor to coordinate state disaster assistance efforts with those of the Federal Government. The State Coordinating Officer plays a critical role in managing the state response and recovery operations following Stafford Act declarations. The Governor of the affected state appoints the State Coordinating Officer, and lines of authority flow from the Governor to the State Coordinating Officer, following the state’s policies and laws.

State Liaison
A FEMA official assigned to a particular state who handles initial coordination with the state in the early stages of an emergency.
Terrorism
As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Tornado
A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

Uncertainty
The degree to which a calculated, estimated, or observed value may deviate from the true value.

Vulnerability
A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

Warning
The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning), for example, for a defined area indicates that a particular type of severe weather is imminent in that area.

Watch
As defined by the National Weather Service, the indication that conditions are favorable in a defined area for the specified type of severe weather (e.g., flash flood, severe thunderstorm, tornado, tropical storm).
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Appendix 3
Training, Drills and Exercises

Overview
The City of Yakima will use current Homeland Security Exercise and Evaluation Program (HSEPP) methodology to conduct and evaluate exercises.

1. Reasons for Conducting Training and Exercising
Exercise: (n) Something performed or practiced in order to develop, improve, or display a specific power or skill. (v) To practice in order to train, strengthen, or develop. -Merriam-Webster's Dictionary

Exercises improve readiness by:
- Providing a way to evaluate operations and plans.
- Reinforcing teamwork.
- Demonstrating a community's resolve to prepare for disastrous and catastrophic events.

Different people define "exercise" in different ways. To some, it means training and drills. To others, it's a way to evaluate and confirm the soundness of policies and procedures, through in-depth discussion. An exercise can be all of these-and more.

Exercises also help:
- Clarifying roles and responsibilities.
- Improve interagency coordination.
- Find resource gaps.
- Develop individual performance.
- Identify opportunities for improvement.
2. Discussion-Based Exercises

These types of exercises:
• Provide a forum for discussing or developing plans, agreements, training and procedures.
• Are generally less complicated than operations-based types.
• Typically focus on strategic, policy-oriented issues.
• Do not involve deployment of resources.

Discussion-Based Exercises: Tabletop Exercises

A tabletop exercise (TTX) involves senior staff, elected or appointed officials, or other key personnel in an informal group discussion centered on a hypothetical scenario.

In a TTX, participants:
• Identify strengths and shortfalls.
• Enhance understanding of new concepts.
• Seek to change existing attitudes and perspectives.

3. Operations-Based Exercises

These types of exercises:
• Involve deployment of resources and personnel.
• Are more complex than discussion-based types.
• Require execution of plans, policies, agreements, and procedures.
• Clarify roles and responsibilities.
• Improve individual and team performances.
• Include drills and both functional and full-scale exercises.

Operations-Based Exercises: Drills

A drill is a supervised activity that tests a specific operation or function of a single agency.

In a drill, participants:
• Gain training on new equipment.
• Test new procedures.
• Practice and maintain skills.
• Prepare for more complex exercises.

Operations-Based Exercises: Full-Scale Exercises

A full-scale exercise (FSE) is a high-stress multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response, as if a real incident had occurred.

In an FSE, participants:
• Assess plans and procedures under crisis conditions.
• Evaluate coordinated responses under crisis conditions.
Evaluation /Shortfall Assessment

Shortfalls might include: information flow; staff instructions; use of forms; checklists and procedures; communications with other staff; management/leadership; others?

Shortfall:

Areas for Improvement--For each checked item, provide Recommendation(s)

- Equipment
- Organization
- Personnel
- Planning
- Process
- Training
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Appendix 4
RCW 38.52.070(2) Local Proclamation or Declaration of Emergency

Local jurisdictions should consult with their attorneys to learn about local procedural and substantive requirements that are applicable to an emergency or disaster that occurs within the locality. Certain emergency powers are available to a local jurisdiction under state law without the necessity of a local emergency declaration or proclamation; however, local codes, ordinances or resolutions may impose additional requirements. For example, if an emergency or disaster occurs in a locality, RCW 38.52.070(2) gives political subdivisions the following powers without the necessity of proclaiming or declaring a local emergency:

...the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditure of public funds.

Local codes, ordinances, resolutions, etc., may impose additional procedural or substantive requirements on the ability of a local jurisdiction to authorize emergency use of local resources, emergency expenditures or other emergency response activities, and those local provisions may require issuance of a local declaration or proclamation of an emergency. Additionally, when a disaster or emergency exceeds the capability of the local jurisdiction to respond adequately to protect lives or property, it may be necessary for the local jurisdiction to proclaim or declare a state of emergency to obtain additional resources from other units of local government through mutual aid agreements, or state or federal assistance.

Local requirements for issuance of a local proclamation or declaration of emergency may differ, and should always be considered in advance and complied with during an emergency or disaster. Generally, however, a proclamation or declaration of emergency is usually prepared by the local DEM and executed by the executive head of the political subdivision.1 It is highly recommended to have a draft proclamation/declaration template prepared consistent with local requirements that can be quickly finalized with the details of the incident at hand. A sample Local Proclamation (or Declaration) of Emergency is included at the end of this chapter for informational purposes, but it should not be used without checking and verifying compliance with local requirements.

A local proclamation or declaration of emergency usually includes information like the following:
- A description of the incident (what has happened);
- When the incident happened;
- Expected impact of the incident to persons, property, infrastructure, and geographical area;
- Authorization of the use of local resources to combat disaster effects;

---

1 Note that RCW 38.52.010(8) defines “executive head” as “the county executive in those charter counties with an elective office of county executive, however designated, and, in the case of other counties, the county legislative authority. In the case of cities and towns, it means the mayor in those cities and towns with mayor-council or commission forms of government, where the mayor is directly elected, and it means the city manager in those cities and towns with council manager forms of government. Cities and towns may also designate an executive head for the purposes of this chapter by ordinance.”
Authorization to expend local funds;
Authorization to waive normal bid procedures, if needed;
Any further directions or authorizations necessary for local incident response and recovery, including implementation of local emergency management plans and activation of local emergency response center; and
Any further directions or authorizations necessary to seek outside assistance in response and recovery efforts, if applicable.

The Revised Code of Washington (RCW) has specific sections that deal with certain emergency powers for local governments. Some statutes affecting the powers of political subdivisions during an emergency are listed below (and they generally address budgetary matters). Although several of the statutes require a local finding that an emergency exists, they do not require that this finding be made in the form of a local emergency proclamation or declaration.

1. RCW 35.32A.060 – Budgets in cities over 300,000, emergency fund
2. RCW 35.33.081 – Budgets in second and third-class cities, towns, and first-class cities under 300,000, emergency expenditures, non-debatable emergencies
3. RCW 35.33.082 – Budgets in second and third-class cities, towns, and first-class cities under 300,000, emergency expenditures, other emergencies, hearings
4. RCW 35.34.140 – Cities and towns, biennial budgets, emergency expenditures, nondebatable emergencies
5. RCW 35.34.140 – Cities and towns, biennial budgets, emergency expenditures, other emergencies, hearings
6. RCW 35A.33.080 – Optional municipal code, budgets in code cities, emergency expenditures, nondebatable emergencies
7. RCW 35A.33.090 – Optional municipal code, budgets in code cities, emergency expenditures, other emergencies, hearings
8. RCW 35A.34.140 – Optional municipal code, biennial budgets, emergency expenditures, nondebatable emergencies
9. RCW 35A.34.150 – Optional municipal code, biennial budgets, emergency expenditures, other emergencies, hearings
10. RCW 36.40.140 –.180 - Counties, budgets, emergencies subject to hearing
11. RCW 38.52.070(2) – Emergency management, political subdivisions, emergency powers, procedures
Appendix 5
Proclamation of a Civil Emergency

City of Yakima Municipal Code ("YMC") Chapter 6.06
EMERGENCY POWERS OF MAYOR, CITY COUNCIL AND CITY MANAGER

Sections:

6.06.010  Proclamation of civil emergency—Emergency defined.
6.06.020  Line of succession.
6.06.030  Action which may be taken.
6.06.040  Delivery to news media.
6.06.050  Violation—Penalty.

