

January 2019

LETTER OF PROMULGATION

To: Town of Eatonville Government and Community

With this notice, we are pleased to officially promulgate the 2019 Town of Eatonville Comprehensive Emergency Management Plan (CEMP).

The development of this plan included an analysis of potential hazards that could affect the Town and an assessment of the capabilities existing in the county to deal with potential hazards.

The Town of Eatonville Comprehensive Emergency Management Plan provides the framework for preventing, mitigating, preparing for, responding to, and recovering from a natural or technological (man-made) emergency or disaster in the Town of Eatonville. The plan also pre-establishes roles and responsibilities to ensure a coordinated approach for addressing the needs of any major incident.

The Town of Eatonville Comprehensive Emergency Management Plan meets the responsibilities pursuant to RCW 38.52 and Eatonville Municipal Code Chapter 2.6. Each Town department, business, and resident included in this plan is asked to become knowledgeable of its contents and be prepared to respond or support response efforts during times of necessity. This plan is closely aligned with the United States Department of Homeland Security National Response Framework, the National Incident Management System, and State and County emergency management plans to ensure coordination between all levels of government. The Town of Eatonville Emergency Management Division will continue to coordinate input and updates to this plan and work with Town departments, community organizations, businesses, and the citizens of Eatonville in the ongoing process of emergency planning and preparedness.

Thank you for your support of our emergency management and disaster planning efforts. It is only through the combined efforts of all departments, organizations, businesses, and residents, that we can achieve our goal of making Eatonville as disaster resilient as possible.

Sincerely,

Mike Schaub, Mayor

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

DISTRIBUTION

This plan will be distributed to the Mayor, Eatonville Town Council, all Town Departments, South Pierce County Fire and Rescue District #17, Pierce County Emergency Management, Washington State Department of Emergency Management, and other response entities.

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

RECORD OF REVISIONS - PLAN MAINTENANCE

Change #	Date Entered	Contents of Change	Initials
ALL	11/2018	Complete revision/formatting/update This Plan supersedes all previous CEMP's	GCF

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Base Plan	Effective Date:	Supersedes: Town of Eatonville, CEMP, 2002
Pages 4 - 22	Approved By:	

I. Mission, Purpose, Scope, Situations, and Assumptions

A. Mission

The mission of the Town of Eatonville during any natural or technological emergency or disaster is to protect lives, property, the economy and the environment. The government of Eatonville shall, in cooperation with our residents, local business, and county, state, and federal government agencies, take appropriate actions to mitigate, prepare for, respond to, and recover from all natural and technological emergencies or disasters in accordance with the requirement of Chapter 38.52 Revised Code of Washington.

The Town of Eatonville Comprehensive Emergency Management Plan (CEMP) is identified as the lead document to accomplish this mission. The Emergency Management (EM) Director is responsible for developing and maintaining this Comprehensive Emergency Management Plan, hereafter referred to as CEMP. The Town Administrator will serve as the Emergency Management Director.

B. Purpose

This CEMP identifies the emergency management functions and responsibilities of the Town of Eatonville government, and the associated agencies and organizations that work together in all phases of emergency management. It forms a structure within which emergency planning, preparedness, response and recovery takes place. There are two main sections that compose the plan: The Base Plan and the Emergency Support Functions (ESFs). The Town of Eatonville will coordinate the Support/Incident Annexes with Pierce County Emergency Management.

The base plan delineates the application of emergency operations as it is applied to incidents in the Town, including the general role the Town plays in relation to incidents. It includes a synopsis of the hazards faced by residents in the Town; a discussion of the needs and capabilities in handling those hazards; and an overview of the Town's emergency management structure. At the end of the base plan there are seven appendices that include:

Appendix 1. Glossary (Tab 1)

Appendix 2. List of Acronyms. (Tab 1)

Appendix 3. Proclamation of Local Emergency Templates. (Tab 2)

Appendix 4. Town of Eatonville Organization Chart & Organization Chart by Position. (Tab 3)

Appendix 5. Principal Incident Management Organizational Elements and Structure. (Tab 4)

Appendix 6. Unified and Area Command Organization Charts. (Tab 5)

Appendix 7. Incident Command System (ICS) Forms. (Tab 6)

The second section is comprised of the Emergency Support Functions (ESF) and Support Annexes. These break down individual areas of specific responsibility. For each one, they identify an ESF Coordinator, one or more primary agencies and those agencies that act in a

supporting role. They then describe the policies, procedures, roles, and responsibilities for operations within that ESF.

C. Scope

No guarantee of a perfect response system is implied by this plan. This plan considers the emergencies and disasters likely to occur as described in the Washington State Hazard Identification and Vulnerability Analysis (HIVA), the Town of Eatonville Comprehensive Plan, the Town of Eatonville Hazard Mitigation Plan (2015-2020 Edition), and the Pierce County HIVA. All assets are vulnerable to natural and technological problems, which may limit response. The Town of Eatonville will make every effort to respond to emergencies and disasters based on available information and resources at hand.

This Comprehensive Emergency Management Plan (CEMP) provides guidance for a systematic and coordinated effort to: facilitate emergency and disaster mitigation, encourage emergency preparedness, and coordinate disaster response and recovery operations. The CEMP details the capabilities, authorities and responsibilities of Town departments, and primary and support agencies in emergency management.

This plan is an all-hazards plan. It is expected to be functional for all types of hazards and to cover the geographic area of the Town of Eatonville. It covers all incidents from small emergencies to catastrophic that may require the implementation of operations and the use of Town and/or other primary or support agency resources.

Eatonville Municipal Code 2.60 identifies the Eatonville Department of Emergency Management as the lead department for the following functions:

- Prepare and coordinate plans for Emergency Management with the Town in the event of a disaster.
- Develop mutual aid agreements to be executed by the Town Mayor or designee for the purposes of regional emergency management.
- Act as the hazardous materials incident coordinating agency for the Town of Eatonville.
- Manage and coordinate the Town's inter-departmental radio communications system.
- Manage, coordinate, and maintain with South Sound 911 the system data base for town-wide computerized telephone emergency access (Enhanced 9-1-1 system).

Other functions the Town of Eatonville, Department of Emergency Management provides are:

- Maintain and operate the Eatonville Emergency Operations Center (EOC).
- Maintain and operate the Eatonville Joint Information Center (JIC).
- Develop and maintain a Hazard Mitigation Plan as a foundation for emergency planning.
- Manage Homeland Security and other grants.
- Develop other situational, mitigation, recovery, etc. plans as required.
- Assist other Town departments with planning as necessary.
- Coordinate public outreach programs and emergency preparedness training.
- Develop and maintain the Town of Eatonville Continuity of Government Operations Plan(COGO)
- Maintain a repository of the individual Town's Department Continuity of Operations Plans (COOP) and assist with departments COOP planning as necessary.
- Develop and coordinate emergency management related exercises of all levels.

Town of Eatonville government will work cooperatively with other governmental authorities at all levels and all jurisdictions both internal and external, the military, tribal authorities, volunteer organizations, private businesses and individual residents in preparing for, mitigating the impacts of, preventing when possible, responding when necessary, and recovering from any emergency or disaster that may impact the Town. The magnitude and type of an emergency or disaster will determine the type of response, the resources used and the agencies and organizations involved. These parameters are discussed in the Emergency Support Functions (ESF) to this document.

Emergency operations will follow the organization and management principles of the National Incident Management System (NIMS), a nationwide template enabling federal, state, local and tribal government and non-governmental organizations to work together to prevent, prepare for, respond to and recover from domestic incidents regardless of cause, size or complexity. NIMS details emergency management functions as command and general staff, planning, operations, logistics and finance/administration.

D. Situation Overview

Hazard Analysis Summary

The Town of Eatonville has a population of over 2,900. Each of these residents are at risk from several hazards, both natural and man-made, that threaten their livelihood, property and lives. Businesses within the Town and the infrastructure and governmental structures that support them both are at risk of damage or destruction from several hazards. The most common occurring hazards include:

- Earthquake
- Energy Emergency
- Flooding
- Hazardous Materials Spill
- Landslide
- Epidemic
- Severe Weather
- Volcanic Hazard
- Wildland/Urban Interface Fire

These hazards have a wide range of potential impacts on the residents and infrastructure of the Town. Some like landslides are located in very specific areas of the Town and can impact a very small portion of the population. On the other end of the spectrum earthquakes, volcanic eruptions and epidemics can directly or indirectly impact a very large percentage, if not all the Town's population.

Some hazards like storms and floods are frequent occurrences. Pierce County has had 17 flood and/or storm disaster declarations since 1962. Others, like a major volcanic eruption or a large earthquake on either the Seattle or Tacoma faults, have not happened for hundreds of years; yet they pose what are potentially the most destructive disaster scenarios for Eatonville.

For a detailed discussion of these hazards, and their relationship to the Town and its residents, see the Region 5 Hazard Mitigation Plan, Addendum A-3, 2015-2020 Edition.

Capability Assessment

The capability of the Town to mitigate the impacts of, prevent when possible, prepare for, respond to, and recover from incidents is constrained by the inherent limits to resources, be they physical, financial, or personal.

The Town of Eatonville's capability begins with the Municipal Code that establishes the various Town departments including the Department of Emergency Management, the Police Department, the Fire Department (South Pierce Fire and Rescue #17) and the Public Works Department, all of which have a major role to play in many if not all the emergencies that may impact the Town.

Each Town department's focus is to maintain operational capability in the maintenance of public institutions. This is exemplified through their standard operating procedures, emergency procedures and Continuity of Operations Plans (COOP).

Various other agencies within the Town are also part of the Town's overall ability to respond to emergencies. These agencies include fire districts, school districts, and utility districts. Not-for-profit organizations, search and rescue organizations, and individual businesses such as refuse companies contribute support during emergencies. Religious institutions and individual residents also respond, both lending moral support and supplying manpower during the post response cleanup.

The legal authorities for the Town's capability are included in the authority's section at the end of the base plan.

Mitigation

The Town of Eatonville has an active mitigation program in conjunction with over 75 other independent jurisdictions consisting of cities, towns, fire districts, power and water districts, not-for-profit organizations and homeowner's associations. Together they have completed the Region 5 hazard mitigation plan within which each entity has proposed a series of mitigation strategies that they will pursue with their own resources or as adequate funding is found through grants or loans.

Over time, as the mitigation measures within the various plans are funded and completed, the safety and quality of life for residents within the Town will be improved.

Every fall, the Hazard Mitigation Forum, comprised of all entities that have a current mitigation plan, meet to discuss their measures, their difficulties and successes in getting their mitigation strategies accomplished, and discuss various methods of funding.

E. Assumptions

Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other emergencies or disasters occur with no advanced notice.

The extent of the challenges created by emergencies or disasters depends on factors such as time of occurrence, geographic area, severity of impact, weather conditions, area demographics, nature of building construction, and the status of communications and cyber systems operability. Collateral incidents such as fire, floods, hazardous materials releases, or mass cyber systems outages will occur and increase the impact on the community, multiply losses, and hinder immediate emergency response efforts.

There are four organizational separations for governmental emergency preparedness, response and recovery: local, tribal, state and federal. Preparedness, warning, protection, and recovery are general responsibilities of all governments working together. Emergency operations are initiated locally, city, town, county or Indian tribe, and are the responsibility of those jurisdictions.

Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.

When the emergency or disaster is large enough, the local jurisdiction may ask for assistance from the next level up. For the cities and towns that would be the county. For the county, it is the state. In all cases the responsibility and control of the situation lies with the local jurisdiction.

The Town will endeavor to maintain essential services as soon as and as long as possible. Town departments and agencies will have a Continuity of Operations Plan in place that they will utilize, as necessary, to maintain operations during an incident. Conditions may be of such magnitude and severity that some or all Town services may be lost. The Town will be unable to fulfill all emergency requests under these conditions. Setting priorities will be necessary.

Pierce County agencies, the cities and towns included therein, as well as the independent response agencies will respond to emergencies and disasters in ways that parallel their individual day-to-day operations.

Residents and businesses have the primary responsibility to plan for and prepare themselves, their families and their pets for emergencies and major disasters, including food, water, family plan, contacts/communications, and sheltering. All individuals and businesses will need to utilize their own resources and be self-sufficient following an emergency or major disaster for at least seven days and will need to utilize their own resources to the best of their abilities during an emergency or disaster. The reality is that many will not.

II. Concept of Operations

A. General

It is the responsibility of local government, under the auspices of its elected officials, to mitigate when possible, prepare for, respond to, and recover from incidents that threaten the environment, the lives, livelihood, and property of its residents. This being the case, this plan directs government, both individually and in conjunction with other entities, to fulfill these responsibilities to the best of its ability.

This CEMP is an all-hazards plan. While the response to individual emergencies varies with the actual type of incident, there is no type of emergency or disaster that the Town will not respond to in some form.

The Town of Eatonville has established the following priority of response and allocation of resources during an emergency or disaster: Protect lives, property, the economy and the environment.

Non-emergency governmental functions may be suspended to free up staff for emergency operations. With an emergency declaration, normal procurement procedures may be waived to speed up the acquisition of needed equipment or supplies.

Individual departments will develop their own procedures for handling emergencies based on this CEMP. Each department will have Standard Operating Procedures (SOPs).

The Eatonville EOC is the local collection point for all activities and information associated with emergency response and recovery. When resource requirements exceed local capabilities, the Eatonville EOC will request additional resources through the Pierce County EOC, and when resource requirements exceed PC capabilities, PC EOC will request additional resources through Washington State Emergency Management Division (WEMD) EOC. The WEMD EOC will attempt to locate the requested resources either from other jurisdictions within the state or if necessary will request assistance from federal agencies.

Town operations will follow the concepts developed through the Incident Command System (ICS) and the National Incident Management System (NIMS).

Memorandums of agreement (MOAs), memorandums of understanding (MOUs) and other documents will be developed as necessary to assist in the response to emergencies or disasters in the Town of Eatonville.

In the exercise of its powers or in the performance of its duties, the Town shall ensure that no person is discriminated against because of race, creed, color, sex, age, handicap or any other basis not reasonably related to the accomplishment of a legitimate governmental purpose.

B. Eatonville EOC Operations

The Town of Eatonville Department of Emergency Management operates a 24/7 duty officer (Chief of Police and/or Town Administrator) through South Sound 911 Dispatch in response to emergencies. This is usually the first line of response for any emergency that is initiated in the Town. There are three levels of activation.

Level I consists of normal day-to-day operations. This covers most operations of minor emergencies that are handled by one or two individuals without EOC activation.

Level II activation involves incidents that have special characteristics requiring multiple department and agency response, utilizes specialized resources, or is beyond the capabilities of local resources. It generally requires a number of personnel to handle the intricacies of the situation. Generally, most, if not all personnel will respond to the Eatonville EOC.

Level III activation involves the coordinated response of all levels of government and emergency services. Personnel from departments having a role in the response may be required to work in the Eatonville EOC.

EOC operations may be initiated either in advance of a threatened emergency, such as a wind storm, or in the immediate aftermath of an emergency, such as an earthquake. The Emergency Operations Center (EOC) is normally activated by the Town Administrator or Duty Officer. However, any town official may request or activate the EOC in support of this plan.

If an emergency threatens in advance, such as a wild fire, a sequence of preliminary actions may be introduced that will vary depending on the character of the emergency:

- Notification of the threatened areas within the Town may be done using PC ALERT and or other notification systems such as NOAA weather radio.
- Emergency response agencies and organizations may add more shift staff to cover the impact of the emergency.
- The EOC and the Joint Information Center (JIC) may begin staffing ahead of the threatened emergency.

- The JIC will begin putting out information to the media and the public through the Pierce County Joint Information Center (JIC).
- The Mayor may request that a Proclamation of Emergency be drafted if the emergency is expected to be large enough to warrant one.