6.06.010  Proclamation of civil emergency—Emergency defined.

Whenever 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 or unavailability of the mayor, such a civil emergency may be declared by the person indicated in YMC 6.06.020 on the line of succession. For the purposes of this chapter, a “civil emergency” shall mean:

A. A riot, unlawful assembly, insurrection, enemy attack, terrorist attack, sabotage, or other hostile action; or

   (1) For the purpose of this chapter, the term “unlawful assembly” means any threat, actual or implied, to use force or violence when accompanied by immediate power to execute such force or violence by three or more persons acting together without authority of law and where the threat to use the same would endanger or tend to endanger the safety of property or persons.

B. A natural or human-caused disaster, including fire, flood, storm, explosion, earthquake, volcanic disturbance or eruption, or other natural cause. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).

6.06.020  Line of succession.

A. Line of Succession of Elected Officials for Appointment as Acting Mayor. The line of succession for elected officials to serve as the acting mayor is as follows:

   (1) Mayor.
(2) Mayor pro tem.
(3) Council members by seniority unless a member is unavailable or declines to serve. “Senior” or “seniority” shall mean the number of years served on the city council. In the event of exact seniority by two or more members, the members shall mutually determine who shall act as mayor.

B. Staff Official Appointed Acting Mayor. In the event that the entire council is unavailable, too injured, or is deceased, the line of succession for city employees to serve as the acting mayor is as follows:

   (1) City manager.
   (2) Assistant city manager.
   (3) Police chief.
   (4) Fire chief.
   (5) Public works director.

C. Powers and Duties of the Acting Mayor. Every provision of law in relation to the powers and duties of the mayor, and in relation to acts and duties to be performed by others toward him or her, extends to the person performing for the time being the duties of mayor. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).

6.06.030 Action which may be taken.

A. Upon the proclamation of a civil emergency by the mayor, and during the existence of such emergency, the mayor may make and proclaim any or all of the following orders:

   (1) An order imposing a general curfew applicable to the city as a whole or to such geographical area or areas of the city and during such hours as he or she deems necessary, and subsequent orders from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;

   (2) An order requiring any or all business establishments to close and remain closed until further order;

   (3) An order requiring the closure of any or all bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the mayor, be allowed to remain open; and further provided, that such orders shall be subject to the laws of the state of Washington by and through the Washington State Liquor Control Board;

   (4) An order requiring the discontinuance of the sale, distribution, giving away, or possession of gasoline or other liquid flammable or combustible products in any container
other than a gasoline tank properly affixed to a motor vehicle or except in connection with normal operation of motor vehicles, normal home use or legitimate commercial use;

(5) An order requiring the discontinuance of the sale, distribution or giving away of firearms and/or ammunition for firearms in any or all parts of the city;

(6) An order requiring the closure of any or all business establishments where firearms and/or ammunition for firearms are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of firearms and/or ammunition and in which such firearms and/or ammunition may be removed or made secure from possible seizure by the public, the portions thereof utilized for sale of items other than firearms and ammunition may, in the discretion of the mayor, be allowed to remain open;

(7) An order closing to the public any or all public places, including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings;

(8) An order requesting federal and/or state assistance in combating such civil emergency, including but not limited to requesting the assistance of the National Guard;

(9) An order directing the use of all public and private health, medical, and convalescent facilities and equipment to provide emergency health and medical care for injured persons;

(10) An order authorizing, in cooperation with utility management and appropriate state and federal agencies, the shutting off, restoration, and operation of utility services in accordance with priorities established for combating such civil emergency;

(11) Such other orders as are imminently necessary for the protection of life and property; provided, however, that any such orders shall, at the earliest practicable time but in no event more than seventy-two hours after the proclamation of the respective order(s), be presented to the city council for ratification and confirmation, and if not so ratified and confirmed shall be void.

B. Upon the proclamation of a civil emergency by the mayor and/or the city council, and during the existence of such emergency, the city council may make and proclaim any or all of the following orders:

(1) An order providing for the evacuation and reception of the population of the city or any part thereof;

(2) Such other orders as are imminently necessary for the protection of life and property.

C. Upon the proclamation of a civil emergency by the mayor and/or the city council, and during the existence of such emergency, the mayor and/or the city council may make and proclaim any or all of the following requests or consultations:
(1) A request that the governor proclaim a state of emergency or disaster when in the opinion of the mayor and/or the city council the resources of the city, area or region are inadequate to cope with the emergency or disaster;

(2) A request that the governor, after proclaiming a state of emergency and prior to terminating such, may, in the area described by the proclamation, issue an order prohibiting any or all of the activities listed in RCW 43.06.220;

(3) A consultation with local, state and federal emergency management agencies about the emergency or disaster;

(4) Such other requests or consultations as may be imminently necessary for the protection of life and property.

D. Upon the proclamation of a civil emergency by the mayor and/or the city council, and during the existence of such emergency, the city manager shall have the power by order to enter into contracts and incur obligations necessary to combat such disaster, protect the health and safety of persons and property, provide emergency assistance to the victims of such disaster, and direct the finance department to draw and to pay the necessary warrants for expenditures to respond to the emergency. Such powers shall be exercised in light of the exigencies of the situation without regard to time-consuming procedures and formalities prescribed by ordinance (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations and requirements of competitive bidding and publication of notices pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation and expenditures of public funds; provided, that the city manager shall, wherever practicable, advise and consult with the city council with respect to disaster response activities, and any such order shall at the earliest practicable time be presented to the city council for review and appropriate legislation including:

(1) Findings by resolution with respect to actions taken;

(2) Authorization of payment for services, supplies, equipment loans and commandeered property used during disaster response activities;

(3) Approval of gifts, grants or loans accepted by the city during the emergency;

(4) Levy of taxes to meet costs of disaster response and recovery operations; and upon such review the city council may ratify and confirm, modify, or reject any such order, and if rejected, any such order shall be void. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).

6.06.040 Delivery to news media.

The mayor shall cause any proclamation issued by him or her, pursuant to the authority of this chapter, to be delivered to all news media within the city and shall utilize such other available means, including
public address systems, as shall be necessary, in his or her judgment, to give notice of such proclamation to the public. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).

6.06.050 Violation—Penalty.

It is unlawful for any person to fail or refuse to obey any such order proclaimed by the mayor or the city council. Any person convicted of a violation of this chapter shall be guilty of a misdemeanor and shall be punished by a fine not to exceed five hundred dollars, or by imprisonment in jail for a period not to exceed ninety days, or by both such fine and imprisonment. (Ord. 2009-47 § 1 (part), 2009: Ord. 2004-75 § 1 (part), 2004).
Form A: DRAFT Mayoral Proclamation of Civil Emergency and Order for Evacuation to Use in a Natural or Human-Caused Disaster; this document will need to be edited depending on the situation. If it is issued by the “Acting Mayor” as defined in YMC Chapter 6.06.020 on the line of succession, insert the word “Acting” before “Mayor.”

MAYORAL PROCLAMATION OF CIVIL EMERGENCY AND ORDER FOR EVACUATION

City of Yakima, Washington

[Date:] ________________, 20__

WHEREAS, this Proclamation and Order by the Mayor of the City of Yakima declares a state of emergency in the City of Yakima (the “City”) due to a [natural] [human-caused] disaster, establishes and orders measures to protect public health and safety, including an evacuation of certain specified areas and defines the geographical area within the City of Yakima limits to which this Proclamation and Order applies; and

WHEREAS, on or about [DATE] ________________, 201__ at approximately [TIME] ______ a.m./p.m. a disaster occurred or is occurring and which has had or will have an impact within the city limits of the City of Yakima, Washington; and

WHEREAS, such a disaster threatens the health and safety of persons and property within Yakima; and

WHEREAS, a civil emergency exists requiring me to exercise the emergency powers vested in me as Mayor by Yakima Municipal Code (“YMC”) Chapter 6.06 entitled “Emergency Powers of Mayor, City Council and City Manager”; and

WHEREAS, I have reviewed the situation, consulted with some of the City Department Heads and verified the existence of the emergency cited below, and the necessity for me to take immediate, extraordinary action as outlined in this Proclamation and Order; and

WHEREAS, in the judgment of the Mayor, extraordinary measures are necessary to protect the public peace, safety and welfare; and
WHEREAS, the Mayor is authorized by Yakima Municipal Code ("YMC") Chapter 6.06 entitled “Emergency Powers of Mayor, City Council and City Manager” to take certain actions necessary to protect persons and property in the event of an emergency; and

WHEREAS, the area impacted or endangered by the current situation is described below; and

WHEREAS, the current disaster qualifies as a civil emergency which includes a “natural or human-caused disaster, including fire, flood, storm, explosion, earthquake, volcanic disturbance or eruption, or other natural cause” pursuant to YMC 6.06.010(B); and

WHEREAS, response to such a disaster emergency situation requires decisive action to protect the health and safety of persons and property; and

WHEREAS, RCW 38.52.070(2) on emergency powers and YMC 6.06.030D authorize the City to enter into contracts and incur obligations necessary to combat a disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster if needed; and

WHEREAS, upon the proclamation of a civil emergency by the Mayor and during the existence of such emergency, the Mayor may make and proclaim various actions and orders pursuant to YMC 6.06.030(D) in order to address an emergency situation; and

WHEREAS, pursuant to YMC 6.06.030, civil emergency orders by the Mayor “shall, at the earliest practicable time but in no event more than seventy-two (72) hours after the proclamation of the respective order(s), be presented to the City Council for ratification and confirmation, and if not so ratified and confirmed shall be void”; and

WHEREAS, pursuant to YMC 6.06.040 regarding delivery of the proclamation to the news media, the Mayor shall cause any proclamation issued pursuant to YMC Chapter 6.06 “to be delivered to all news media within the City and shall utilize such other available means, including public address systems, as shall be necessary in his or her judgment, to give notice of such proclamation to the public”; and

WHEREAS, the Mayor finds it to be in the best interest of the City of Yakima to proclaim a state of emergency for the City of Yakima, to establish measures to protect public health and safety, and to define the geographical area within the City limits to which this Proclamation and Order applies; now, therefore,

IT IS HEREBY PROCLAIMED AND ORDERED:

1. Determination of Emergency. A state of emergency currently exists in the City of Yakima as a result of:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
2. **Order for Evacuation.** The following areas are deemed unsafe for persons and property, and shall be evacuated immediately, with directions not to return until such time as these areas are deemed safe by a subsequent City Proclamation, Order or Resolution:

\[
\text{______________________________} \text{on the north;}
\]

\[
\text{______________________________} \text{on the east;}
\]

\[
\text{______________________________} \text{on the south; and}
\]

\[
\text{______________________________} \text{on the west.}
\]

3. All businesses within the above-specified area are directed to close until such time as those areas are deemed safe for reentry.

4. All public streets, alleys, public ways, schools, parks, amusement areas, beaches, and public buildings within the above-specified area are closed to all but disaster response personnel and shall remain so closed until such time as they may be safely reopened.

5. All public and private health, medical, and convalescent facilities and equipment are hereby directed to provide health and medical care to injured persons.

6. Utility management, in conjunction with state and federal agencies, is authorized to shut off/restore/operate utility services as is deemed appropriate to combat the present disaster.

7. During the civil emergency, the City Manager and City Department Heads generally have the authority to permit the use of City facilities and equipment under their control for supplying necessary food, clothing, medicines, shelter or transportation to care facilities for people in need of assistance; to reassign personnel from their ordinary duties to work deemed necessary for the emergency without regard to job classifications, and to require work beyond normal working hours; and to secure the assistance of volunteers and donations of supplies or the use of equipment in performing tasks that the City Manager and/or Department Head deems most helpful in relieving the emergency.

8. [Insert other provisions as may be appropriate]

9. **Violation—Penalty.** Pursuant to YMC 6.06.050 on “Violation—Penalty,” “it is unlawful for any person to fail or refuse to obey any such Order proclaimed by the Mayor or the City Council” issued pursuant to YMC Chapter 6.06; and any person convicted of a violation of YMC Chapter 6.06 shall be guilty of a misdemeanor and may be punished by a fine of not more than Five Hundred Dollars or by imprisonment in jail for not more than ninety days, or by both such fine and imprisonment.

10. **Subsequent Orders.** The Mayor is authorized to issue subsequent Orders which are additionally necessary to address the present situation, pursuant to and in accordance with YMC 6.06.030 and subject to approval of the City Council within seventy-two hours of their issuance.
11. **Circulation.** A copy of this Proclamation and Order shall be sent to the Governor of the State of Washington and to the County Commissioners of Yakima County. To the extent practicable, notices of this Proclamation and Order shall be made available to all news media within the City of Yakima pursuant to YMC 6.06.040 and to the general public.

12. **Presentation, Ratification, Termination.** This Proclamation and Order shall at the earliest practicable time pursuant to YMC 6.06.030 be presented to the City Council for ratification and confirmation, modification, or rejection, but in no event more than seventy-two (72) hours after the proclamation of this Order, and if rejected, shall be void. This Proclamation and Order shall remain in effect until such time as it is removed by a subsequent City Proclamation, Order or Resolution when it is determined that the extraordinary measures are no longer required for the protection of the public health, safety and welfare and/or public peace, or until the ___ day of ______________, 20___, when the City Council shall either modify, renew or discontinue this Proclamation and Order; whichever occurs first.

DATED this ___ day of ______________, 20___.

_____________________, Mayor
The City of Yakima
MAYORAL PROCLAMATION OF CIVIL EMERGENCY
AND ORDER FOR GENERAL CURFEW

City of Yakima, Washington

[Date:] ____________, 20__

WHEREAS, this Proclamation and Order by the Mayor of the City of Yakima declares a state of
emergency in the City of Yakima (the “City”) due to a [riot] [unlawful assembly] [insurrection] [enemy
attack] [terrorist attack] [sabotage] [other hostile action] [quarantine], establishes and orders
measures to protect public health and safety, including a general curfew in a certain specified area
and defines the geographical area within the City of Yakima limits to which this Proclamation and
Order for general curfew applies; and

WHEREAS, on or about [DATE] ________________, 201__ at approximately [TIME] _______
a.m./p.m. a [riot] [unlawful assembly] [insurrection] [enemy attack] [terrorist attack] [sabotage] [other
hostile action] [quarantine] occurred or is occurring and which has had or will have an impact within
the city limits of the City of Yakima, Washington; and

WHEREAS, such a [riot] [unlawful assembly] [insurrection] [enemy attack] [terrorist attack] [sabotage]
[other hostile action] [quarantine] threatens the health and safety of persons and property within
Yakima; and

[USE THE FOLLOWING WHEREAS CLAUSE ONLY WHEN THERE IS AN “UNLAWFUL
ASSEMBLY”]: WHEREAS, the unlawful assembly falls within the definition in Yakima Municipal Code
("YMC") 6.06.010A(1), which states: “(1) For the purpose of this chapter [YMC Chapter 6.06], the term
“unlawful assembly” means any threat, actual or implied, to use force or violence when accompanied by
immediate power to execute such force or violence by three or more persons acting together without
authority of law and where the threat to use the same would endanger or tend to endanger to the safety of
property or persons”; and
WHEREAS, a civil emergency exists requiring me to exercise the emergency powers vested in me as Mayor by Yakima Municipal Code ("YMC") Chapter 6.06 entitled "Emergency Powers of Mayor, City Council and City Manager"; and

WHEREAS, I have reviewed the situation, consulted with some of the City Department Heads and verified the existence of the emergency cited below, and the necessity for me to take immediate, extraordinary action as outlined in this Proclamation and Order; and

WHEREAS, in the judgment of the Mayor, extraordinary measures are necessary to protect the public peace, safety and welfare; and