If a spontaneous emergency happens, such as a damaging earthquake, individual agencies and organizations will activate their emergency response personnel as soon as possible and according to their own SOP's.

- Initial response will depend on the type and size of the emergency and on the type of response organization. However, all departments will attempt to get up and running in a short period of time. The Town of Eatonville response actions include:
- The Town Duty Officer will take initial calls.
- The Town of Eatonville Department of Emergency Management has an initial response team and the EOC including the JIC will activate as soon as an initial response team can arrive and begin operations.
- EOC support staff may be requested from other Town departments as deemed necessary by the EOC Manager.
- Liaisons from other jurisdictions and organizations will be incorporated into the EOC operations as they become available.
- A call center will be set up to take calls from residents.
- Data collection and incident support will begin as information is forwarded from field units and others in the community to the Eatonville EOC and used to assist in resource distribution.
- As information is collected, the JIC may begin initiating press releases, and if requested, assisting with the development of messages to go out to the public through the Pierce County Alert system.
- If the incident is beyond the capabilities of the local jurisdiction, a Proclamation of Emergency will be drafted and sent to the Town Mayor for signing and forwarded to the County. (Appendix 3-Proclamation Forms)

C. Emergency Operations Facilities

The Town of Eatonville Emergency Operations Center (EOC), including the Joint Information Center (JIC), is located at (Town Hall) 201 Center St. W. Eatonville, WA 98328. It is administered, managed and maintained by the Town of Eatonville Department of Emergency Management.

In the event that the EOC is unusable, the alternate location is the Eatonville Community Center located at 305 Center St. W., Eatonville, WA 98328.

PC DEM maintains the mobile operations command center (MOCC) and the tactical area communications (TAC) vehicles. Each may serve as a mobile command post in support of emergency field operations. Either will function as an alternate EOC when indicated and if available. They are available for emergency use by other cities and towns to include Eatonville, and public safety partners. They are requested through the Eatonville EOC duty officer.

The PC EOC will activate when any of the contracted partners open their respective EOCs. This is done to support their operational needs. The decision to activate the PC EOC can be made by the Executive, the Director of PC DEM, the managers of PC DEM divisions, and the PC DEM duty officer. It may be opened at the request of any of the contracted partners, the request of local fire officials, county department heads, or local law enforcement officials.

D. Recovery

Early in the operations, staff will begin planning for recovery operations. Depending on the type and size of the emergency or disaster, there may be a need for staff to focus on both long-term recovery for the residents and the Town or for the main emphasis to be on the short- or mid-term recovery. Actions that may be required include:

- Determine the short and long-term recovery goals.
- Compile damage assessment and fiscal records on both Individual Assistance and Public Assistance, as requested by the Eatonville EOC Manager in response to state and federal emergency proclamation evaluation and determination.
- Prepare documentation for, and assist the state and federal PDA teams that will arrive to survey the damage.
- Determine the need for long-term resident support.
- Determine the need for business continuity support.
- Identify the minimum resource needs for the resumption of Town services.
- Identify recovery funding sources and which federal programs might be utilized.
- Coordinate the Applicant Agent Meeting.
- Act as the Applicant Agent for the Town.
- Review and revise plans based on lessons learned from the emergency.

More detailed information is found in the Emergency Support Functions and Annexes.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

The Town of Eatonville Comprehensive Emergency Management Plan is organized as a Basic Plan with Emergency Support Functions and Support Annexes. By using this form, individual areas of responsibility are determined, and the relationship between responding organizations illustrated.

Within each ESF, the ESF Coordinator has the responsibility for coordinating the development and updating of the individual ESF's to reflect the changing environment inherent in all response activities.

Within each ESF and Support Annex, Primary Departments/Agencies have the responsibility for:

- Creating and updating plans and procedures for response and recovery operations within that ESF.
- Coordinating the agency support for operations within the ESF.
- Assigning personnel in support of EOC operations.
- Managing mission assignments and coordinating response with support agencies.
- Executing contracts and procuring resources as needed.
- Training and exercising focused in support of operations within the ESF.

Within each ESF and Support Annex, Support Agencies have the responsibility for:

- Supporting the operational goals of the primary agency.
- Responding within their capabilities in support of the incident objectives.
- Developing SOPs that reflect the agencies' roles in response and recovery.
- Managing mission assignments and coordinating response with primary agencies.

- Training and exercising focused in support of operations within the ESF.

B. The Director of the Town of Eatonville Emergency Management

The Town Administrator is the acting Emergency Management Director.

In supporting the residents of Eatonville, has lead responsibility in the coordination of resources to support Town departments and agencies with either local, mutual aid, or state and federal government resources, as necessary.

Will manage and prioritize the activities of all organizations for emergency management within the Town.

Will maintain liaison with and cooperate with emergency management agencies and organizations of other jurisdictions including Pierce County, Washington State and the Federal Government.

Will recommend, when the situation warrants, to the Town Mayor that an emergency be proclaimed through an Emergency Proclamation allowing a freeing up of Town resources and methods of procurement to assist in emergency response.

Evaluates emergency conditions and advises the Mayor and Town Council to enact emergency ordinances to preserve public peace, health and safety or supports the Town government and its existing institutions. Such ordinances are effective upon the Mayor's approval.

C. Manager of the Emergency Operations Center

The manager will, through the Emergency Operations Center, establish strategic goals and objectives for overall direction, control and coordination of resources and support for emergency operations in the field.

Will, when necessary, through the Joint Information Center (JIC) and the Public Information Officer formulate and release information to the public, the media and other agencies and organizations on the nature of the incident, current efforts at response, and what the public needs to do to protect themselves and limit the impact of the incident.

D. Individual Department or Agency Supervisors

Will, to ensure the ability of their departments to maintain a level of service to the public, develop continuity of operations plans that address their ability to maintain their mission essential functions.

Will develop, to fulfill the responsibilities as listed in the individual ESFs and Support Annexes as part of this plan, standard operating procedures specific for the types of response they are expected to fulfill.

Will designate staff and equipment, as available, for field operations in support of other agencies and jurisdictions.

Will ensure that staff training, and exercises are focused in support of response operations as expected of the individual department or agency.

Will designate staff to operate as either EOC staff or as liaisons to the EOC.

IV. DIRECTION, CONTROL, COORDINATION

A. General

To ensure the most efficient use of resources, the direction, control and coordination of, and by all Town agencies must be agreed upon before any emergency arises. In addition, MOUs and other agents may be used to facilitate the coordinated response required by large-scale emergencies or disasters.

B. Command

The final responsibility for the resolution of an emergency or disaster lies with the Town of Eatonville Mayor. The Mayor is the head of the executive or operational arm of government. This is the arm of government that oversees the day to day operations of those government functions that maintain the Town's infrastructure, maintain government operations, and have day-to-day contact with the Town's residents. Because the executive branch oversees normal operations, they also have the task of responding to unusual events including those that become emergencies or disasters. The different departments and the lines of control are shown in the Town of Eatonville Organization Chart and Organization Chart by Position (Appendix 4).

Department supervisors are directly responsible for the operations of their individual departments during any emergency or disaster. Each department has developed its own lines of authority, direction and control. Because emergency operations will normally parallel or reflect the departments' everyday operations, these lines of authority will usually be maintained through emergency operations.

In the field, emergency operational control will fall to the agency having daily operational control. This is reflected in the Emergency Support Functions and Annexes.

The Director of Emergency Management (Town Administrator) is the representative for the Mayor and is therefore responsible for the direction and control of the organization, administration and operation of the emergency management program and the emergency operations center for the Town.

EOC activations are organized under NIMS/ICS. The five basic areas of the NIMS/ICS operations as structured in the EOC are:

- **Command:** Responsible for the overall management of the emergency, the development and implementation of strategic goals and objectives, and for approving the ordering and release of resources.
- **Operations Section:** Responsible for all activities focused on the reduction of the immediate hazard or situation. Monitors field operations and is responsible for continued support of those operations through facilitating requests for additional resources.
- **Planning Section:** Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. It maintains documentation of the incident.
- **Logistics Section:** Responsible for providing facilities, service and materials (except tactical aircraft) in support of the incident. Included is development of the communications plan and overseeing the Message Center.
- **Finance Section:** Responsible for all financial and cost analysis aspects of the incident. It maintains an audit trail, billing, invoice payments, and documentation of all costs incurred during the incident.

When it is decided that an incident is too large for the duty officer to handle, independent of support, the EOC is activated. Eatonville has department employees that are first responders for EOC activations. When notified of an activation, they will immediately respond to the EOC and open it. The first person on scene will operate as the EOC Manager. When someone in a senior position arrives on scene they will take over as EOC Manager.

During emergencies when the EOC is activated, individuals from all departments will send an employee to the EOC. Due to their continued training for emergency operations, they usually staff the majority of positions including those of EOC Manager, PIO, and the Section Chiefs. Other positions will be determined and staffed by the type and scale of the emergency. (Principal Incident Management Organizational Elements and Structure. Appendix 5).

C. Coordination

Seldom do disasters stay within the boundaries of only one jurisdiction. There are 24 cities and towns in Pierce County, land owned by three Indian tribes, military bases, school districts, utility districts and other various areas under federal, state and local jurisdictions. Pierce County will prepare for emergency operations coordination with other entities by maintaining communication lines on a day-to-day basis, being a signatory to MOUs and other similar documents that will support inter-agency cooperation.

Those cities and towns that contract for emergency management services with the County are assisted on a regular basis through education programs, training, and planning assistance. This assistance creates relationships that assist the coordination of operations and resource distribution in emergencies.

When further resources are needed, beyond those locally available within the Town, it will contact the County through the Pierce County DEM. If further resources are needed the County will contact the State through the Washington State EOC to request further resource support. The Washington State EOC will then attempt to find resources either within the state or if that fails it will coordinate with federal agencies for assistance from other areas of the country.

There are occasional situations where a federal agency will coordinate response activities directly with a town agency due to the necessity of immediate support. When the situation warrants, the Town will operate with other jurisdictions in either a unified command or area command structure.

Unified command is used when:

- Multiple agencies with jurisdictional incident authority are needed to respond; or
- An incident crosses or involves two or more separate political jurisdictions.
- Unified command is convenient in creating a method of jointly analyzing incident information and using it to create a common set of objectives and strategies. It aims to prevent independent agencies from developing their own objectives and strategies that might conflict with each other.

Area command is used to coordinate operations when:

- It must oversee the management of multiple incidents each involving a response by independent response agencies; or
 - It must oversee the management of large incidents that cross jurisdictional boundaries.
 - Area command is particularly useful for public health emergencies because the incidents are usually non-site specific, may be difficult to identify and may be very dispersed and evolve both geographically and over time.
- (Area & Unified Command Charts – Appendix 6)

V. Information Collection and Dissemination

A. General

Information collection is crucial for an operation to be successful and this is the case for both field and EOC operations. Inherent in the ESF's and Annexes is the idea that there will be continued information gathering and transmittal during any activation. Information transmittal can be thought of as a multiple directional process. There is information gathering in the field that is transferred between individual responders. There is transfer of information from the field to agency or Town's EOC and the reciprocal transfer of information from the EOC to field personnel. There is transfer of information from the public and the media to the EOC and the transfer of information from the representative of the EOC, the JIC, to the media and the public. Information must be verified, and in some cases, as in a terrorism event, classified or not released. Each of these requires a communications system that is functional.

B. Information Coordination

Information transfer may be by phone, radio, television, internet, social networking, or even runner. In an emergency, Eatonville will collect and disseminate information by whatever method is available.

Initially, in an EOC activation, a Communications Unit Leader will develop a Communications plan for the EOC. This plan will be developed on ICS Form 205 and promulgated to those agencies needing direct communications with the EOC. It becomes part of the Incident Action Plan (IAP).

Field communications are usually done on an individual or agency basis. Pierce County has the ability, through cross banding, using the Mobil Operations Command Center (MOCC), to have various agencies talk with each other in incidents where this is important. In addition, the use of On Scene Command and Control Radio (OSCCR) is used by those groups that have access to that band.

Agency operation centers and the Town EOC all need updated information to assess whether the needs of field operatives are being met. Without this information, they are unable to assist, reinforce or resupply the needs of the Incident Commanders (ICs). Conversely, ICs and other field personnel need to know when they can expect further support. In addition, the information being developed by the Planning section of the EOC regarding future changes in the factors impacting the field operations is passed down to the ICs to help them make response decisions.

In addition to the normal modes of communication, individual agencies that have signed up for and received training for PCWARN may use that system for the notification of employees of response needs or other emergency information.

Pierce County EOC as well as the Mobil Operations Command Center (MOCC) and Tactical Area Communications (TAC) Unit all place information on Web EOC and the Portal that can be accessed by responders and agencies with rights to do so.

The Eatonville EOC actively collects information concerning the situation throughout the Town from resident calls to the call center, reports from independent agencies, and the media. These help in the initial response, the delegation of resources, the support to residents, and in positioning the damage survey teams.

Dissemination of information to residents is done both through the call center, on-line through the Pierce County Crisis Information Web page, and through the media. In addition, using PC Alert, information can be directly sent to households, businesses and cell phones from small specifically targeted areas to the entire county with critical information.

Emergency information may also be disseminated by the Emergency Alert System (EAS) and NOAA Weather Radio. Each of these can reach a segment of the general population.

The media has access to the Pierce County Crisis Information Web page as well as access to individuals in the JIC who can answer questions. The JIC releases official press releases and can hold press conferences in the PC EOC's media room.

On certain occasions such as a terrorist threat or incident, information that comes into the EOC may be classified and only used by law enforcement personnel. In those cases, a separate Intel section is set up that can screen and respond to that information without it being disseminated to the rest of the EOC.

VI. Communications

A. General

The communications section applies to the communications and warning resources utilized by Pierce County and the jurisdictions and agencies it works with in emergencies and disasters. These may range from local private non-profits and special purpose districts to Town departments, state agencies and in some cases directly with individual federal agencies. This inter-jurisdictional and inter-agency coordination will be conducted through the individual jurisdictions and agencies EOCs, field command posts, the County's communication vehicles Mobile Operations Command Center (MOCC) and Tactical Area Communications Unit (TAC) and other available communications methods. The circumstances of the individual incident will determine the extent to which each of these communications modes will be used.

Individual incident operational communications will operate as detailed on the operational period ICS 205 form. In general, communications will follow the communication protocols developed by the communications division of the Emergency Management Department. Individual departments as well as field command personnel can follow incident development through use of the ICS portion of the Pierce County Portal and Web EOC.

B. Command

The Public Safety Answering Points (PSAPs) are the primary conduit of initial notification to first responders of life or property threatening incidents within the Town boundaries as well as the primary contact points for on-scene personnel involved in response. In major emergencies or disasters, a critical point is reached where it is more helpful to have an individual from the responding departments in the EOC to facilitate communications. The

Eatonville EOC will incorporate liaisons from other agencies and jurisdictions when necessary for direct inter-agency/jurisdiction communications. Each liaison will coordinate between the EOC and their respective organizations both administratively and/or with field operatives as required.

C. Coordination

In a county wide disaster, the Pierce County DEM Joint Information Center/Joint Information System (JIC/JIS) will be the central distribution point for all emergency and informational communications to the media and the public. Essential information will be provided through the media channels of radio and television and is bolstered using a Crisis Information Web Page that becomes active in emergencies. Emergency information can be sent to residents through the PC Alert system. PC Alert is a communication notification system which includes geographical defined areas pre-set for particular hazards but may be used for notifications to any geographically defined area in the Town. With any disaster occurring within the Town, Pierce County EOC will open upon notification in support of the Town. The Mayor will serve as the Public Information Officer (PIO). Release of emergency information by the Town will be done through and coordinated by the PIO who will work in conjunction with the EOC Manager and Pierce County JIC.