WHEREAS, the Mayor is authorized by Yakima Municipal Code ("YMC") Chapter 6.06 entitled "Emergency Powers of Mayor, City Council and City Manager" to take certain actions necessary to protect persons and property in the event of an emergency; and

WHEREAS, the area impacted or endangered by the current situation is described below; and

WHEREAS, the current situation qualifies as a civil emergency which includes a "riot, unlawful assembly, insurrection, enemy attack, terrorist attack, sabotage, or other hostile action" pursuant to YMC 6.06.010(A); and

WHEREAS, response to such a [riot] [unlawful assembly] [insurrection] [enemy attack] [terrorist attack] [sabotage] [other hostile action] [quarantine] emergency situation requires decisive action to protect the health and safety of persons and property; and

WHEREAS, RCW 38.52.070(2) on emergency powers and YMC 6.06.030D authorize the City to enter into contracts and incur obligations necessary to combat a civil emergency, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such civil emergency if needed; an

WHEREAS, upon the proclamation of a civil emergency by the Mayor and during the existence of such emergency, the Mayor may make and proclaim various actions and orders pursuant to YMC 6.06.030(D) in order to address an emergency situation; an

WHEREAS, pursuant to YMC 6.06.030, civil emergency orders by the Mayor “shall, at the earliest practicable time but in no event more than seventy-two (72) hours after the proclamation of the respective order(s), be presented to the City Council for ratification and confirmation, and if not so ratified and confirmed shall be void”; anD

WHEREAS, pursuant to YMC 6.06.040 regarding delivery of the proclamation to the news media, the Mayor shall cause any proclamation issued pursuant to YMC Chapter 6.06 “to be delivered to all news media within the City and shall utilize such other available means, including public address
systems, as shall be necessary in his or her judgment, to give notice of such proclamation to the public”; and

WHEREAS, the Mayor finds it to be in the best interest of the City of Yakima to proclaim a state of emergency for the City of Yakima, to establish measures to protect public health and safety, and to define the geographical area within the City limits to which this Proclamation and Order applies; now, therefore,

IT IS HEREBY PROCLAIMED AND ORDERED:

13. **Determination of Emergency.** A state of emergency currently exists in the City of Yakima as a result of:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

14. **Order for General Curfew.** A general curfew is imposed in the portion of the City of Yakima, Washington, described as follows, until such time as the general curfew is removed by a subsequent City Proclamation, Order or Resolution, or until the end of the general curfew as provided in this section of the Order, whichever ending time occurs first:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Commencing at ________ p.m., [Date:] ____________, 20__, no person shall enter or remain in a public place within the above described area. This general Curfew shall continue until ________ a.m., [Date]: ____________, 20__, and shall be enforced by the Police Department.

As used in this section entitled “Order for General Curfew”, “public place” is defined and means the public right-of-way and the space above or beneath its surface, whether or not opened or improved, including streets, avenues, ways, boulevards, drives, places, alleys, sidewalks, planting strips, squares, triangles, plazas and parks that are not privately owned.

15. **[USE THIS SECTION ONLY WHEN A QUARANTINE IS INVOLVED]: Quarantine: City of Yakima Employees to Assist in the Enforcement of the Order for Quarantine issued by the Yakima**
Health Board. City of Yakima employees are authorized and directed to assist, where lawful and appropriate, in enforcing the Order for Quarantine issued by the Yakima Health Board on [Date]: ________________, 20__. Pursuant to Chapter 70.05 RCW, including RCW 70.05.070 and RCW 70.05.120, and Washington Administrative Code (“WAC”) 246-100-070 entitled “Enforcement of local health officers orders“.

“(1) An order issued by a local health officer in accordance with this chapter shall constitute the duly authorized application of lawful rules adopted by the state board of health and must be enforced by all police officers, sheriffs, constables, and all other officers and employees of any political subdivisions within the jurisdiction of the health department in accordance with RCW 43.20.050.
(2) Any person who shall violate any of the provisions of this chapter or any lawful rule adopted by the board shall be deemed guilty of a misdemeanor punishable as provided under RCW 43.20.050.
(3) Any person who shall fail or refuse to obey any lawful order issued by any local health officer shall be deemed guilty of a misdemeanor punishable as provided under RCW 70.05.120.”

16. All businesses within the above-specified area are directed to close until further order and at such time as those areas are deemed safe for reentry.

17. All public streets, alleys, public ways, schools, parks, amusement areas, beaches, and public buildings within the above-specified area are closed to all but public safety and/or emergency response personnel and shall remain so closed until such time as they may be safely reopened.

18. All public and private health, medical, and convalescent facilities and equipment are hereby directed to provide health and medical care to injured persons.

19. Utility management, in conjunction with state and federal agencies, is authorized to shut off/restore/operate utility services as is deemed appropriate to combat the present civil emergency.

20. During the civil emergency, the City Manager and City Department Heads generally have the authority to permit the use of City facilities and equipment under their control for supplying necessary food, clothing, medicines, shelter or transportation to care facilities for people in need of assistance; to reassign personnel from their ordinary duties to work deemed necessary for the emergency without regard to job classifications, and to require work beyond normal working hours; and to secure the assistance of volunteers and donations of supplies or the use of equipment in performing tasks that the City Manager and/or Department Head deems most helpful in relieving the emergency.

21. All bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or otherwise dispensed within the above-specified area are to be closed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the Mayor, be allowed to remain open; and further provided, that such orders shall be subject to the laws of the state of Washington by and through the Washington State Liquor Control Board.
22. The discontinuance is hereby ordered within the above-specified area of the sale, distribution, giving away, or possession of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle or except in connection with normal operation of motor vehicles, normal home use or legitimate commercial use.

23. The City of Yakima requests federal and/or state assistance in combating such civil emergency, including but not limited to requesting the assistance of the National Guard.

24. [Insert other provisions as may be appropriate]

25. Violation—Penalty. Pursuant to YMC 6.06.050 on “Violation—Penalty,” “it is unlawful for any person to fail or refuse to obey any such Order proclaimed by the Mayor or the City Council” issued pursuant to YMC Chapter 6.06; and any person convicted of a violation of YMC Chapter 6.06 shall be guilty of a misdemeanor and may be punished by a fine of not more than Five Hundred Dollars or by imprisonment in jail for not more than ninety days, or by both such fine and imprisonment.

26. Subsequent Orders. The Mayor is authorized to issue subsequent Orders which are additionally necessary to address the present situation, pursuant to and in accordance with YMC 6.06.030 and subject to approval of the City Council within seventy-two hours of their issuance.

27. Circulation. A copy of this Proclamation and Order shall be sent to the Governor of the State of Washington and to the County Commissioners of Yakima County. To the extent practicable, notices of this Proclamation and Order shall be made available to all news media within the City of Yakima pursuant to YMC 6.06.040 and to the general public.

28. Presentation, Ratification, Termination. This Proclamation and Order shall at the earliest practicable time pursuant to YMC 6.06.030 be presented to the City Council for ratification and confirmation, modification, or rejection, but in no event more than seventy-two (72) hours after the proclamation of this Order, and if rejected, shall be void. This Proclamation and Order shall remain in effect until such time as it is removed by a subsequent City Proclamation, Order or Resolution when it is determined that the extraordinary measures are no longer required for the protection of the public peace, and safety and welfare, [and for the protection of the public health which had led to the quarantine] or until the ___ day of ______________, 20__, when the City Council shall either modify, renew or discontinue this Proclamation and Order; whichever occurs first.

DATED this ___ day of ______________, 20__.

_______________________
Mayor
The City of Yakima
Appendix 6
Pre-incident and Incident Support Tasks

PRE-INCIDENT ACTIONS
MITIGATION AND PREPAREDNESS ACTIONS
(ON NOTICE OF A PENDING EVENT)

1. Obtain and maintain situational awareness: monitor weather and disaster agent.
   - Ongoing: re-evaluate threat and situation.