VII. Administration, Finance, and Logistics

A. General

Emergencies and disasters put a strain on the normal finances and administration of Town operations and resources. The acquisition and distribution of resources outside the normal procurement process is attainable once an emergency proclamation is made, but can have long-term consequences for the financial well-being of the Town. Dollars spent in response and recovery are only partially recoverable under the best of circumstances. The CEMP provides guidance for emergency fiscal and administrative procedures and for the acquisition of emergency resources.

B. Administration

Town Departments

Each department through their individual SOPs has determined the basic structure of their department's operations. Departments will attempt to maintain administrative and operational continuity as much as possible. The possibility of shift changes, scheduling overtime, working staff out of class, hiring temporary workers and hiring contractors for work may only occasionally be done, all are part of the normal processes that Town departments are accustomed to using. The decision to make these additions to the regular department operations is determined by the severity of the incident and the need for individual departments to respond. Not every emergency or disaster requires the activation of all departments' emergency operations plans.

Depending on the size of the disaster and the departments involved, non-essential administrative activities may be suspended. Departmental essential activities should be identified in the individual department's Continuity of Operations Plans(COOP).

Mutual Aid, etc.

Some incidents go beyond the ability of individual departments to handle. In these cases, many factors may come into play. Some departments have pre-arranged contracts for

certain services in emergencies. MOUs may already be in existence or could be signed at this time to bring resources into the Town. There may be a request for assistance through any mutual aid agreements individual departments have with other local jurisdictions or through the Omnibus Mutual Aid Agreement at the state level. These requests may go through the State EOC. If the incident goes beyond the state's capability to assist, the Emergency Management Assistance Compact (EMAC) may be used to request resources from other states.

Volunteers and Donations Management

Volunteers and donations play a critical role in the response and recovery period. The Town will register volunteers that can be used to support operations. Many will be trained search and rescue personnel. While SAR operations may be part of a response, many of them will be required to work in other roles, like sandbagging. These volunteers are used to working in a structured environment with supervision and tend to fit well into response activities that fit their skill level.

Emergent volunteers, wanting to help, can be used for some tasks. While volunteers are encouraged to pre-register through a recognized volunteer organization, many will want to volunteer on the spur of the moment. A volunteer reception center will be set up to register and vet spontaneous volunteers. Each one will need to have an Emergency Worker Credential to work. All volunteers working on emergency work or relief will need to work under supervision by a Town employee.

Donated goods can overwhelm a community. The Town has arranged that donations will be coordinated through the Eatonville Food Bank. Volunteers will assist with the acquisition of equipment or space for the goods. These services will be provided through the EOC.

C. Finance

Each Town department is responsible for tracking, compiling and submitting accurate and complete disaster-related expenditures to the EOC Finance Chief throughout the response and recovery period. These will be used to assist with the development of the Supplemental Justification and the Preliminary Damage Assessments that go to the state to aid in the state's application for federal assistance under the Stafford Act.

Resource acquisition and distribution is divided into pre-incident which is usually preventative, although some may be in anticipation of a specific event, and post-incident recovery.

As gaps are noticed in the Town's resources for response, the Pierce County Regional Coordinating Committee (PC-RCC) and the Pierce County Terrorism Early Warning Resource Committee (PC-TEWRC) will prioritize those needs.

Pre-incident resource acquisition is usually funded by grants or approved general fund purchases. These follow the normal rules for purchases as set down in town directives and/or as specified in the grant.

Incident specific acquisitions may be purchased outright, come through local agency mutual aid, pre-arranged contracts, or Emergency Management Assistance Compact (EMAC) requests submitted through WA EMD. Direct purchases must meet one of three conditions. Small purchases can be picked up using individual department funds.

For large purchases, when it is necessary to procure resources that cannot be done expeditiously through the normal bid process, a Proclamation of Emergency signed by the Mayor allows the normal bid process to be temporarily suspended. This allows for the expenditure of appropriated funds.

If there is a need to spend non-appropriated funds, the Town Council must first approve the decision. Once approved, the funds may be used in support of emergency or disaster operations.

In the recovery process following a disaster declaration under the Stafford Act, the Director of the Department of Emergency Management is deemed the county's Applicant Agent. As Applicant Agent, the Director of Emergency Management signs off on all recovery paperwork submitted by the Town for public assistance reimbursement under a Stafford Act Presidential Disaster Declaration.

Once a disaster declaration is approved, each town department will develop in conjunction with representatives from the state and federal governments their project worksheets for the costs and damages incurred.

D. Logistics

Response and recovery operations requiring the acquisition and distribution of resources are handled in a similar fashion. Resource acquisition and distribution must be first requested either by a field operative, such as an incident commander or in anticipation of an event by a person in authority. For requests that are not during an activation of the EOC, the requested resource may be deployed by the Director of Emergency Management and the Mayor.

During EOC activations, their distribution will be done through the Logistics Section of the EOC under the direction of the EOC Manager in support of the Operations Section Chief and the EOC Plan. When there are multiple competing resource requests for a limited supply of resources, their acquisition and distribution will be prioritized by the EOC Manager taking into account the recommendations of the Operations Section Chief and the operations plan. The prioritization of these requests can be influenced by the type of incident, competing requests and the separate threats posed relative to life safety, the impacts on property and the environment, environmental factors such as weather, availability and location of the resource relative to the incident site and the means of distribution.

All resources distributed for response and recovery will be tracked. Whenever possible, as a resource is demobilized it is to be returned to the condition it was prior to distribution.

VIII. Plan Development and Maintenance

As situations change, new hazards are recognized, departments are restructured, population growth continues, and new laws and new regulations take effect, a plan needs to change to reflect the changing environment within which it must operate. This 2019 version of the Town of Eatonville Comprehensive Emergency Management Plan is an update of the 2002-2006 edition.

The Eatonville Police Department, DEM Coordinator reviewed and revised the 2002 document, updating it to align with the requirements put forth in the Federal Comprehensive Planning Guide (CPG-101) and the National Response Framework. Individual sections and

ESFs were assigned and then sent to various departments and agencies for review and revision. As comments were received, they were incorporated into the final plan. Additionally, the CEMP was sent to Pierce County DEM for review and input.

Different portions of this plan will be tested during yearly exercises conducted by the Town. As needed changes are noted, they will be incorporated into this plan. In addition, after emergencies or disasters where sections of the plan are implemented, recognized problems, either internal or external to the plan will be evaluated and changes made to the plan if necessary. Finally, every four years the entire plan will be reevaluated. Sections will be sent to agency personnel for review and revision. Changes will be incorporated and a revised plan promulgated.

IX. Authorities and References

A. Jurisdictional Authorities

Eatonville Municipal Code, Chapter 2.60 Civil Emergency – defines emergencies, covers proclamation and emergency orders.

Eatonville Municipal Code, Chapter 2.62 Emergency Services Department – covers the creation of the Town of Eatonville DEM, and the appointing authority of the director and their duties.

Eatonville Municipal Code, Chapter 15.16 Critical Areas – covers critical areas to protect the public from injury and loss due to slope failures, erosion, seismic events, volcanic eruptions, or flooding within the Town of Eatonville.

Eatonville DEM Hazard Mitigation Plan, as revised 2015-2020.

Region 5 Natural Hazards Mitigation Plan, includes approximately 70 jurisdictions, created to reduce or eliminate the long-term risk to people, property, the social infrastructure, or the environment from hazards and their effects.

Town of Eatonville Comprehensive Plan (2002)

B. County Authorities

Pierce County Comprehensive Emergency Management Plan

Pierce County Hazard Identification and Risk Assessment

C. State Authorities

Chapter 34.05 RCW Administrative Procedures Act.

Chapter 35.33.081 and 35.33.101 RCW as amended.

Chapter 38.52 RCW Emergency Management

Washington State Comprehensive Emergency Management Plan

D. Federal Authorities

Public Law 93-288, as amended, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, (42 U.S.C.5121 et seq.) (88 Stat. 143) (The Stafford Act.) empowers the

President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.

Public Law 81-920, (64 Stat. 1245) the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state, and local levels for all hazards.

Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incident.

Homeland Security Presidential Directive (HSPD) 8, National Preparedness.

Department Homeland Security (DHS), National Incident Management System, March 1, 2004.

Emergency Planning Community Right-to-Know Act (EPCRA), 42 U.S.C. §11001 et seq. (1986) authorized by Title III of the Superfund Amendments and Re-authorization Act (SARA) of 1986, Public Law 99-499, designed to help local communities protect public health, safety, and the environment from chemical hazards.

Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.

Public Law 93-234, Flood Disaster Protection Act, as amended, provides insurance coverage for all types of buildings.

Public Law 95-124, Earthquake Hazards Reduction Act of 1977, designed to reduce the risk to life and property from future earthquakes.

Public Law 89-665 (16 USC 470 et seq.), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.

National Response Framework, January 2008, linking all levels of government, it is a guide as to how the nation conducts all-hazard response.

Public Law 96-342, approved September 8, 1980, Improved Civil Defense.

Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act, which provides funding to improve capability to respond to hazardous materials incident.

National Flood Insurance Act of 1968, 42 USC 4001 ET seq.

Weapons of Mass Destruction, Title 18, U.S.C. 2332a

Public Law 107-296, Homeland Security Act of 2002 created the Department of Homeland Security.

E. References

Town of Eatonville, Comprehensive Emergency Management Plan (2002)

Town of Eatonville Hazard Mitigation Plan (Revised 2015-2020)

Pierce County, CEMP (2014)

National Response Framework (2016)

CPG 101 (2010) Developing and Maintaining Emergency Operations Plans,
FEMA Version 2

Washington State Supplement to CPG 101 (2010)

Washington State CEMP (2016)

Region 5 Natural Hazards Mitigation Plan (Revised 2015)

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

APPENDIX 1 DEFINITIONS – GLOSSARY OF KEY TERMS

For the purposes of the Town of Eatonville Comprehensive Emergency Management Plan, the following terms and definitions apply.

Activated/Activation: The status of a “system” resource mobilized in response, or in anticipation of a response, to an incident requiring direction and control at a capacity larger than field incident command.

Advanced Life Support (ALS): The use of more advanced techniques than covered by Basic Life Support, and limited drugs as covered by Town protocols in the field treatment and transport of cardiac arrest and other life-threatening injuries.

Agency: A division of government with a specific function, that offers a particular kind of assistance. In the incident command system (ICS), agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating federal, state, local or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency’s or organization’s participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Amateur Radio Emergency Service® (ARES): A volunteer radio communications service available to federal, state, and local governments as well as non-profit organizations.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an Emergency Operations Center facility or at some location other than an Incident Command Post.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Awareness: The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Basic Life Support (BLS): Emergency cardiopulmonary resuscitation, control of bleeding, treatment of shock, acidosis, and poisoning, stabilization of injuries and wounds, basic first aid, and the use of an automatic external defibrillator (AED).

Care Team: A coordinated group of faith-based persons who provide continuous support to displaced persons/families throughout their relocation process, or to help transition them into local communities.

Casualty: Any person who is declared dead or is missing, ill, or injured.

Catastrophic Incident: Any natural or manmade incident, including terrorism, which leaves extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, and government functions. A catastrophic event results in sustained national impacts over a prolonged period; exceeds resources normally available to federal, state, local, tribal, and private sector entities and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Citizen Corps: A component of the USA Freedom Corps that focuses on opportunities for people across the country to participate in a range of measures to make their families, homes, and communities safer from the threats of terrorism, crime, and disasters of all kinds.

Citizen Corps Council: A coordinating body of leaders from relevant sectors of local communities to direct the overall local Citizen Corps.

Collection Site: Location designated by local emergency management authorities for evacuated persons to report when unable to reach shelter locations.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Community Recovery: In the context of the *National Response Framework (NRF)* and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of a community.

Consequence Management: Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of natural and manmade disasters and terrorism. The requirements of consequence management and crisis management are combined in the *NRF*.

Crisis Management: Predominantly a law enforcement function and includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the *NRFP*. See also *Consequence Management*.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to Eatonville that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

Decontamination: Relevant to hazardous materials operations, decontamination denotes the actions required to physically remove or chemically change the contaminants found on persons or equipment.

Defense Support of Civil Authorities (DSCA): Defense support of civil authorities (DSCA) is support provided by federal military forces, Department of Defense (DOD) civilians, DOD contract personnel, DOD component assets, and National Guard (NG) forces (when the Secretary of Defense [SecDef], in coordination with the governors of the affected states, elects and requests to use those forces in Title 32, United States Code, status or when federalized) in response to requests for assistance from civil authorities for domestic emergencies, law enforcement support, and other domestic activities, or from qualifying entities for special events.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Disaster Medical Control Center: A trauma-rated hospital with radio communications and appropriately trained staff designated as a patient care and distribution center for the transport and distribution of EMS patients.

Emergency: Absent a Presidentially declared emergency, any incident, human-caused or natural, that requires responsive action to protect life or property. Under the *Robert T. Stafford Disaster Relief and Emergency Assistance 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.

Emergency Medical Services (EMS): A national network of services coordinated to provide aid and medical assistance from primary response to definitive care; involves personnel trained in rescue, stabilization, transportation, and advanced treatment of traumatic or medical emergencies.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally take place. An EOC 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. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribe), or some combination thereof.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. (See section 2(6), *Homeland Security Act of 2002*, *Public Law 107-296*, 116 Stat. 2135 (2002).) Also known as emergency responder or public safety provider.

Emergency Support Function (ESF): A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Environment: Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Facility Management: Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage Federal resource support activities related to *Stafford Act* disasters and emergencies. The FCO is responsible for directing and coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

First Responder: Local police, fire, and emergency medical personnel who first arrive on the scene of an incident and take action to save lives, protect property, and meet basic human needs. First responders may include Federal, State, local, or tribal responders.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

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

Hazard Mitigation: Any action taken to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities.

Hazardous Material: A substance or material, including a hazardous substance, pollutants, and contaminants which has been determined by the Secretary of Transportation to pose an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8).

High Incident Response Load (HIRL): High volume of incoming 9-1-1 calls to public safety answering points (PSAP) that is beyond the capacity of current staffing. Procedures are implemented at affected PSAPS to accommodate the additional load.

Historic Property: Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the *National Register of Historic Places*, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: Oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. The national standard for ICS is provided by the *National Incident Management System (NIMS)*.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident of National Significance: An incident with high impact that requires a coordinated and effective response by Federal, State, local, tribal, and nongovernmental entities in order to save lives and minimize damage.

Incident Stress Management: A process for allowing public safety responders to air their feelings and defuse emotions related to stressful or traumatic disaster-related incidents.

Ionizing Radiation: Radiation of sufficient energy to ionize atoms, usually by stripping off electrons from individual atoms or molecules. It can be composed of either particle like alpha particles, beta particles or high energy neutrons, or waves like x-rays or gamma waves.

Joint Field Office (JFO): A temporary Federal facility established to provide a central point for Federal, State, local, and Tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the FBI Joint Operations Center (JOC), the FEMA Disaster Field Office (DFO), and the Joint Information Center (JIC) within a single federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident related public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from participating federal, State, local, and tribal agencies and nongovernmental entities also may co-locate at the JIC.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Local Emergency Planning Committee: A committee that represents local governments, emergency response officials, environmental and citizen groups, industry and other interested parties in each of the 40 emergency planning districts in Washington state that was established by the State Emergency

Response Commission (SERC) to coordinate hazardous material issues and carry out the mandate of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).

Liaison Officer: An agency official sent to another agency to facilitate interagency communications and coordination.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the *Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).*)

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. § 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mass Casualty Incidents: A number of medically ill or injured from an identifiable incident that produces numbers of patients beyond the capacity of EMS and local hospitals.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often identified by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

National Disaster Medical System (NDMS): A cooperative, asset-sharing partnership between Health and Human Services (HHS), the Department of Veterans Affairs, Department of Homeland Security (DHS), and DOD. NDMS provides resources for meeting the continuity of care and mental health services requirements of ESF 8.

National Incident Management System (NIMS): A system mandated by *HSPD-5* that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. *HSPD-5* identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Natural Resources: Land, fish, wildlife, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, and aquaculture.

National Response Center: A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS- United States Coast Guard (USCG) Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal On-Scene Coordinator.

National Response Team (NRT): The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the *NCP*. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and the DHS-USCG serves as Vice Chair.

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

Operations Section: The Incident Command System Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operation Section normally includes subordinate Branches, Divisions, and/or Groups.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Pollutant or Contaminant: As defined in the *NCP*, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions or physical deformations, in such organisms or their offspring.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of

government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the *NRF*, preparedness is operationally focused on those preparedness actions taken during an incident.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. This involves actions to protect lives and property. It includes applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing; and law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators.

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under *HSPD-5* for Incidents of National Significance. While this position is not being currently filled (October 2010) it still resides in the National Response Framework and could be reactivated at any time.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVOs).

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Public Safety Answering Points (PSAP): 9-1-1 dispatch centers.

Radio Amateur Civil Emergency Service (RACES): A public service provided by a reserve (volunteer) group of amateur radio operators that is administered by local, county, and state emergency management agencies, and support by FEMA.

Radiological Emergency Response Teams (RERTs): Teams provided by Environmental Protection Agency (EPA) Office of Indoor Air and Radiation to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

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.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or

consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Shelter-in-Place: To seek immediate shelter and remain there during a chemical emergency, terrorist attack, or natural disaster rather than evacuate the area. The shelter-in-place location is a pre-determined location in your home or place of work to seek refuge until there is no longer danger.

Simple Triage and Rapid Transport (START): An emergency medical sorting system (Simple Triage and Rapid Transport) used in mass casualty incidents and severe trauma.

Strategic: Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Terrorism: 1 Under 28 CFR § 0.85, terrorism includes the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Threat: An indication of possible violence, harm, or danger.

Transportation Management: Transportation prioritizing, ordering, sourcing, and acquisition; time-phasing plans; fleet management; and movement coordination and tracking.

Unified Command: An application of Incident Command System (ICS) used when there is more than one agency with incident jurisdiction. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Urban Search and Rescue (US&R): Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Volunteer: Any individual accepted to perform services by the lead agency, which has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.
(See, e.g., 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

Weapon of Mass Destruction (WMD): As defined in Title 18, U.S.C. § 2332a: (A) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (B) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (C) any weapon involving a disease organism; or (D) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**APPENDIX 2
ACRONYMS**

ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
ARC	American Red Cross
AWC	Alert and Warning Center
BEOC	Business Emergency Operations Center
CCO	Catastrophic Contingency Option
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulation
CG	Command and General Staff
CPOD	Community Point-of-Distribution
DHS	Department of Homeland Security
DNR	Department of Natural Resources
DOD	Department of Defense
DOH	Department of Health
DRA	Disaster Response Account
DSCA	Defense Support to Civil Authorities
DSCO	Deputy State Coordinating Officer
DSHS	Department of Social and Health Services
D-SNAP	Disaster Supplemental Nutrition Assistance Program
EAP	Employee Assistance Program
EBT	Electronic Benefits Transfer (EBT) card
ECC	Emergency Coordination Center
EFSEC	Energy Facility Site Evaluation Council
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Division, Washington Military Department
EOC	Emergency Operations Center
EPCRA	Emergency Planning Community Right-to-Know Act
ESF	Emergency Support Function
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FNS	Food and Nutrition Service (US)
GAR	Governor's Authorized Representative
HSEEP	Homeland Security Exercise and Evaluation Program
IA	Individual Assistance
IC	Incident Commander
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center

LEP	Limited English Proficiency
NAWAS	National Warning System
NDRF	National Disaster Recovery Framework
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
ONA	Other Needs Assistance
OSC	On-Scene Coordinator
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PNEMA	Pacific Northwest Emergency Management Arrangement
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
RFA	Request for Assistance
RRF	Resource Request Form
RTF	Recovery Task Force
SAP	State Administrative Plan
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SEOO	State Emergency Operations Officer (also referred to as Duty Officer)
SEHMP	State Enhanced Hazard Mitigation Plan
SERC	State Emergency Response Commission
SLA	State and Local Assistance
SNS	Strategic National Stockpile
TEP	Training and Exercise Plan
USDA	U.S. Department of Agriculture
WAC	Washington Administrative Code
WAMAS	Washington Intrastate Mutual Aid System
WARM	Washington Animal Response Management
WAVOAD	Washington Volunteer Organizations Active in Disasters
WSDA	Washington State Department of Agriculture
WSP	Washington State Patrol
WSDOT	Washington State Department of Transportation

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

PROCLAMATION OF LOCAL EMERGENCY TEMPLATE

Whereas, the Town of Eatonville _____ has reported to the Mayor
Reporting Person/Department

beginning _____, _____ has caused
Date Event Type

_____ in the Town of Eatonville, and,
List Problems/Threats

Whereas, these problems have caused a threat to life and property, and,

Whereas, this constitutes an emergency as defined by the Eatonville Comprehensive Emergency Management Plan (CEMP) and necessitates the utilization of emergency powers granted pursuant to the Town of Eatonville Ordinance 70-6 § 2, 1970, codified under EMC Chapter 2.60, RCW 36.40.180 and RCW 38.52.070(2); therefore,

Be It Proclaimed by the Mayor of the Town of Eatonville

that an emergency exists in Eatonville; therefore, the Director of Emergency Management and Eatonville department supervisors are authorized to take emergency actions and to provide emergency services to protect the health and safety of persons and property pursuant to chapter 38.52 RCW, and Eatonville Ordinance 70-6 § 2, 1970, EMC 2.60. As directed pursuant to the CEMP each Eatonville department supervisor is authorized to exercise the powers vested under this proclamation in the light of the urgent requirements of an extreme emergency without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

Type name of designated authority

Signed: _____, Title: _____

Dated this _____ day of _____, _____

ATTEST:

Town Clerk

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY PROCLAMATION TERMINATION TEMPLATE

Whereas, the conditions which required the Proclamation of Emergency declared on _____, are over.
Date of Declaration

Be it proclaimed by the Mayor of the Town of Eatonville, that the Proclamation of
Emergency on this date is terminated effective on _____
Date of Termination Time

Mayor, Town of Eatonville

Date

Recommended By:

Approved as to form:

Director-Emergency Management

Town Attorney

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

APPENDIX 3 LOCAL EMERGENCY PROCLAMATION CHECKLIST & QUICK REFERENCE FOR TOWNS

This information is provided as a guide for the Town when considering a Proclamation of Local Emergency.

 Review criteria for proclaiming a Local Emergency.

In general, at least two of the criteria listed below should be met before proclaiming an emergency:

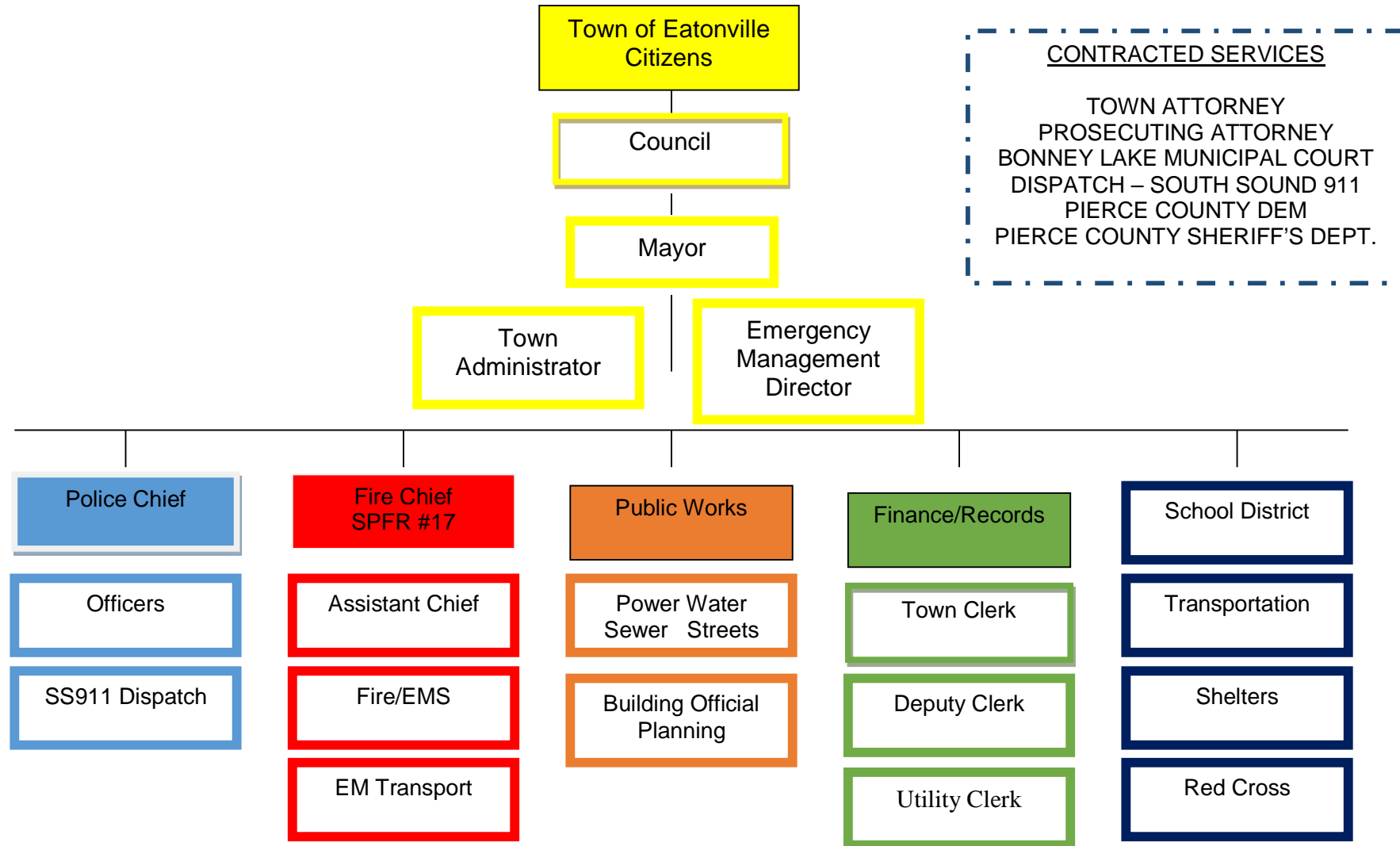
- There exists a condition of extreme peril to persons and/or property.
- The means to resolve conditions of extreme peril will probably exceed the capability of the jurisdiction (need for mutual aid).
- There is a need to protect those who must provide emergency services. This protection includes:
 - Immunity from negligence in the performance of emergency related duties.
 - Protection of the jurisdiction and its work force from personal injury claims resulting from actions taken.
 - The need to promulgate orders and regulations to facilitate the maintenance of order and reduction in potential loss of life and property.
 - The need to employ extraordinary police powers.
 - The need to temporarily allow exceptions to local statutorily mandated procedures to facilitate emergency operations.

Has Pierce County proclaimed an emergency?

When the County proclaims a local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities/towns to also proclaim the existence of a local emergency independently.

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

APPENDIX 4 TOWN OF EATONVILLE ORGANIZATION CHART



TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

APPENDIX 4 TOWN OF EATONVILLE ORGANIZATION CHART BY POSITION

TOWN COUNCIL
(5-Elected)

MAYOR
(Elected)

TOWN ADMINISTRATOR
Full-Time

CONTRACTED SERVICES

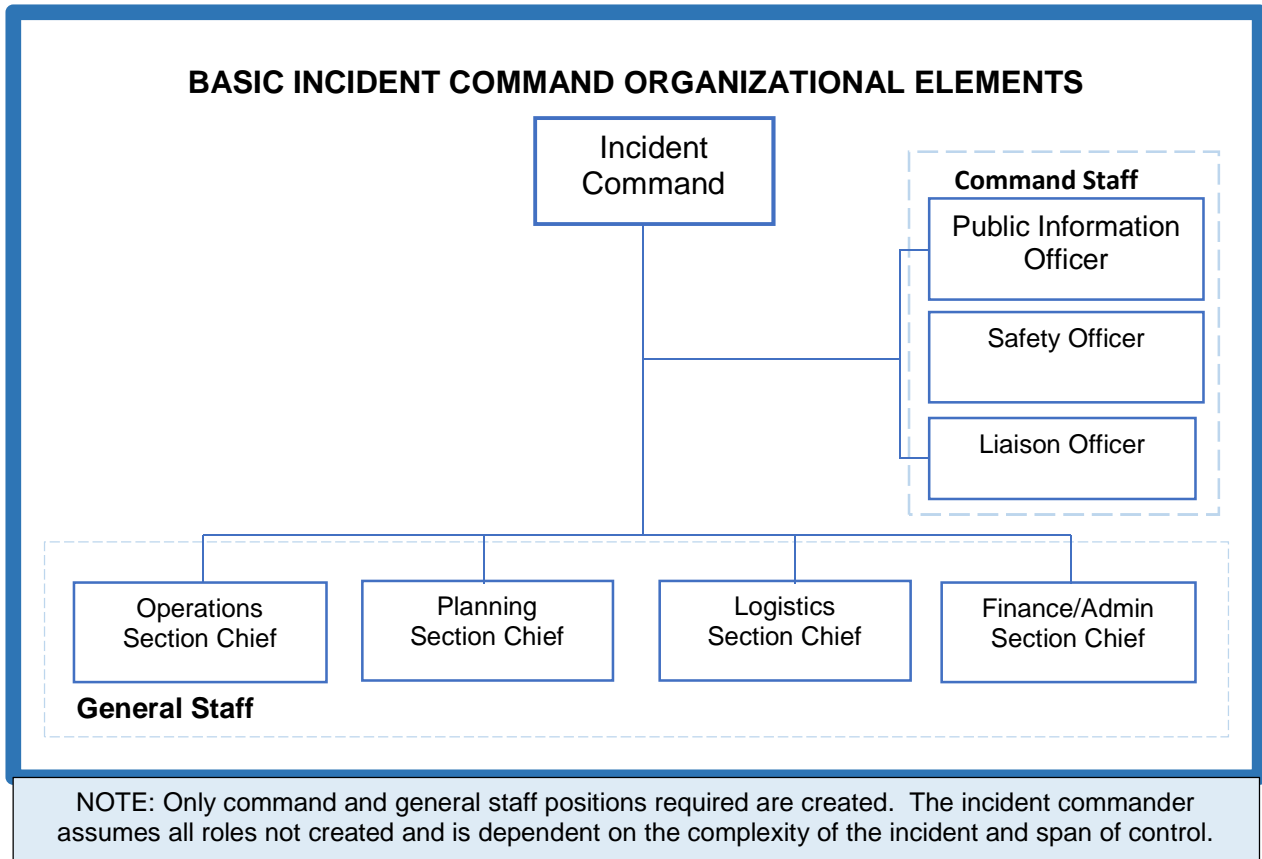
TOWN ATTORNEY
PROSECUTING ATTORNEY
BONNEY LAKE MUNICIPAL COURT
DISPATCH – SOUTH SOUND 911
PIERCE COUNTY DEM
PIERCE COUNTY SHERIFF’S DEPT.