2. Review Continuity of Government (COG) and Continuity of Operations (COOP) Plans to ensure readiness of:
   - Emergency Chain of Authority;
   - City Government Succession;
   - Line of Succession Department Heads;
   - Vital records are secured and backed up; and
   - Government offices and facilities are prepared and secured.

3. Support emergency management officials with jurisdiction time and circumstance preparedness issues, actions and/or tasks. Ensure disaster preparations and activities to include:
   - Test alert, notification, warning and communications systems/equipment.
   - Test backup generators. Ensure fuel and spare parts.
   - Prepare press releases and media briefings.
   - Convene Policy Group (key departments) to develop strategies to respond to anticipated problems.
   - Ensure support for Emergency Coordination Center readiness and staffing.
   - Approve equipment and supplies pre-ordering.
   - Encourage employees to maintain individual/family preparedness plans.

4. Conduct daily meetings with department heads, NGOs representatives of the private sector to determine if there are any unmet needs.

5. Emergency Public Information, ensure dissemination of:
   - Watch/warning alerts to citizens.
   - Watch/warning alerts to special needs citizens.
   - Preparedness information via broadcast and print media.

6. Determine need for precautionary evacuations: critical facilities, hospitals, nursing homes, people with special needs, people without transportation, people living in potential impact areas, homeless populations, tourists.

7. Consideration of ongoing community and social events (cancel?) Determine closure or limit:
   - General government services
   - Businesses
   - Schools
7. **Procurement Issues.**
   - Notify vendors: food, water, ice, equipment, supplies.
   - Notify debris management contractor.

8. **Financial Issues.**
   - Review Finance Record Keeping Rules

9. **Establish and stage “rapid impact assessment teams” (initial damage assessment).**
   - **Instruct Departments to:**
     - Review their critical personnel, services, policies, and procedures;
     - Pre-stage supplies or resources;
     - Take immediate mitigation and preparedness measures;
     - Develop shift rotations to ensure adequate staffing; and
     - Report any items of concern that require immediate attention by the Emergency Coordination Center.

10. **Instruct departments with critical deficiencies to immediately develop a contingency framework for the pending disaster.**

11. **Ensure as appropriate redeployment of critical response personnel, equipment and supplies to protected locations outside of vulnerable area.**
    - Vehicles and equipment are serviced and ready.
    - Store extra fuel and spare parts.
    - Issue protective gear to emergency personnel.

12. **Employee Issues.**
    - Recall off-duty personnel.
    - Place personnel on stand-by.
    - As appropriate, cancel all days off and pending leaves; prepare duty rosters.
    - Allow employees to prepare home/family.
    - Essential employees: pack a “ready/response kit” (sleeping bag, change of clothes, nonperishable foods/snacks, drinks/bottled water, toiletries, prescription medicines, extra eyeglasses, flashlight, portable radio/batteries, etc.)

13. **Develop and deliver a unified public information message prior to disaster. Details should include:**
    - Possible evacuation instructions and shelter locations;
    - Instructions to public for power and phone outage;
    - Items to stock for 72-hour survival (water, flashlights, radio, batteries, etc.);
    - Actions to take to ensure food and water safety;
    - What NOT to do (utilize generators or kerosene heaters indoors); and
    - Other details relevant to pending emergency situation.
14. Emergency mass care facilities and shelters staffed and ready.
   ➢ Animal shelters and services ready.

15. Declare an emergency or disaster in anticipation of the incident to free resources and implement emergency purchasing procedures to acquire necessary preparedness and response equipment.

16. ECC Activated.
   ➢ Activation level; ECC staffing.
   ➢ ECC linked to and monitoring department field activities.
   ➢ Continued watch/warning alerts to residents.
   ➢ Continued watch/warning alerts to special needs residents.

17. Issue other state of emergency directives to public safety department heads as needed:
   ➢ Curfews.
   ➢ Access control to vulnerable locations.
   ➢ Mandatory evacuation of tourist populations.
   ➢ Prohibition on price-gouging.
   ➢ Unfair/deceptive trade acts/practices.

INCIDENT (Response)

1. Monitor and Enact Policy
   ➢ Recognize accountability.
   ➢ Establish and evaluate policy decisions.
   ➢ Confer with other elected officials.

2. Report to the Emergency Coordination Center
   ➢ Obtain current situation status and a briefing on priority actions taken and outstanding.
   ➢ Examine need for new or temporary policies required to support response operations.
   ➢ Determine appropriate expenditure limits.
   ➢ Be available for policy meetings.
   ➢ Ensure adequate public information materials are being issued from the ECC.
   ➢ Consult with emergency management director to determine need for extraordinary resources and/or outside assistance.
   ➢ Keep apprised as to the status of the emergency incident by reviewing ECC Situation Reports.

3. Receive Assessment Information
   ➢ What is the nature of the incident—what happened?
   ➢ What hazards are present?
   ➢ How large an area is affected?
   ➢ What is being done—response actions?
   ➢ What are the impacts to the first responder community, essential services, critical facilities and infrastructure.
Are critical communication systems functioning?

4. **Determine Extent of Incident**
   - Public protection actions in progress or needed?
   - Notifications and alerts done or needed?
   - Numbers of dead, injured and missing?

5. **Determine Need to update or issue Emergency Declaration**
   - When to issue and for what conditions?
   - Clarify any issues regarding your authority with Legal Counsel.
   - Modify curfew, evacuation, or access control orders.

6. **Issue Emergency Authorities, Directives, Orders (Emergency Powers)**
   - Protect life.
   - Protect public property.
   - Maintain essential services.

7. **Ensure Public Information and Instructions is provided**
   - Maintain a public information and media protocol.
   - Establish who speaks about what and when.
   - Serve as spokesperson for the jurisdiction when appropriate.

8. **Ensure that the functions of civil government are being preserved and essential services are provided (COOP).**

9. **Establish contact and a liaison with appropriate officials outside home jurisdiction.**

**POST-INCIDENT (Recovery)**

1. **General “Must Do’s”**
   - Obtain current FEMA public disaster assistance program information and requirements. Ensure your jurisdiction’s participation and compliance.
   - Determine recovery needs and functions based on impacts;
   - Develop and maintain a recovery incident action plan;
   - Appoint a local recovery manager to chair and maintain a local recovery task force. Task force membership should local stakeholders to include department heads (or designees) from local community planning, economic development, health, legal, finance, environment, historic and cultural, public safety, public works, business community, NGOs, etc. to:
     - Prepare a redevelopment plan;
     - Develop procedures to carry out build back policies;
     - Develop policies for redeveloping areas that have sustained repeated disaster damage;
     - Develop policies that promote mitigation from future damage; and
     - Develop priorities for relocating and acquiring damaged property.
2. **Other considerations:**
   - Maintain leadership;
   - Utilize local initiative and resources;
   - Maximize state/federal programs and benefits;
   - Establish and maintain communications to and from citizens;
   - Provide a point of contact for disaster victims;
   - Make maximum use of damage assessment for recovery planning; and
   - Promote economic recovery.

3. **Ensure that your jurisdiction is providing and updating damage impacts and cost estimates to state and federal in order to maximize state and federal individual and public disaster assistance.**

4. **Short Term "life safety" recovery activities could include:**
   - Search and Rescue;
   - Emergency Medical Care;
   - Safety-Security-Traffic Control;
   - Food and Water;
   - Initial Impact Assessment;
   - Implementing Legal and Financial Procedures;
   - Emergency Debris Clearance;
   - Transportation;
   - Sheltering and Mass Care;
   - Public Information/Education;
   - Response Coordination with Municipalities;
   - Mutual Aid Response;
   - Volunteer Resource Response;
   - Emergency Communications;
   - Temporary Building and Rebuilding Moratoriums; and
   - Enactment of Special Ordinances.

5. **Intermediate Recovery (Restoration) activities could include:**
   - Re-entry;
   - Detailed Community Damage Assessment;
   - Debris Clearance and Removal;
   - Federal Assistance Programs (Individual/Public);
   - Resource Distribution;
   - Restoration of Essential Services;
   - Relief Services (including mental health);
   - Temporary Housing and Long-Term Housing Strategy;
   - Temporary Repairs to Damaged Facilities; and
   - Restoration of Public Health Services.

6. **Long-Term Recovery activities could include:**
   - Environmental Management;
   - Evaluation of Development Regulations;
   - Evaluation of Construction Designs;
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--The Cornerstone of the City’s Program--

- Evaluation of Infrastructure Designs and Standards;
- Permanent Repair and Reconstruction of Damaged Facilities;
- Complete Restoration of Services;
- Debris Disposal;
- Economic and Community Redevelopment;
- Housing Strategy;
- Hazard Mitigation;
- Risk Assessment/Review;
- Acquisition/Relocation of Damaged Property;
- Coordinated delivery of long-term social and health services;
- Improved land use planning;
- Re-establishing the local economy to pre-disaster levels;
- Recovery of disaster response costs; and
- The effective integration of mitigation strategies into recovery planning and operations.
Appendix 7
Intrastate Mutual Aid

**REVISED CODE OF WASHINGTON 38.56 INTRASTATE MUTUAL AID SYSTEM**

**JANUARY, 2014**

**INTRODUCTION**
It is recognized that emergencies often overwhelm local government capability, go beyond jurisdictional boundaries, and that intergovernmental coordination is essential for the protection of lives and property. This cooperation is also essential for the maximum use of available resources. Under the *Revised Code of Washington 38.56 Intrastate Mutual Aid System* hereafter known as the Washington Mutual Aid Compact (WAMAC) member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with drills or exercises. Any resource of a member jurisdiction may be made available to another member jurisdiction.

Pursuant to the Washington Mutual Aid Compact, every town, city and county of the state is automatically part of the Washington Mutual Aid Compact. Participation in the compact does not preclude member jurisdictions from entering into other agreements with other political subdivisions or Indian tribes to the extent provided by law. Participation does not supersede nor affect any other agreement to which a political subdivision is a party or may become a party.

**BASIC PROVISIONS**

**Limitation on Aid**
A responding member jurisdiction may withhold or withdraw requested assistance at any time and for any reason, in its sole discretion.

**Request for Assistance**

**Jurisdiction to Jurisdiction**
Requests for assistance from member jurisdictions can be made through the requesting jurisdiction’s normal operating procedures.

**Through and to State**
A jurisdiction needing resources or assistance from another jurisdiction has the right to do so according to the Washington Emergency Mutual Aid System and can initiate the call for such. If a jurisdiction needs help making the request for assistance because they are overwhelmed, or they are unsure what to ask for, or they need help with technical specifications, or they do not have an updated Tel list maintained by the State, etc., that jurisdiction can call the Washington State EMD Staff Duty Officer and ask them to make the request of other jurisdictions on their behalf.

**DEPLOYMENT COORDINATION**

Consideration of requests and deployment coordination shall be done by or through:
The chief executive officer of a member jurisdiction, or
The officer's designee(s).

Upon receiving a request for assistance, member jurisdiction officers, or their designees, consider the request, determine availability, and quickly respond directly to the requesting party concerning whether or not they are able to fulfill the request. If a member jurisdiction is able to fulfill the request it provides the following minimum information, in the form of an offer of assistance:

- Variations from the original request, if any.
- Estimated cost of fulfilling the request, if any.
- Logistical requirements for the resource, if any.
- Estimated travel time from home base to designated reporting location.

A request does not constitute a binding agreement. Only after an authorized offer of assistance has been accepted by an officer or designee of the requesting jurisdiction is there an agreement, allowing deployment to begin.

Requests and deployment coordination may be done verbally or in writing. If verbal requests lead to deployments under WAMAC, the agreement is committed to writing within thirty days of the date on which the agreement was made. However, it is recommended that the written agreement be done concurrent with the verbal request and deployment coordination or at the earliest possible time immediately following.

CONTROL OF RESOURCES
Member jurisdictions’ resources (personnel, assets and equipment) are subject to the following conditions when deployed under WAMAC:

- Responding resources remain under the command and administrative control of the responding member jurisdiction for purposes that include standard operating procedures, medical insurance and other protocols;
- The responding member jurisdiction is responsible for tracking the resource’s progress from the point of departure through arrival at the designated reporting location;
- Upon check-in at the designated reporting location resources deployed under WAMAC are under the operational control of the appropriate officials of the requesting member jurisdiction;
- The requesting member jurisdiction is responsible for directing, maintaining accountability for, and ensuring the well-being of resources deployed under WAMAC throughout the duration of the deployment;
- Excess resources must be released in a timely manner to reduce incident-related costs and to free up resources for other assignments;
- When the resource is no longer needed it will be promptly and safely demobilized;
- The requesting member jurisdiction is responsible for providing demobilization instructions even if a written demobilization plan has not been developed; and,
- Upon notification that a resource is to be demobilized, the responding member jurisdiction should track the resource’s progress from the time it is released through arrival at home base.
BENEFITS
If a person is an employee of a member jurisdiction that responds to a request for assistance under WAMAC and the person sustains injury in the course of providing the assistance, the person is entitled to all applicable benefits, including workers' compensation benefits, that are normally available to the person as an employee of the member jurisdiction that employs the person. If a person sustains injury that results in death, the person's estate shall receive additional state and federal benefits that may be available for death in the line of duty.

Liability
Except as provided in Section 5 of the Intrastate Mutual Aid System, a person responding to a request for assistance by a member jurisdiction and who is under the operational control of that member jurisdiction is considered for the purposes of liability to be an employee of the requesting member jurisdiction.

REIMBURSEMENT
Responding member jurisdictions may decide not to request reimbursement, and may decide to donate all or a portion of the cost of the assistance to the requesting member jurisdiction. For example, a jurisdiction may only seek to recoup extra-budgetary or replacement costs associated with providing assistance.

The Intrastate Mutual Aid System states that a requesting member jurisdiction reimburse, to the extent permitted by law, each member jurisdiction that responds to a request for assistance and renders aid under WAMAC. As a general guideline, reimbursable costs are those that would normally be submitted for reimbursement and considered eligible as emergency costs under state and federal disaster assistance programs.

Requests for reimbursement shall be in accordance with procedures developed by the Washington Intrastate Mutual Aid Committee. Reimbursement should be for actual expenses incurred in rendering assistance pursuant to the actual agreement to provide assistance. Expenses that are typically considered reimbursable include:

- Personnel and contract costs
- Travel and lodging costs (at the federal General Services Administration rate)*
- Costs for meals (at the federal General Services Administration rate)*
- Equipment rental, maintenance and operating costs
- Costs to repair or replace equipment damaged during the assignment
- Costs to replace consumable materials and supplies used during the assignment

To avoid duplication of payments, a responding member jurisdiction should not request reimbursement for costs that will be recouped through normal insurance mechanisms or where emergency costs are eligible for reimbursement through direct participation in state or federal assistance programs.

DISPUTE RESOLUTION
If a dispute regarding reimbursement arises between a member jurisdiction that requested assistance and a member jurisdiction that provided assistance under WAMAC, they agree to make every effort to resolve the dispute within thirty days (30) of written notice of the dispute provided by either party. If the dispute is not resolved within ninety days (90) from the date of the written notice, either member jurisdiction should:

- Request the Intrastate Mutual Aid Committee of the State’s Emergency Management Council to resolve the dispute; or
- If one of the disputing member jurisdictions is an Indian nation or tribe, request arbitration pursuant to the commercial arbitration rules and mediation procedures of the American Arbitration Association.
RECOMMENDED AFTER ACTION REPORT AND IMPROVEMENT PLAN

After Action Report
After an exercise or an incident, all WAMAC member jurisdictions involved with mutual aid/assistance response are encouraged to meet and complete an After Action Report and consider creating an Improvement Plan. After action reviews and reports are typically carried out by WAMAC member jurisdictions that assisted in the WAMAC response.