FINANCE	PUBLIC WORKS	POLICE	FIRE/EMS	BUILDING/PLANNING
Utilities Finance Budget Cemetery Community Center	Power Water Sewer Streets Parks Cemetery	Patrol Investigations Emergency Management Protect Life & Property Search & Rescue	Fire Suppression EMS Transport	Building Inspections Issue Permits GIS Mapping Plan Review
(4-Full Time) Town Clerk Deputy Clerk Utility Clerk Office Assistant	(7-Full Time/1 Part Time) Light Supervisor 2-Light Dept. Water/Sewer Supervisor 2-W/S Dept. 1-Meter Reader	(6 Full-Time) Chief of Police 4-Patrol Officers 1-Admin. Secretary	Fire Chief Assistant Chief Fire Fighters EMT’s	(2-Full Time) Building Official Plan/Building Secretary

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Figure 1

APPENDIX 5



1. All emergencies and major disasters utilizing this plan will be managed according to the National Incident Management System (NIMS). (Figure 1 & 2)
2. All emergency and major disaster field responses utilizing this plan will be organized using the **Incident Command System (ICS)**. (Figure 1 & 2).
3. Direction and control of emergency and major disaster resources within the Town of Eatonville rest with the Mayor and are coordinated by the Town of Eatonville Emergency Management.
4. The Mayor, upon determining that an emergency or major disaster exists and has the potential to impact life, property, or the public peace and will overwhelm Town and mutual aid resources, may under RCW 35.33.081, RCW 38.52.070(2) and Eatonville Municipal Code 2.60.020, proclaim a **“Declaration of Local Emergency”**.

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Figure 2

APPENDIX 5

BASIC INCIDENT COMMAND SYSTEM STRUCTURE

Command

Defines the incident goals and operational period objectives.
Includes an Incident Commander, Safety Officer, Public
Information Officer and Senior Advisors.

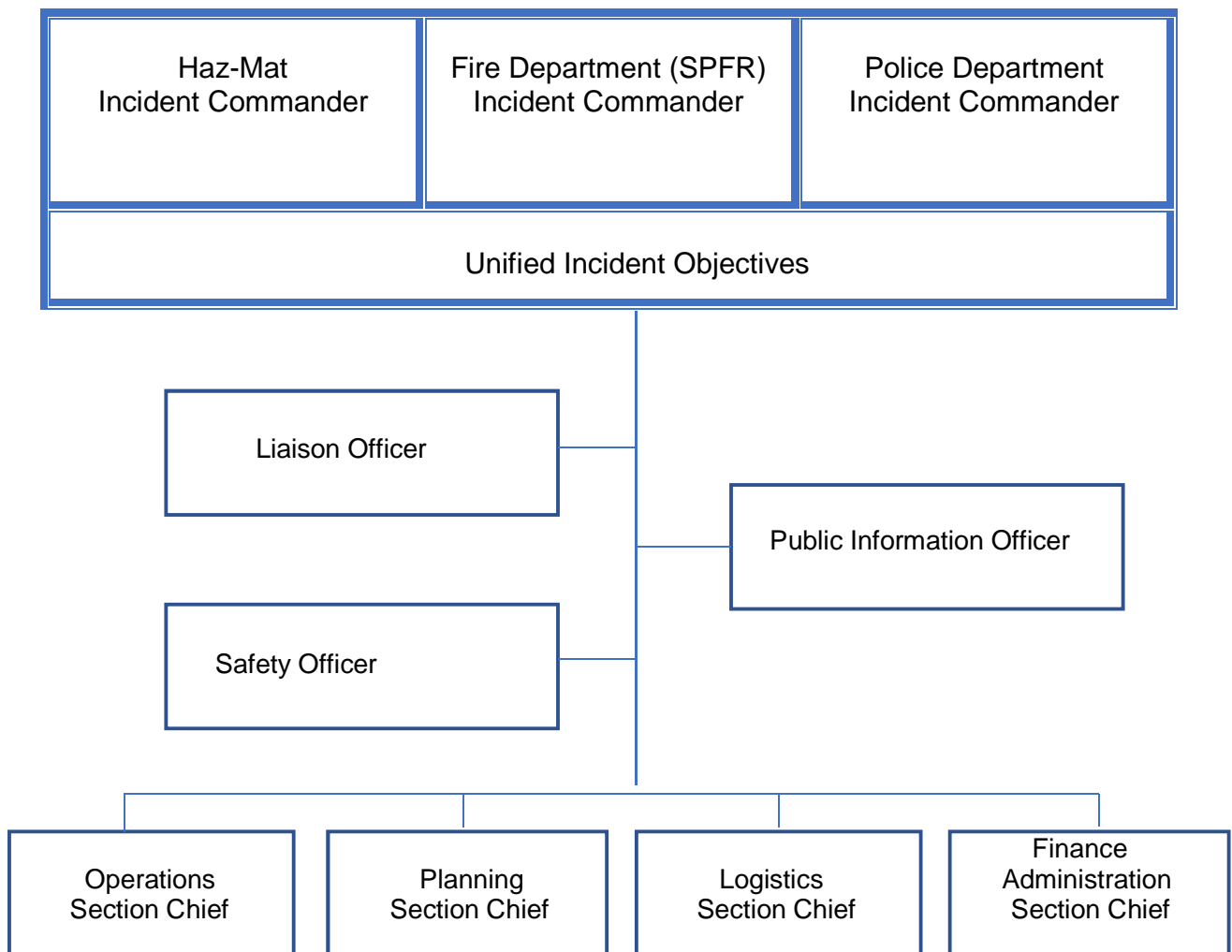
<u>Operations</u>	<u>Logistics</u>	<u>Planning</u>	<u>Finance/Admin</u>
Establishes strategy (approach methodology, etc.) and specific tactics (actions) to accomplish the goals and objectives set by Command. Coordinates and executes strategy and tactics to achieve response objectives.	Supports Command and Operations in their use of personnel, supplies, and equipment. Performs technical activities required to maintain the function of operational facilities and processes.	Coordinates support activities for incident planning as well as contingency, long-range and demobilization planning. Supports Command and Operations in processing Incident Information. Coordinates information activities across the response system.	Supports Command and Operations with administrative issues as well as tracking and processing incident expenses. Includes such issues as licensure requirements, regulatory compliance, and financial accounting.

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Figure 1

APPENDIX 6 UNIFIED COMMAND ORGANIZATION CHART

Unified Command is an authority structure in which the role of incident commander is shared by two or more individuals and enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. Below is a possible Unified Command organizational structure for a haz-mat incident.

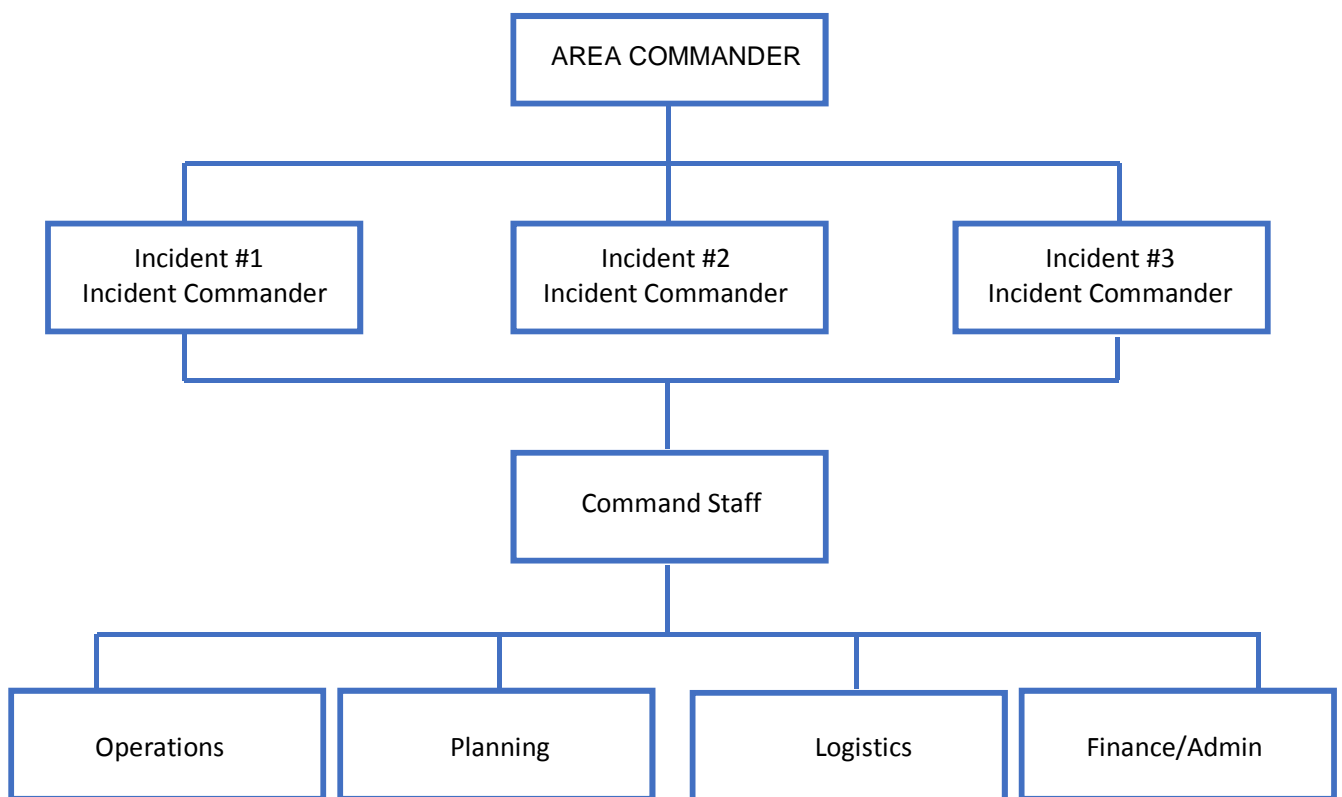


TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Figure 2

APPENDIX 6 AREA COMMAND ORGANIZATION CHART

Area Command is used to oversee the management of multiple incidents that are being handled by an ICS organization; or a very large incident that has multiple incident management teams assigned to it.



INCIDENT BRIEFING (ICS 201)

1. Incident Name:

2. Incident Number:

3. Date/Time Initiated:

Date:

Time:

4. **Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):

5. **Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. _____ Prepared by: Name: _____ Position/Title: _____ Signature: _____

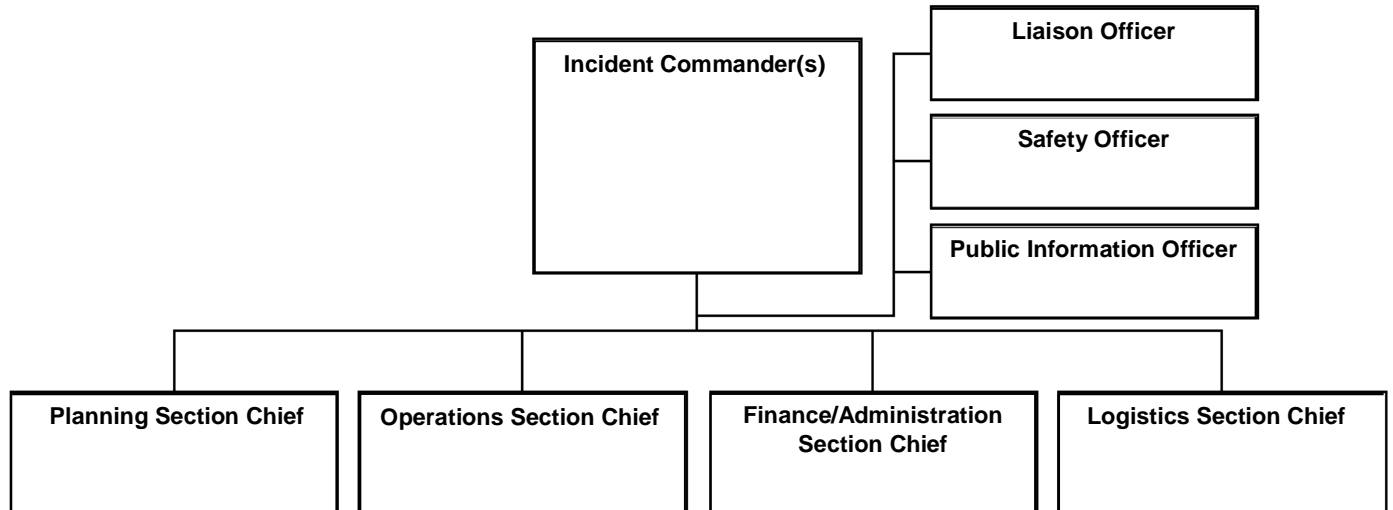
INCIDENT BRIEFING (ICS 201)

[illegible]

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
--------------------------	----------------------------	---

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____	Position/Title: _____	Signature: _____
ICS 201, Page 3	Date/Time: _____	

INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: Time:	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived <input type="checkbox"/>	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 201, Page 4					

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	<p>Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology.</p> <p>If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).</p> <p>North should be at the top of page unless noted otherwise.</p>
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> Time Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> Incident Commander(s) Liaison Officer Safety Officer Public Information Officer Planning Section Chief Operations Section Chief Finance/Administration Section Chief Logistics Section Chief 	<ul style="list-style-type: none"> Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. If Unified Command is being used, split the Incident Commander box. Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____																
3. Objective(s):																	
4. Operational Period Command Emphasis:																	
General Situational Awareness																	
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:																	
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"><tr><td style="width: 33%;"><input type="checkbox"/> ICS 203</td><td style="width: 33%;"><input type="checkbox"/> ICS 207</td><td style="width: 34%;"><u>Other Attachments:</u></td></tr><tr><td><input type="checkbox"/> ICS 204</td><td><input type="checkbox"/> ICS 208</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205</td><td><input type="checkbox"/> Map/Chart</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205A</td><td><input type="checkbox"/> Weather Forecast/Tides/Currents</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 206</td><td></td><td><input type="checkbox"/> _____</td></tr></table>			<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>															
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____															
7. Prepared by: _____ Position/Title: _____ Signature: _____																	
8. Approved by Incident Commander: _____ Signature: _____																	
ICS 202	IAP Page _____	Date/Time: _____															

ICS 202

Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	<p>Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable.</p> <p>Objectives should follow the SMART model or a similar approach:</p> <p>Specific – Is the wording precise and unambiguous? Measurable – How will achievements be measured?</p> <p>Action-oriented – Is an action verb used to describe expected accomplishments?</p> <p>Realistic – Is the outcome achievable with given available resources?</p> <p>Time-sensitive – What is the timeframe?</p>
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none"> • Name • Signature • Date/Time 	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ASSIGNMENT LIST (ICS 204)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch: _____ Division: _____ Group: _____ Staging Area: _____	
4. Operations Personnel: Name _____ Contact Number(s) _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____					
5. Resources Assigned:		#	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Resource Identifier	Leader				
6. Work Assignments:					
7. Special Instructions:					
8. Communications (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ _____/_____ _____/_____ _____/_____ _____/_____					
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 204		IAP Page _____		Date/Time: _____	

ICS 204

Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	<ul style="list-style-type: none"> • Resource Identifier 	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	<ul style="list-style-type: none"> • Leader 	Enter resource leader's name.
	<ul style="list-style-type: none"> • # of Persons 	Enter total number of persons for the resource assigned, including the leader.
	<ul style="list-style-type: none"> • Contact (e.g., phone, pager, radio frequency, etc.) 	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	<ul style="list-style-type: none"> • Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information 	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p>Phone and pager numbers should include the area code and any satellite phone specifics.</p> <p>In light of potential IAP distribution, use sensitivity when including cell phone number.</p> <p>Add a secondary contact (phone number or radio) if needed.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: _____ Time: _____	3. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
--------------------------	---	---

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N	RX Tone/NAC	TX Freq N	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____

ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS 205A)

[illegible]

ICS 205A

Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	<ul style="list-style-type: none">• Incident Assigned Position	Enter the ICS organizational assignment.
	<ul style="list-style-type: none">• Name	Enter the name of the assigned person.
	<ul style="list-style-type: none">• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____					
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures: <input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206 IAP Page _____ Date/Time: _____							

ICS 206

Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.







Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	<ul style="list-style-type: none"> Hospital Name 	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	<ul style="list-style-type: none"> Address, Latitude & Longitude if Helipad 	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	<ul style="list-style-type: none"> Contact Number(s)/ Frequency 	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	<ul style="list-style-type: none"> Travel Time <ul style="list-style-type: none"> Air Ground 	Enter the travel time by air and ground from the incident to the hospital.
	<ul style="list-style-type: none"> Trauma Center  Yes 	Indicate yes and the trauma level if the hospital has a trauma center.
	<ul style="list-style-type: none"> Burn Center  Yes 	Indicate (yes or no) if the hospital has a burn center.
	<ul style="list-style-type: none"> Helipad  Yes  No 	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	  Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) <ul style="list-style-type: none"> Name Signature 	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) <ul style="list-style-type: none"> Name Signature Date/Time 	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:

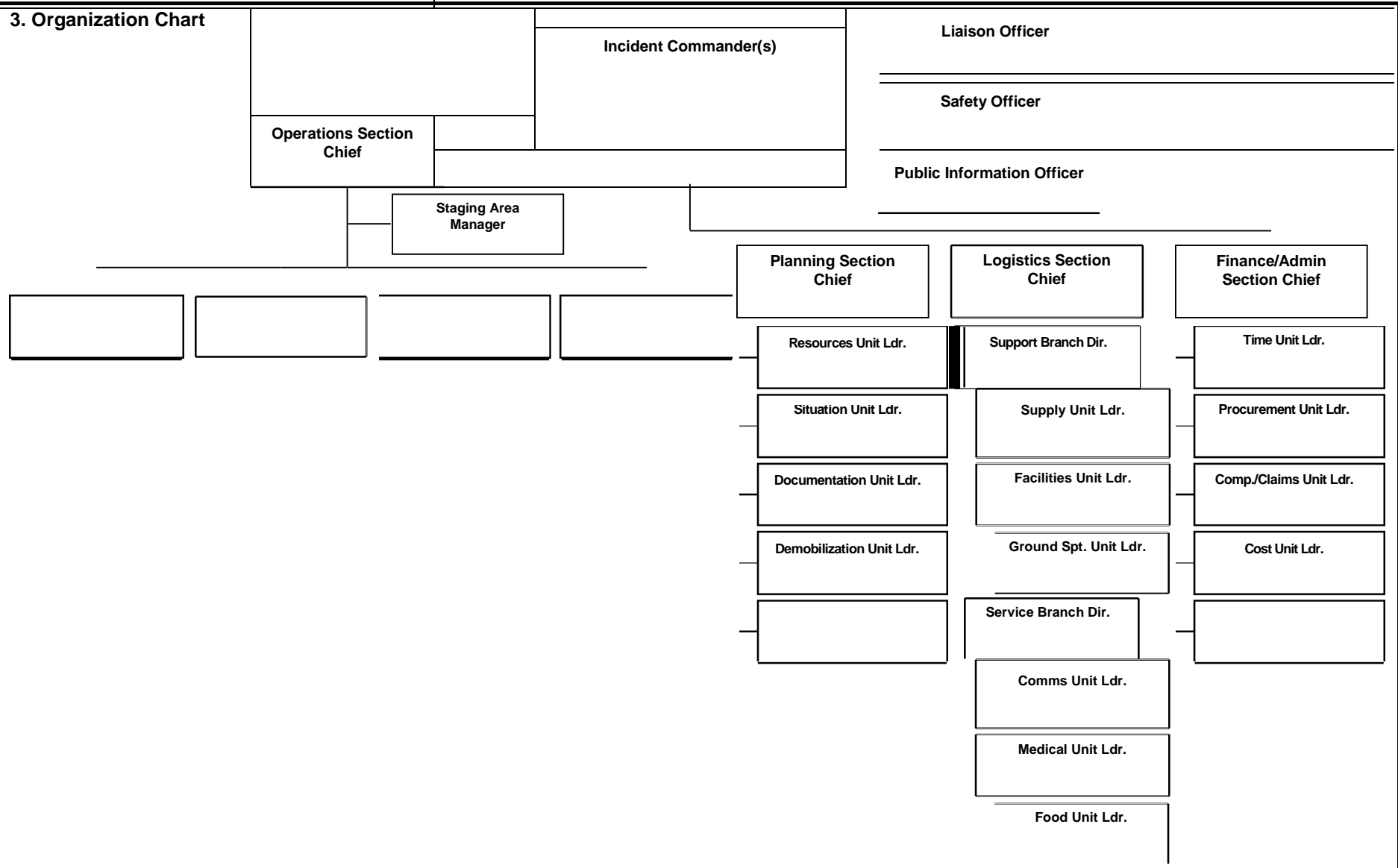
2. Operational Period: Date From:

Date To:

Time From:

Time To:

3. Organization Chart



ICS 207

IAP Page ____

4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

ICS 207

Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8 1/2 x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul style="list-style-type: none">• Complete the incident organization chart.• For all individuals, use at least the first initial and last name.• List agency where it is appropriate, such as for Unified Commanders.• If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:

2. Operational Period: Date From:

Date To:

Time From:

Time To:

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

4. Site Safety Plan Required? Yes ☐ No

☐ Approved Site Safety Plan(s) Located

5. _____ Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 208

IAP Page _____

Date/Time: _____

ICS 208

Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:		2. Incident Number:		
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final	*4. Incident Commander(s) & Agency or Organization:		5. Incident Management Organization:	
7. Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”):		8. Percent (%) Contained Completed	*9. Incident Definition:	*6. Incident Start Date/Time: Date:
				Time:
				Time Zone:
10. Incident Complexity Level:		*11. For Time Period: From Date/Time:	To Date/Time:	

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____		*13. Date/Time Submitted: Time Zone:
Date/Time Prepared: _____		
*14. Approved By: Print Name: _____ ICS Position: _____		*15. Primary Location, Organization, or Agency Sent To:
Signature: _____		

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:
---------------------------	----------------------------

Additional Incident Decision Support Information

	A. # This Reporting Period	B. Total # to Date		A. # This Reporting Period	B. Total # to Date
*31. Public Status Summary:			*32. Responder Status Summary:		
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing <i>(note if estimated)</i>			G. Missing		
H. Evacuated <i>(note if estimated)</i>			H. Sheltering in Place		
I. Sheltering in Place <i>(note if estimated)</i>			I. Have Received Immunizations		
J. In Temporary Shelters <i>(note if est.)</i>			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations <i>(note if est.)</i>					
M. In Quarantine					
N. Total # Civilians (Public) Affected:			N. Total # Responders Affected:		

33. Life, Safety, and Health Status/Threat Remarks: 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%;">*34. Life, Safety, and Health Threat Management:</td> <td style="width: 25%; text-align: center;">A. Check if Active</td> </tr> <tr><td>A. No Likely Threat</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>B. Potential Future Threat</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>C. Mass Notifications in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>D. Mass Notifications Completed</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>E. No Evacuation(s) Imminent</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>F. Planning for Evacuation</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>G. Planning for Shelter-in-Place</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>H. Evacuation(s) in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>I. Shelter-in-Place in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>J. Repopulation in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>K. Mass Immunization in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>L. Mass Immunization Complete</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>M. Quarantine in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>N. Area Restriction in Effect</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	*34. Life, Safety, and Health Threat Management:	A. Check if Active	A. No Likely Threat	<input type="checkbox"/>	B. Potential Future Threat	<input type="checkbox"/>	C. Mass Notifications in Progress	<input type="checkbox"/>	D. Mass Notifications Completed	<input type="checkbox"/>	E. No Evacuation(s) Imminent	<input type="checkbox"/>	F. Planning for Evacuation	<input type="checkbox"/>	G. Planning for Shelter-in-Place	<input type="checkbox"/>	H. Evacuation(s) in Progress	<input type="checkbox"/>	I. Shelter-in-Place in Progress	<input type="checkbox"/>	J. Repopulation in Progress	<input type="checkbox"/>	K. Mass Immunization in Progress	<input type="checkbox"/>	L. Mass Immunization Complete	<input type="checkbox"/>	M. Quarantine in Progress	<input type="checkbox"/>	N. Area Restriction in Effect	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
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35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern): 																																					

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes: <div style="margin-top: 10px;"> 12 hours: 24 hours: 48 hours: 72 hours: Anticipated </div>
--

37. Strategic Objectives (define planned end-state for incident):
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INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:

2. Incident Number:

Additional Incident Decision Support Information (continued)

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.

Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours: 24

hours: 48

hours: 72

hours:

Anticipated

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours: 24

hours: 48

hours: 72

hours:

Anticipated

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name:	2. Incident Number:
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Incident Resource Commitment Summary

[illegible]

ICS 209

Incident Status Summary

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline’s policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the “Incident Location Information” in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms **MUST** be given to the incident’s Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
 - Possible submission of additional pages for the Remarks Section (Block 47), and
 - Possible submission of additional copies of the fourth/last page (the “Incident Resource Commitment Summary”) to provide a more detailed resource summary.

Block Number	Block Title	Instructions
*1	Incident Name	REQUIRED BLOCK. <ul style="list-style-type: none"> • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word “Complex” at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year.

Block Number	Block Title	Instructions
2	Incident Number	<ul style="list-style-type: none"> Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. Examples include: <ul style="list-style-type: none"> A computer-aided dispatch (CAD) number. An accounting number. A county number. A disaster declaration number. A combination of the State, unit/agency ID, and a dispatch system number. A mission number. Any other unique number assigned to the incident and derived by means other than those above. Make sure the number entered is correct. Do not use the same incident number for two different incidents in the same calendar year. Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.
*3	Report Version (check one box on left)	REQUIRED BLOCK. <ul style="list-style-type: none"> This indicates the current version of the ICS 209 form being submitted. If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").
	<input type="checkbox"/> Initial	Check "Initial" if this is the first ICS 209 for this incident.
	<input type="checkbox"/> Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	<input type="checkbox"/> Final	<ul style="list-style-type: none"> Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
*4	Incident Commander(s) & Agency or Organization	REQUIRED BLOCK. <ul style="list-style-type: none"> Enter both the first and last name of the Incident Commander. If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD, C. Taylor – St. Paul PD, Y. Martin – St. Paul FD, S. McIntyre – U.S. Army Corps, J. Hartl – NTSB
5	Incident Management Organization	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

Block Number	Block Title	Instructions
*6	Incident Start Date/Time	REQUIRED. This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”)	<ul style="list-style-type: none"> • Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). • Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). • Indicate that the size is an estimate, if a more specific figure is not available. • Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. • If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). • The incident may be one part of a much larger event (refer to introductory instructions under “Preparation”). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.
8	Percent (%) Contained or Completed (circle one)	<ul style="list-style-type: none"> • Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. • For example, a spill may be 65% contained, or flood response objectives may be 50% met.
*9	Incident Definition	REQUIRED BLOCK. Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as “tornado,” “wildfire,” “bridge collapse,” “civil unrest,” “parade,” “vehicle fire,” “mass casualty,” etc.
10	Incident Complexity Level	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	For Time Period	REQUIRED BLOCK. <ul style="list-style-type: none"> • Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. • The time period may include one or more operational periods, based on agency/organizational reporting requirements.
	From Date/Time	<ul style="list-style-type: none"> • Enter the start date (month/day/year). • Enter the start time (using the 24-hour clock).
	To Date/Time	<ul style="list-style-type: none"> • Enter the end date (month/day/year). • Enter the end time (using the 24-hour clock).

Block Number	Block Title	Instructions
APPROVAL & ROUTING INFORMATION		
*12	Prepared By	REQUIRED BLOCK. When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	Date/Time Submitted	REQUIRED. Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
*14	Approved By	REQUIRED. When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	Primary Location, Organization, or Agency Sent To	REQUIRED BLOCK. Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
INCIDENT LOCATION INFORMATION		
<ul style="list-style-type: none"> • Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. • Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is. 		
*16	State	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> • Enter the State where the incident originated. • If other States or jurisdictions are involved, enter them in Block 25 or Block 44.

Block Number	Block Title	Instructions
*17	County ! Parish ! Borough	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> Enter the county, parish, or borough where the incident originated. If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.
*18	City	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> Enter the city where the incident originated. If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	Unit or Other	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	Incident Jurisdiction	REQUIRED BLOCK WHEN APPLICABLE. Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	Incident Location Ownership (if different than jurisdiction)	<ul style="list-style-type: none"> When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	22. Longitude (indicate format): Latitude (indicate format):	<ul style="list-style-type: none"> Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds."
23	US National Grid Reference	<ul style="list-style-type: none"> Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data.
24	Legal Description (township, section, range)	<ul style="list-style-type: none"> Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
*25	Short Location or Area Description (list all affected areas or a reference point)	REQUIRED BLOCK. <ul style="list-style-type: none"> List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO"). This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.
Block Number	Block Title	Instructions

27	Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)	<ul style="list-style-type: none"> • Indicate whether and how geospatial data is included or attached. • Utilize common and open geospatial data standards. • WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. • NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). • NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. • NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. • NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
INCIDENT SUMMARY		
*28	Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.)	REQUIRED BLOCK. <ul style="list-style-type: none"> • Describe significant events that occurred during the period being reported in Block 6. Examples include: <ul style="list-style-type: none"> ○ Road closures. ○ Evacuations. ○ Progress made and accomplishments. ○ Incident command transitions. ○ Repopulation of formerly evacuated areas and specifics. ○ Containment. • Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47. • Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. • This block may be used for a single-paragraph synopsis of overall incident status.
29	Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	<ul style="list-style-type: none"> • When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
30	Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	<ul style="list-style-type: none"> • Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/ impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B.# Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C.# Damaged	Enter the number of structures damaged by the incident.
	D.# Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)		
*31	Public Status Summary	<ul style="list-style-type: none"> This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below. Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33). Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. NOTE: <i>Do not estimate any fatality information.</i> NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) <i>even if they are related to the incident.</i> <ul style="list-style-type: none"> Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. NOTE: When providing an estimated value, denote in parenthesis: "est."
		Handling Sensitive Information <ul style="list-style-type: none"> Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.
	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> Enter the total number of individuals impacted in each category for the entire duration of the incident. This is a cumulative total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (Public) Below	<ul style="list-style-type: none"> For lines 31D–M below, enter the number of civilians affected for each category. Indicate if numbers are estimates, for those blocks where this is an option. Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	<ul style="list-style-type: none"> Enter the number of <i>confirmed</i> civilian/public fatalities. See information in introductory instructions (“Distribution”) and in Block 31 instructions regarding sensitive handling of fatality information.

Block Number	Block Title	Instructions
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
*31 (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public)	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
*32	Responder Status Summary	<ul style="list-style-type: none"> This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. NOTE: <i>Do not estimate any fatality information or responder status information.</i> NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.
		Handling Sensitive Information
		<ul style="list-style-type: none"> Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

Block Number	Block Title	Instructions
*32 (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident. This is a <i>cumulative</i> total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	<ul style="list-style-type: none"> For lines 32D–M below, enter the number of responders relevant for each category. Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	<ul style="list-style-type: none"> Enter the number of <i>confirmed</i> responder fatalities. See information in introductory instructions (“Distribution”) and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	<ul style="list-style-type: none"> Enter the number of incident responders with serious injuries or illnesses due to the incident. <i>For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</i>
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
33	Life, Safety, and Health Status/Threat Remarks	<ul style="list-style-type: none"> Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).

Block Number	Block Title	Instructions
*34	Life, Safety, and Health Threat Management	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	<ul style="list-style-type: none"> Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system. Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011,” or “notified all residents within a 5-mile radius of Gatlinburg”).
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

Block Number	Block Title	Instructions
35	Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)	<ul style="list-style-type: none"> • Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. • Include current and/or predicted weather factors, and the timeframe for predictions. • Include relevant factors such as: <ul style="list-style-type: none"> ○ Wind speed (label units, such as mph). ○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., “from NNW,” “from E,” or “from SW”). ○ Temperature (label units, such as F). ○ Relative humidity (label %). ○ Watches. ○ Warnings. ○ Tides. ○ Currents. • Any other weather information relative to the incident, such as flooding, hurricanes, etc.
36	Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes 12 hours 24 hours 48 hours	<ul style="list-style-type: none"> • Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.
37	Strategic Objectives (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) (PAGE 3)		
38	<p>Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.</p> <p>Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.</p> <p>12 hours</p> <p>24 hours</p> <p>48 hours</p> <p>72 hours</p> <p>Anticipated after 72 hours</p>	<p>Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.</p>

Block Number	Block Title	Instructions
39	Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order: 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours	<ul style="list-style-type: none"> List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i> Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support. If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed. More than one resource need may be listed for each timeframe. For example, a list could include: <ul style="list-style-type: none"> 24 hrs: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams 48 hrs: Mobile Communications Unit (Law/Fire) After 72 hrs: 1 Type 2 Incident Management Team
		<ul style="list-style-type: none"> Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. <ul style="list-style-type: none"> Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42. Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, “Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out”).
		<ul style="list-style-type: none"> Do not use this block for noncritical resources.
40	Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to: 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.	<ul style="list-style-type: none"> Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. Explain major problems and concerns as indicated.

Block Number	Block Title	Instructions
41	Planned Actions for Next Operational Period	<ul style="list-style-type: none"> • Provide a short summary of actions planned for the next operational period. • Examples: <ul style="list-style-type: none"> ○ “The current Incident Management Team will transition out to a replacement IMT.” ○ “Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports.” ○ “Continue refining mapping of the recovery operations and damaged assets using GPS.” ○ “Initiate removal of unauthorized food vendors.”
42	Projected Final Incident Size/Area (use unit label – e.g., “sq mi”)	<ul style="list-style-type: none"> • Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.
43	Anticipated Incident Management Completion Date	<ul style="list-style-type: none"> • Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers.
44	Projected Significant Resource Demobilization Start Date	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	Estimated Incident Costs to Date	<ul style="list-style-type: none"> • Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment.
46	Projected Final Incident Cost Estimate	<ul style="list-style-type: none"> • Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment.
Block Number	Block Title	Instructions

47	Remarks (or continuation of any blocks above – list block number in notation)	<ul style="list-style-type: none"> • Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. • List the block number for any information continued from a previous block. • Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. • For Complexes that include multiple incidents, list all sub-incidents included in the Complex. • List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: <ul style="list-style-type: none"> ○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or ○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE). • Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping). • This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address). • Attach additional pages if it is necessary to include additional comments in the Remarks section.
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INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)

- This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional agencies, or organizations. Write the resources, actual page number on the pages as they are used.
- Include only resources that have been assigned to the incident and that have arrived and/or been checked in to incident. Do not include resources that the have been ordered but have *not* yet arrived.

For summarizing:

- When there are large numbers of responders, the approach that works best for the multiagency
 - Group State, local, county, city, or
 - Group resources from one jurisdiction police, and fire department resources
it may be helpful to group agencies or organizations together. Use coordination system applicable to the incident. For example, Federal responders together under such headings, or together and list only individual jurisdictions (e.g., list the public works, for a city under that city's name).
- On a large incident, it may also be helpful summary. to group similar categories, kinds, or types of resources together for this

Block Number	Block Title	Instructions
48	Agency or Organization	<ul style="list-style-type: none"> List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information. Agencies or organizations may be listed individually or in groups. When resources are grouped together, individual agencies or organizations may be listed below in Block 53. Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. <ul style="list-style-type: none"> These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. For example: <ul style="list-style-type: none"> <input type="checkbox"/> Resource: Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). <input type="checkbox"/> Resource: Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.
49	Resources (summarize resources by category, kind, and/or type; show # of resources on top 1/2 of box, show # of personnel associated with resource on bottom 1/2 of box)	<ul style="list-style-type: none"> List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information. <ul style="list-style-type: none"> Examples: Type 1 Fire Engines, Type 4 Helicopters Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks. <ul style="list-style-type: none"> These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. For example: <ul style="list-style-type: none"> <input type="checkbox"/> Resource: Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). <input type="checkbox"/> Resource: Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). NOTE: One option is to group similar resources together when it is sensible to do so for the summary. <ul style="list-style-type: none"> For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as “structure fire engines” and “wildland fire engines” in separate columns with totals for each. NOTE: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.
50	Additional Personnel not assigned to a resource	List the number of <i>additional</i> individuals (or overhead) that are not assigned to a specific resource by agency or organization.
51	Total Personnel (includes those associated with resources – e.g., aircraft or engines – <i>and</i> individual overhead)	<ul style="list-style-type: none"> Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. WARNING: Do not simply add the numbers across! The number of Total Personnel for each row should include both: <ul style="list-style-type: none"> The total number of personnel assigned to each of the resources listed in Block 49, and The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.

Block Number	Block Title	Instructions
52	Total Resources	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of <i>resources</i> in Block 49, as personnel totals will be counted under Block 51.
53	Additional Cooperating and Assisting Organizations Not Listed Above	<ul style="list-style-type: none"> • List all agencies and organizations that are not directly involved in the incident, but are providing support. • Examples may include ambulance services, Red Cross, DHS, utility companies, etc. • Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

RESOURCE STATUS CHANGE (ICS 210)

[illegible]

8. Comments:

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 210

Date/Time:

ICS 210

Resource Status Change

Purpose. The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation. The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution. The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Resource Number	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.
4	New Status (Available, Assigned, Out of Service)	Indicate the current status of the resource: <ul style="list-style-type: none"> • Available – Indicates resource is available for incident use immediately. • Assigned – Indicates resource is checked in and assigned a work task on the incident. • Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).
5	From (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).
6	To (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.
7	Time and Date of Change	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).
8	Comments	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:			2. Incident Number:			3. Check-In <input type="checkbox"/> Base		Location (complete all that apply): <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other		4. Start Date/Time: Date: _____ Time: _____							
Check-In Information (use reverse of form for remarks or comments)																	
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:							6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF											
ICS 211							17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____										

ICS 211

Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8 1/2 x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Check-In Location <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include...
4	Start Date/Time <ul style="list-style-type: none">• Date• Time	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

Block Number	Block Title	Instructions
	Check-In Information	Self explanatory.
5	List single resource personnel (overhead) by agency and name, OR list resources by the following format	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	• State	Use this section to list the home State for the resource.
	• Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	• Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
	• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
6	Order Request #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	Date/Time Check-In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
8	Leader's Name	<ul style="list-style-type: none"> For equipment, enter the operator's name. Enter the Strike Team or Task Force leader's name. Leave blank for single resource personnel (overhead).
9	Total Number of Personnel	Enter total number of personnel associated with the resource. Include leaders.
10	Incident Contact Information	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	Home Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	Departure Point, Date and Time	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	Incident Assignment	Enter the incident assignment at time of dispatch.
15	Other Qualifications	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.

Block Number	Block Title	Instructions
16	Data Provided to Resources Unit	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213 _____ Date/Time: _____		

ICS 213

General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by <ul style="list-style-type: none">• Name• Signature• Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:				2. Date/Time		3. Resource Request Number:	
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
5. Requested Delivery/Reporting Location:							
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position:				8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:	
Logistics	10. Logistics Order Number:				11. Supplier Phone/Fax/Email:		
	12. Name of Supplier/POC:						
	13. Notes:						
	14. Approval Signature of Auth Logistics Rep:				15. Date/Time:		
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC							
Finance	17. Reply/Comments from Finance:						
	18. Finance Section Signature:				19. Date/Time:		
ICS 213 RR, Page 1							

ACTIVITY LOG (ICS 214)

[illegible]

1. Incident Name:	2. Operational Period: Date From:	Date To:
	Time From:	Time To:

Date/Time	Notable Activities
-----------	--------------------

[illegible]

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____
ICS 214, Page 2 Date/Time: _____

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ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

OPERATIONAL PLANNING WORKSHEET (ICS 215)

1. Incident Name:										2. Operational Period: Date From: Date To:										
										Time From: Time To:										
3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources														7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
			Req. Have Need																	
			Req. Have Need																	
			Req. Have Need																	
			Req. Have Need																	
			Req. Have Need																	
			Req. Have Need																	
ICS 215		11. Total Resources Required															14. Prepared by: Name:			
		12. Total Resources Have on Hand															Position/Title: _____			
		13. Total Resources Need To Order														Signature: _____				
															Date/Time: _____					

ICS 215

Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8 1/2 x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch	Enter the Branch of the work assignment for the resources.
4	Division, Group, or Other	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	Work Assignment & Special Instructions	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	Resources	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	Overhead Position(s)	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	Special Equipment & Supplies	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	Reporting Location	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	Requested Arrival Time	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

Block Number	Block Title	Instructions
11	Total Resources Required	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	Total Resources Have on Hand	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	Total Resources Need To Order	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:		2. Incident Number:	
3. Date/Time Prepared: Date: Time:		4. Operational Period: Date From: Date To: Time From: Time	
5. Incident Area	6. Hazards/Risks	7. Mitigations	
8. Prepared by (Safety Officer): Name: _____		Signature: _____	
Prepared by (Operations Section Chief): Name: _____		Signature: _____	
ICS 215A		Date/Time: _____	

ICS 215A

Incident Action Plan Safety Analysis

Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Notes:

- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	Incident Area	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	Hazards/Risks	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	Mitigations	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	Prepared by (Safety Officer and Operations Section Chief) <ul style="list-style-type: none">• Name• Signature• Date/Time	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

[illegible]

ICS 218

Support Vehicle/Equipment Inventory

Purpose. The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

Preparation. The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution. Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

Notes:

- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
- Also available as 8 1/2 x 14 (legal size) and 11 x 17 chart.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form is prepared.
4	Vehicle/Equipment Category	Enter the specific vehicle or equipment category (e.g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category.
5	Vehicle/Equipment Information	Record the following information:
	Order Request Number	Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number.
	Incident Identification Number	Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system is used (e.g., "Decontamination Unit 2," or "Water Tender 14").
	Vehicle or Equipment Classification	Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant.
	Vehicle or Equipment Make	Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International").
	Category/Kind/Type, Capacity, or Size	Enter the vehicle or equipment category/kind/type, capacity, or size (e.g., 30-person bus, 3/4-ton truck, 50 kW generator).
	Vehicle or Equipment Features	Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc.
	Agency or Owner	Enter the name of the agency or owner of the vehicle or equipment.
	Operator Name or Contact	Enter the operator name and/or contact information (cell phone, radio frequency, etc.).
	Vehicle License or Identification Number	Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment.
	Incident Assignment	Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction).

Block Number	Block Title	Instructions
5 (continued)	Incident Start Date and Time	Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant.
	Incident Release Date and Time	Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position/title, and signature of the person preparing the form.

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:		2. Incident Number:	
3. Planned Release Date/Time: Date: _____ Time: _____		4. Resource or Personnel Released:	
5. Order Request Number:			

6. Below (representative). You	LOGISTICS SECTION Resource or Personnel: and your resources are have been signed off	in the process of being released. Resources by the appropriate overhead and the	are not released until the checked boxes Demobilization Unit Leader (or Planning Section)
	Unit/Manager	Remarks	<div style="display: flex; justify-content: space-between;">NameSignature</div>
<input type="checkbox"/>	Supply Unit		
<input type="checkbox"/>	Communications Unit		
<input type="checkbox"/>	Facilities Unit		
<input type="checkbox"/>	Ground Support Unit		
<input type="checkbox"/>	Security Manager		
<input type="checkbox"/>			
	FINANCE/ADMINISTRATION SECTION Unit/Leader	Remarks	<div style="display: flex; justify-content: space-between;">NameSignature</div>
<input type="checkbox"/>	Time Unit		
<input type="checkbox"/>			
<input type="checkbox"/>			
OTHER	SECTION/STAFF Unit/Other	Remarks	<div style="display: flex; justify-content: space-between;">NameSignature</div>
<input type="checkbox"/>			
<input type="checkbox"/>			
	PLANNING SECTION Unit/Leader	Remarks	<div style="display: flex; justify-content: space-between;">NameSignature</div>
<input type="checkbox"/>			
<input type="checkbox"/>	Documentation Leader		
<input type="checkbox"/>	Demobilization Leader		

7. Remarks:

8. Travel Information: Room Overnight: ☐ Yes ☐ No
 Estimated Time of Departure: _____ Actual Release Date/Time: _____
 Destination: _____ Estimated Time of Arrival: _____
 Travel Method: _____ Contact Information While Traveling: _____
 Manifest: ☐ Yes ☐ No Area/Agency/Region Notified: _____
 Number: _____

9. Reassignment Information: ☐ Yes ☐ No
 Incident Name: _____ Incident Number: _____
 Location: _____ Order Request Number: _____

10. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 221
Date/Time: _____

ICS 221

Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Planned Release Date/Time	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	Resource or Personnel Released	Enter name of the individual or resource being released.
5	Order Request Number	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). <ul style="list-style-type: none">• Unit/Leader/Manager/Other• Remarks• Name• Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit <input type="checkbox"/> Security	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

Block Number	Block Title	Instructions
6 (continued)	Finance/Administration Section <input type="checkbox"/> Time Unit	The Demobilization Unit Leader will enter an 'X' in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff <input type="checkbox"/>	The Demobilization Unit Leader will enter an 'X' in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Planning Section <input type="checkbox"/> Documentation Leader <input type="checkbox"/> Demobilization Leader	The Demobilization Unit Leader will enter an 'X' in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	Travel Information	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	Reassignment Information <input type="checkbox"/> Yes <input type="checkbox"/> No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 1: Transportation	Effective Date:	Supersedes: Annex N
Page 61-66	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville Public Works Department
Town of Eatonville Department of Emergency Management
Town of Eatonville Police Department

SUPPORT AGENCIES

Eatonville School District
Pierce County Department of Emergency Management
Washington State Department of Transportation
Swanson Field Municipal Airport

I. INTRODUCTION

Purpose

To provide guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people and resources during and following an emergency or disaster.

Scope

The provision of transportation support involves roads, bridges, transit and a municipal airport. Activities within the scope include:

Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster.

Facilitating damage assessments to establish priorities and determine needs of available transportation resources.

Transportation resources may be obtained from public agencies, private sector and volunteer organizations. These resources are prioritized by the Eatonville EOC and requested through the Pierce County EOC.

Coordinating restoration and temporary repair of critical transportation resources, roads and bridges during the recovery phase from an emergency.

II. POLICIES

Public transportation authorities, and county and state departments with transportation resources and support operations, are responsible for restoring transportation systems under their control.

The Town of Eatonville will assess the integrity of transportation routes within the Town. The Eatonville EOC will determine transportation priorities. Requested resources will be coordinated with the Pierce County EOC. All responses will follow all applicable laws of the State of Washington and local ordinances.

All policies will be NIMS/ICS compliant.

III. SITUATION

Emergency/Disaster Conditions and Hazards

Refer to the Town of Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

Damages may occur to the transportation infrastructure in the event of an emergency or disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts.

Most of the population will utilize private transportation methods to leave a disaster area.

If the demand on the transportation system for response and recovery activities exceeds the capabilities of the Town and County, assistance will be required from the state government.

IV. CONCEPT OF OPERATIONS

General

The Town of Eatonville, within its own resources, will provide guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people and material.

In a severe emergency or disaster, emergency responders may require the use of local vehicles, equipment and other assistance for moving heavy equipment, supplies, or people. Utilization of available ground transportation for local emergency operation will be on a priority basis.

Estimates of traffic capabilities, highways available for use and route closures will be made available to the EOC for public information purposes as soon as possible.