It is recommended that all key players and groups involved in the response and recovery provide input. Therefore, if the incident is small and only involves a small number of WAMAC member jurisdictions, the affected agency may complete the After Action Report. If the incident is large and involves many agencies and jurisdictions, the Intrastate Mutual Aid Committee may coordinate the after action review and report process among all the participants.

The After Action Report can include a brief description of the incident, the actions taken, what went well and what needs to improve in the future.

Improvement Plan
The After Action Report, with its assessments and recommendations, serves as the basis for the Improvement Plan, which is sometimes referred to as a Corrective Action Plan. An Improvement Plan includes the broad recommendations for improvements, the agreed-upon corrective actions, a timeline for making the changes, and an assignment of responsibilities to individuals or organizations. Below are elements for an Improvement Plan:

- Measurable corrective actions
- Designated projected start date and completion date
- Corrective actions assigned to an organization and a point of contact within that organization
- Corrective actions continually monitored and reviewed as part of an organizational Corrective Action Program

Corrective actions developed to improve the efficacy of WAMAC will be assigned to the Intrastate Mutual Aid Committee. A record of corrective actions will be shared with the Director of the Emergency Management Division and the President of the Washington State Emergency Management Association.
## Appendix 8

**Threats and Hazards**

**Reference:** Threat/Hazard Identification Risk Assessment and Capabilities (THIRA-C)

<table>
<thead>
<tr>
<th>Natural</th>
<th>Technological Human-Caused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resulting from acts of nature</td>
<td>Involves accidents or the failure of systems and structures caused by the intentional actions of an adversary</td>
</tr>
<tr>
<td>Drought</td>
<td>Air pollution</td>
</tr>
<tr>
<td>Epidemic, human</td>
<td>Business interruption</td>
</tr>
<tr>
<td>Dam/levee failure</td>
<td>Critical infrastructure (building/structure) collapse</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Critical infrastructure (building/structure) fire/explosion</td>
</tr>
<tr>
<td>Fire, rural/urban</td>
<td>Cyber attack</td>
</tr>
<tr>
<td>Flood, flash</td>
<td>Ecological terrorism</td>
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<tr>
<td>Flood, riverine/stream</td>
<td>Economic emergency</td>
</tr>
<tr>
<td>Flood, urban</td>
<td>Energy emergency</td>
</tr>
<tr>
<td>Heat, extreme</td>
<td>Fuel shortage</td>
</tr>
<tr>
<td>Landslide</td>
<td>HM accident, fixed facility (EPA-regulated chemicals)</td>
</tr>
<tr>
<td>Thunderstorm</td>
<td>HM accident, transportation routes (Roadways, Railroads, Pipelines)</td>
</tr>
<tr>
<td>Tornado</td>
<td>Power outage</td>
</tr>
<tr>
<td>Volcano</td>
<td>Civil Disorders (Riot/demonstrations/violent protest/illegal assembly)</td>
</tr>
<tr>
<td>Water shortage</td>
<td>Transportation accident, aircraft</td>
</tr>
<tr>
<td>Wildfire, forest</td>
<td>Weapons of Mass Destruction: CBRNE/aircraft</td>
</tr>
<tr>
<td>Wildfire, range</td>
<td>Workplace violence: business/industry and schools</td>
</tr>
<tr>
<td>Wind</td>
<td></td>
</tr>
<tr>
<td>Winter storms</td>
<td></td>
</tr>
</tbody>
</table>

### Impacts

- Street/road disruptions, e.g. debris, power lines, water.
- Utility—line disruptions, e.g., in power lines, water mains, etc.
- Need for evacuations, e.g., life-hazard occupancies.
- Health/medical concerns, e.g., health/medical care facilities.
- Emergency response disruptions, e.g. fire, police, ambulance.
- Continuity of government service interrupted, e.g. day-to-day business.
- Private-sector business interruption, e.g. normal business activities
- Communication disruptions, e.g. landlines, cell phones, radio linkage
Building a Disaster Resilient Community
--The Cornerstone of the City’s Program--
Appendix 9
Specific Responsibilities—City, State and Federal

Specific Responsibilities—City

1. **Fire Department**
   a) Provide fire suppression services.
   b) Provide light and heavy rescue response.
   c) Provide emergency medical services.
   d) When necessary and resources are available, coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues within the jurisdiction.
   e) Coordinate transportation to hospitals.
   f) Direct or support evacuation efforts as appropriate.
   g) Provide support in the dissemination of emergency warning information to the public.
   h) Provide support to other departments in city-wide traffic control, emergency warnings, road closure and protection of property as appropriate.

2. **Police Department**
   a) Establish and maintain communication with the field for incidents occurring in the impacted areas.
   b) Assist in alerting and notifying the general public.
   c) Provide traffic and crowd control in support of evacuation plans.
   d) Protect critical facilities and supplies as needed.
   e) Conduct search and rescue operations as necessary.

3. **Public Works Department**
   a) Conduct structural inspection of roads, bridges, culverts, and other structures to determine damage and condition.
   b) Perform removal of debris and/or wreckage to permit vehicle access and movement.
   c) Perform repairs of damaged roads, bridges, and other structures within capabilities.
   d) Provide and replace signs, barricades, and cones as necessary.
e) Assist with traffic control and heavy rescue activities as requested/appropriate.

f) Maintenance of roadways and sidewalks

 g) Operations/maintenance of traffic signals and street lighting

 h) Placement/maintenance of traffic control signs and markings

 i) Supply drinking water and distribute to customers

 j) Supply and distribute water for firefighting

 k) Supply irrigation water

 l) Maintain capability to provide transportation for the public

4. Community Relations

 a) Provide public information

 b) Communications & Public Affairs Director serves as PIO in EOC

 c) Liaison with other local, state, and federal elected officials and agencies

 d) Provide operational support to the City Council

 e) Provide assistance to media

 f) Coordinate public appearances by elected and appointed officials

5. City Clerk and Records

 Record keeper for the City of Yakima; Follow Open Public Meetings Act requirements, which may be waived in an emergency

6. Communications and Technology

 a) Support Public Safety Radio Infrastructure

 b) Support Public Safety IT Infrastructure

 c) Support Utilities and Public Works Field Operations
Building a Disaster Resilient Community
--The Cornerstone of the City's Program--

7. Legal
   a) Advise and assist in the preparation of, and prepare in final form, all ordinances, orders and regulations
   b) Prepare and pass on the legality and correctness and form of all contracts, bonds and other legal instruments to which the city is a party
   c) Advise the council, the city manager, all department heads and other administrative officials and all boards and commissions regarding legal matters

8. Finance and Budget
   a) Payroll for employees involved in incident
   b) Accounts payable for incident bills
   c) Tracking of all expenditures for FEMA reporting
   d) Enhanced recordkeeping to anticipate grant or financial assistance due to incident

9. Purchasing
   a) Procuring materials and supplies in case of civil emergency.
   b) Procuring materials and supplies in such a way as to not put FEMA funding in jeopardy.
   c) Procure materials and supplies utilizing normal processes in our Procurement Manual.

9. Human Resources
   a) Emergency recruitment/hiring needs
   b) On the job injury claim process (reporting/filing/medical care/time loss compensation)

10. Yakima Air Terminal-McAllister Field
    a) Implement Airport Emergency Plan – hazard specific section to assist with mitigation with emergency situation.
    b) Airport staff to assist emergency personnel in life preservation in the event of a building fire or aircraft accident.
    c) Recovery stage to reopen the airport to general, corporate, and commercial airlines and businesses.
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Specific Responsibilities—State

1. **Washington State Department of Agriculture (WSDA)**
   a) Assist in coordination, through the state EOC Executive Section and the federal Food and Drug Administration (FDA), interstate and international food safety activities, as appropriate.
   b) Checks foods, including milk products, feeds, and other commodities for injurious contamination in processing and distribution areas.
   c) Provides inspection services following a disaster to ensure wholesomeness of farm products in accordance with statutory requirements during the recovery period.
   d) Provides current information on the disposal of contaminated crops and dead livestock.
   e) Protects the public from consuming adulterated food through the implementation of food control measures in coordination with other agencies and local jurisdictions.
   f) Coordinates with other government agencies and private organizations in combating farm animal disease in the recovery period.
   g) Provides current information for potentially affected areas n farms, food crops, food processors and distributors, and other agricultural data under the department’s authority. Provides pesticide disposal services as part of disaster recovery.
   h) Provides support by sending staff to affected jurisdiction(s) ECC, the affected facility, and at the scene to implement appropriate protective actions, if needed.

2. **Washington State Department of Ecology (Wa ECY)**
   a) Serves as the lead agency for emergency environmental pollution response and cause investigation.
b) Serves as the state lead agency for offsite cleanup of hazardous materials or wastes, including mixed wastes and suspect substances.

c) Coordinates and manages the overall state effort to detect, identify contain, clean up, and dispose of or minimize releases of oil or hazardous materials.

d) Serves as a member of the Preliminary Damage Assessment (PDA) Team to provide damage assessments on the following:
   --Dikes, levees, dams, drainage channels, and irrigation works.
   --Public and private non-profit utilities, such as sanitary sewage systems, storm drainage systems, and dam systems.

e) Debris removal from river channels and lakes.

f) Participates on PW Teams to conduct inspections of other state and local jurisdiction facilities damaged by an emergency or disaster.

g) Monitors state waters suspected of contamination due to an emergency or disaster.

h) Coordinates with, and assists the DOH and WSDA in developing and implementing procedures for sampling food crops, waterways, and other environmental media that may be contaminated.

i) Provides staff support to local jurisdictions or facilities, as necessary.

3. Washington State Department of Fish and Wildlife

a) Supplies water tank trucks and potable water at selected sites, as available.

b) Provides aerial reconnaissance of impacted areas.

c) Provides air transportation, upon request.

d) Assists local jurisdictions in the evacuation of individuals or property from an emergency or disaster area.

e) Makes recommendations for preventing and/or modifying of the public consumption of contaminated food from fisheries or wildlife habitats.

4. Washington State Department of Health (Wa DOH)
a) Provides and coordinates comprehensive assessments of the public health impact of emergencies and disasters to include describing the distribution levels and types of health impacts and effects on the continued ability to provide essential public health services.

b) Assesses the threat of vector borne diseases.

c) Assists in determining requirements for recovery into affected area(s).

d) Mobilizes and deploys an assessment team to the affected area to assist in determining specific health and medical needs and priorities.

e) Assists in establishing surveillance systems to monitor the general population and special high-risk groups, conducts field studies and investigations, and provides technical assistance on disease and injury control measures and precautions.

f) Provides liaison with the federal Centers for Disease Control and Prevention, and other states and provincial health agencies, as potential sources of consultation and/or direct assistance.

g) Provides coordination and assistance to local health jurisdictions to determine the need for additional health care providers, medical equipment, and medical supplies during an emergency or disaster.

h) Provides assistance to local health departments, public and private health care institutions, and other local government agencies with identification, treatment, and control of communicable diseases and non-communicable disease risk, which threaten public health.

i) Provides state laboratory services to support the detection, identification, and analysis of hazardous substances which may present a threat to public health.

j) Provides consultation to local health agencies in the regulation and inspection of consumable foods and food production at their point of consumption in areas affected by the emergency or disaster.

k) Provides consultation to support local health agencies in the maintenance of required potability and quality of domestic water supplies affected by the emergency or disaster.

l) Provides technical assistance and advice to local health agencies in dealing with public health issues concerning the sanitary control, handling, and disposal of solid waste and other refuse during an emergency or disaster.

m) Provides consultation to support local health agencies to assist in the identification, disease testing, and control of small animal, insect, and rodent populations that present potential and actual hazards to public health.
n) Provides technical basis for establishing and reducing food control and relocation areas.

o) Maintains food control measures in coordination with other participant agencies and local jurisdictions.

p) Certifies food as “safe for human consumption” for subsequent release by WSDA.

q) Provides consultation to local health agencies on the public health aspects of the identification, processing, storage, movement, and disposition of the deceased.

r) Serves as lead agency in the state EOC for coordinating medical and public health services during emergency or disaster activities.

s) In support of local authorities, provides technological assessment, toxicological analysis, and radiological support services in emergencies or disasters.

t) Assists in assessing potable water, wastewater, and solid waste disposal issues.

u) Provides victim identification and mortuary services.

v) Provides supplemental assistance to local jurisdictions to identify and meet the health and medical needs of disaster victims.

w) Provides for the movement of seriously ill and injured patients from the impacted areas.

5. Washington State Department of Social and Health Services

a) Lead state agency coordinating assistance to special needs populations statewide.

b) Provides relevant information to emergency management decision-makers.
   - Location and special needs of clients, including foster children, frail elderly, persons with disabilities and chronic diseases, and non-English speaking persons.
   - Licensed resident facilities and offices.
6. **Washington State Department of Labor and Industries**

   a) Examines electrical installations, boilers, pressure vessels, manufactured housing, and work establishments to assure workplace safety compliance for all workers, including those involved in response and recovery activities.

   b) Determines when a facility/industry is safe for occupancy and resumption of activity.

   c) Provides state laboratory services and/or equipment to support the detection, identification, and analysis of hazardous substances that may present a threat to public health.

7. **Washington State Military Department**

   **Emergency Management Division (Wa EMD)**

   a) Coordinates the acquisition and deployment of additional telecommunications equipment, personnel and resources necessary to establish temporary communications capabilities within the affected area(s).

   b) Receives and processes requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.

   c) Coordinates state assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

   d) Coordinates the provision of statewide search, rescue, and recovery assets to supplement the efforts of local jurisdictions.

   e) State EMD coordinates operation of the State Emergency Operations Center.

   **National Guard (Wa NG)**

   Coordinates military support to civil authorities. Provides:
Building a Disaster Resilient Community
--The Cornerstone of the City’s Program--

8. **Washington State Patrol (WSP)**
   
a) Assists local authorities with local law enforcement operations and the evacuation of persons and property.

b) Coordinates and maintains liaison with the Departments of Corrections, Fish and Wildlife, Natural Resources, Military Department, Transportation, Liquor Control Board, Parks and Recreation Commission, and Utilities and Transportation Commission for use of their available personnel and equipment for augmentation and special assignments.

c) Assists the state EOC in receipt and dissemination of warning information to state/local government.

d) Coordinates law enforcement and traffic control throughout the state. Enforces highway traffic regulations.

e) Provides aerial reconnaissance photographic missions.

f) WSP coordinates State Fire Mobilization.

9. **Washington State Department of Transportation (WSDOT)**
   
a) Coordinates with WSP for traffic control on appropriate state routes.

b) In coordination with WSP, provides available resources to supplement local jurisdiction requirements for traffic control on local roads, provided the WSDOT’s resources are not put at risk.
c) Coordinates with WSP and local jurisdictions:

--Traffic control on the Washington State Transportation System to prevent entrance of unauthorized persons into controlled areas.

--Assists in promptly identifying and removing impediments to movement.

--Provides barricades, road signs, and highway rerouting information necessary to redirect traffic from relocation and food control areas, provided resources are available.

--Conducts aerial reconnaissance and photographic missions, as requested, provided resources are available.

--Manages overall effort for aerial search and rescue.

10. Region 8 Public Health
Provides relevant information to emergency management decision-makers:

a) Managing evacuation of hospitals, nursing homes, assisted living facilities, etc. and the off-site care for displaced residents.

b) Managing medical shelters.
Specific Responsibilities—Federal

1. Bureau of Reclamation (BOR)

   a) Coordinates activities of BOR dam response in Yakima County to include:
      --classifying emergency events into response levels
      --developing expected actions for each response level

   b) Providing emergency analysis to the EOC.

2. Federal Emergency Management Agency (FEMA)

   Helping Communities nationwide prepare for, respond to and recover from natural and manmade disasters
   Provides rapid, ready, clear and consistent access to disaster assistance to eligible individuals and communities.

3. Department of Homeland Security (DHS)

   Communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.