Local law enforcement and public works will liaison with the EOC concerning the identification and maintenance of emergency routes.

All Town-owned vehicles are potentially available for emergency transportation assignments and may be requested and coordinated by the EOC.

When requested by the EM Director, Pierce County DEM may assist in the procurement and delivery of outside transportation resources as possible.

The Eatonville School District may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses and/or vans upon request by the EOC and in coordination with the Pierce County EOC.

Organization

Primary Agencies

Responsible for coordination of transportation support.

Responsible for developing procedures on how to coordinate transportation-related needs and for ensuring those personnel receive training to carry out their responsibilities.

Work with support agencies to develop and maintain a working relationship and procedures to activate needed transportation resources.

Support Agencies

All support agencies will work with the primary agency to develop and maintain a workable transportation function. Support agencies will also develop and maintain their own Standard Operating Procedures (SOP's) and checklist for response to request for transportation support.

Procedures

The Public Works Department is responsible for coordination of transportation support. The Public Works Department is responsible for developing procedures on how to coordinate transportation-related needs and for ensuring that personnel receive training to carry out their responsibilities.

As appropriate, the Public Works Department will assign personnel to the EOC, or appropriate command post location. These personnel will be responsible for coordinating transportation requests from the command agencies and coordinating with the support agencies representatives at the EOC.

Transportation requests will be made through the Public Works Department personnel at the EOC.

Mitigation and Preparedness Activities

Public Works Department:

Regularly inspect public roadways/right-of-way for deterioration and make necessary repairs to keep Town streets, roadways and rights-of-way in good condition.

Ensure, to the extent possible, that potential slide area and areas of slippage do not interfere with safe passage.

Keep equipment in operating condition and fuel at $\frac{3}{4}$ full in all vehicles always.

Eatonville Town Council

The Council is responsible for ensuring that the necessary funding for transportation support is made available, as appropriate.

Department of Emergency Management

Will develop and maintain a resource list of all available transportation resources. This includes rolling stock and locations of potential fueling points.

Develop agreements or contracts with transportation resources to include the Swanson Field airport.

All departments and agencies affected by this Emergency Support function shall:
Develop and maintain a chain of command to ensure continuity within the department during an emergency or disaster.

Assign and train personnel to function at the EOC, to assist in coordination of transportation issues.

Keep equipment in operating condition.

Maintain a current inventory of all transportation and fuel resources available and make this inventory available to the EM director.

Evacuation: Evacuation cannot be realistically predetermined. Evacuation must be dealt with on a case-by-case basis. However, local law enforcement and public works should work together, prior to an incident, to deal with potential problems of traffic routing and communications during an incident that requires evacuation.

Response Activities

All departments and agencies affected by this Emergency Support Function shall:

Follow the incident command system principles of the National Incident Management System.

Development and maintain Standard Operating Procedures (SOPs) that should, at a minimum address:

Lines of authority during a response phase.

Individual responsibilities, by position, to undertake during an emergency or disaster.

Coordination and communication between departments.

Assure representation at the EOC or Incident Command Post (ICP), as appropriate.

Report any known or suspected damage to infrastructure to the primary agency.

Recovery Activities

Department of Public Works will, after an emergency or disaster, make sure that inspection of infrastructure is completed. The appropriate agency for the repair of damaged infrastructure or facilities will prioritize the repair so that essential service will be given priority.

All departments and agencies involved in recovery efforts will ensure that separate detailed cost accounting is done in the event of a declared disaster and there is a potential for federal and state assistance.

V. RESPONSIBILITIES

Joint Primary Agencies

Department of Public Works

Identify and maintain emergency transportation routes within the Town and outside the Town if resources allow, or if requested by law enforcement.

Identify and prioritize transportation needs. Coordinate the mobilization of emergency transportation vehicles.

Provide windshield survey information to the EOC.

Document all emergency related costs and expenditures for auditing purposes.

Department of Emergency Management

Activate the Eatonville EOC in support of field emergency operations as needed.

Coordinate organized volunteers in providing private vehicles for transportation as appropriate.

Coordinate the damage assessment for transportation infrastructure with the Town and provide to the Pierce County DEM.

Coordinate emergency transportation assignments of Town owned vehicles when indicated and available.

Liaison with the field responders and the Pierce County DEM.

Police Department

Provide staffing for the EOC.

Direct traffic flow.

Identify emergency transportation routes.

Provide windshield survey information to the Eatonville EOC.

Support Agencies

Eatonville School District

Provide liaison with EOC

Provide transportation resources when available.

Provide support in coordination of school busses to assist in the movement of people.

Pierce County EOC

Coordinate transportation resources if requested by the Eatonville EOC.

Washington State Department of Transportation

Collect and compile damage assessments for transportation infrastructure as provided by the Eatonville EOC and provide to the state emergency management division.

Municipal Airport

Conduct temporary repairs to provisionally restore airport operations.

Provide transportation resources as needed for support during this emergency or disaster if requested by the Mayor.

VI. REFERENCES

Current Resource Agreements

VII. TERMS AND DEFINITIONS

Windshield Survey - a visual assessment (through the windshield of a vehicle) of damages resulting from an emergency or disaster conducted while traveling to a destination. The surveys are typically performed by law enforcement, fire services, public works and transit resources. Assessments are documented on the Windshield Survey Form attachment in ESF 4 A-1 and made available to local emergency management authorities.

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VIII. ATTACHMENTS

Attachment #1 – Swanson Field Contact Information

See ESF 4 – Attachment 1 - Windshield Survey Form

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY SUPPORT FUNCTION 1

ATTACHMENT #1

Page 67-69

SWANSON AIR FIELD INFORMATION

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

ESF 1 – Attachment #1

SWANSON AIR FIELD INFORMATION

CONTACT INFORMATION

Airport Manager
John Henricks
465 Airport Rd
Eatonville, WA 98328
451-971-9614

AIRPORT INFORMATION

Automation Pilot Light System

Frequencies
122.9 Light Activation (Click mic 5X)
122.9 Small Airport

ADDITIONAL INFORMATION



COMMUNICATIONS

CTAF 122.9
PCL 122.9

VOR/DME-----109.6 TCM
18.NM TO FIELD

NAVIGATION

ELEVATION----843' MSL
LATITUDE----N 46*-52.30'
LONGITUDE---W 122*15.43'
RUNWAY--16/34; 2990'; X36
LIGHTS--DUSK-DAWN, MED
INDICATOR---WIND, SEG CIRCLE
OBSTACLES--TREES IN APPROACH
FROM CITY---01 NE
TPA-----1650'

FUEL-----NONE
MANAGER-----451-971-9614

NOTES: RIGHT HAND TRAFFIC ON RUNWAY 16 /
WATCH FOR DEER ON AIRPORT /
SIDE GRAVEL ROADS ARE NOT TAXI WAYS /

EXTEND RUNWAY 34 DEPARTURE
BY ¼ MILE BEFORE TURNOUT
BACK TAXI RW 16 & 34

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

ESF 2: Communications	Effective Date:	Supersedes: Annexes D and L
Page 70 - 75	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville Emergency Management
Town of Eatonville Police Department
South Pierce Fire & Rescue, District 17
Public Safety Answering Points (9-1-1 Dispatch Centers)

SUPPORT AGENCIES

Pierce County Department of Emergency Management
Emergency Alert System (EAS)
Radio Amateurs for Civil Emergencies (RACES)

I. INTRODUCTION

Purpose

To provide guidance for the organization, establishment and maintenance of communications capabilities necessary to meet the operational requirements of the Town of Eatonville in the event of an emergency or disaster.

To provide guidance for the rapid dissemination of warning information of an impending or occurring emergency or disaster.

Scope

This ESF applies to the communications and warning resources within the Town of Eatonville and the emergency use of these resources. These resources include but are not limited to radio, E 9-1-1 dispatch, voice and data links, landline and cellular telephone systems. Additional local and state resources include the National Warning System (NAWAS), the Emergency Alert System (EAS), and amateur radio operators (RACES). As assets and personnel may be overwhelmed, the Town will endeavor to make every reasonable effort to respond to an emergency or disaster based on the situation, and information and resources available at the time.

II. POLICIES

The Town of Eatonville will utilize normal communications systems as much as possible during a disaster. Some needs may be met by re-prioritizing day-to-day frequency use to special emergency use.

The Eatonville EOC will utilize 24-hour dispatch centers (PSAPs) and other existing systems, such as telephone, Eatonville radio frequency, Pierce County radio frequencies, and amateur radio for the dissemination of information and warnings. The National Warning System (NAWAS) and Emergency Alert System (EAS) may also be used for information and warning through the Pierce County EOC.

All policies will be NIMS/ICS compliant.

III. SITUATION

Emergency/Disaster Conditions and Hazards

Refer to the Town of Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

In the event of an emergency or disaster, significant outside help and support is not expected for at least 72 hours. Communications equipment, personnel, and procedures must be able to support emergency needs until additional assistance is available.

Disruption and damage to the telecommunications infrastructure will likely occur in the event of an emergency or disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts.

Emergency information dissemination will occur as soon as possible by whatever means available.

The EOC has emergency generator power for use when indicated. The generator is serviced monthly.

South Sound 911 (Dispatch Center) has back-up power sources.

There are identified frequencies that will be used for primary direction and control.

Communications will improve as systems are restored.

IV. CONCEPT OF OPERATIONS

General

In a major disaster situation, the Incident Commander, EM Director, and South Pierce Fire and Rescue #17 (SPFR) and Law Enforcement supervisors have access to a 24-hour communications capability for contacting response personnel at the various local and county levels of government.

Once the EOC is activated and staffed, the control of communications equipment in the Town, telephonic, electronic and radio, is vested in the EM Director.

An assessment of the communications systems needs to be accomplished as soon as possible, and a status report made to the Eatonville EOC and the Pierce County EOC. Governmental resources are requested through Pierce County EOC. Requests for resources from private resources are made directly.

Telephone and radio traffic will be restricted to facilitate the mitigation of the emergency or disaster.

Auxiliary radio systems such as HAM and CB will be utilized to the extent determined by the EM Director. Cellular systems can supply additional communications needs, as appropriate.

Mobile command posts will be established in the field at the direction of the Incident Commander.

The Pierce County DEM is the lead agency for developing countywide warning procedures utilizing existing capabilities.

The Town of Eatonville will utilize 24-hour PSAPs (9-1-1 dispatch centers) and other existing systems for the dissemination of emergency public information and warning. The Emergency Alert System (EAS) may also be used if appropriate and authorized. The South Sound 911 Dispatch Center and Pierce County DEM are the authorizing agencies for scripting and sending EAS messages. The exception to this authorization is the scripting and sending of AMBER, which falls under the purview of local law enforcement. EAS must meet three criteria for authorization:

- Will save lives
- Has the potential to save lives
- No other way to warn public

The National Warning System (NAWAS) is the primary system used by the federal and state government to disseminate warnings. These warnings are primarily weather related. Warnings may originate from a variety of agencies and are received at the Washington warning point at the Washington EMD located at Camp Murray. The state duty officer then disseminates the warnings to jurisdictional warning points. SS911 is Pierce County's primary warning point. Pierce County DEM is the secondary warning point. The Washington EMD, SS911 and, or Pierce County DEM will notify affected county agencies and departments.

The National Oceanic and Atmospheric Administration (NOAA) weather radio system may also be used to disseminate specific warning or emergency information. It is an "all hazards" notification system using the EAS broadcasters. The purchase of a weather radio that is in good working order is required to receive this type of warning.

The Town of Eatonville will use appropriate resources to warn the public. The method of dissemination is dependent upon the damages to the telecommunications infrastructure. For the most part, warning will be done for localized events by door-to-door contact with citizens. Town vehicles with public address systems will notify residents of the danger, give instructions if necessary, or inform them to tune their radios to the emergency alert station (s) (Primary KIRO/KOMO TV).

The Pierce County DEM portal and WebEOC will be used to enhance effective and efficient EOC operations and information sharing.

Cellular and telephone companies will harden their infrastructure to ensure reasonable level of operations during emergencies and disasters.

Mitigation and preparedness activities

All department agencies shall:

Test all communications and warning equipment to ensure workability.

Develop and maintain SOPs dealing with communications and warning.

Develop and maintain back-up systems, including back-up power ability.

Attempt to construct / place new equipment away from possible hazards.

Provide training to all appropriate staff.

Develop and maintain call-in procedures of staff, to include call-ins if the public phone system is not operational.

Develop and maintain a fax tree to provide information to appropriate agencies.

EM Director shall:

Be responsible for emergency and warning communications system under the town's purview.

Develop and maintain procedures for coordinating information flow between agencies through the EOC.

Will work with R.A.C.E.S. officer and the amateur radio operators to provide a secondary communications system to be used as a back up to public safety communications or for communications to support groups.

Primary Agencies shall:

Ensure that all communications staff are trained in emergency communications/warning functions.

Response Activities

Upon receipt of warning information, the receiving agency will ensure that the information is disseminated to the necessary support agencies and that all affected agencies are alerted to the information. All warnings and emergency information and actions taken will be documented. This includes the text of the message, where the message originated from, agencies messages sent to, and the appropriate times and dates.

The EM Director shall:

Activate the Eatonville EOC as needed or other command location.

Provide a central point of contact for communications and warning information.

All departments and agencies shall:

Activate their SOP's if appropriate.

Coordinate information between departments and agencies by establishing a liaison with the EOC.

Go to back-up power, if needed.

Recovery Activities

All departments and agencies shall:

Continue to coordinate information between agencies regarding recovery activities.

Provide information about damages observed to the EOC or other established point of contact with the EM Director.

Check communication equipment and make necessary repairs.

V. RESPONSIBILITIES

Joint Primary Agencies

Town of Eatonville DEM/EOC

Plan and coordinate communications priorities during the response and recovery phases of emergencies or disasters.

Compile clear, concise and accurate information for warning messages for the Town. Coordinate the dissemination of those messages with the Pierce County Joint Information Center (JIC)

Establish secondary communications when primary systems are not functioning and/or overloaded.

Establish relationships with local licensed amateur radio operators.

Eatonville Police Department

Support the communications priorities determined by the EOC.

Identify public and private communications facilities, equipment, and personnel located in the Town of Eatonville and surrounding area, which would support emergency communications needs in case of an emergency or disaster. These resources will include but not be limited to emergency communications vehicles, command posts, government entities, and amateur radio personnel.

Ensuring that all personnel within their jurisdiction are trained in radio operation and procedure.

South Pierce Fire & Rescue

Support the communications priorities determined by the EOC.

Inventory communications equipment and capabilities and providing the inventory list to the EM Director.

Ensuring that all personnel within their jurisdiction are trained in radio operation and procedure.

Public Safety Answering Points (PSAP)(E 9-1-1 Dispatch Centers)

Develop plans for the management of communications priorities during time of high usage.

Maintain primary frequency communications to receive and relay emergency calls.

Disseminate warning information to the Eatonville EOC, Pierce County EOC, other public safety answering points and affected field units.

Continue day-to-day operations.

SouthSound911 (Dispatch Center) provides the facility for the EAS and is the primary agency for the scripting and sending of EAS emergency notifications. For any reason SS911 is unable to send an EAS, Washington EMD is authorized at SS911's request.

Support Agencies

Pierce County Department of Emergency Management

Develop and maintain county warning procedures using existing capabilities.

Assist in the collection and compilation of emergency public information for dissemination to Eatonville residents.

Support emergency communications as determined by the Eatonville EOC.

Coordinate warning messages with the appropriate originating system.

KIRO News Radio AM 710 and KOMO TV.

Relay EAS alerts and accurate emergency information.

Radio Amateurs for Civil Emergency Services (RACES)

Coordinate and provide amateur radio emergency communications in the Eatonville and/or Pierce County EOC and at designated facilities.

VI. REFERENCES

None

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VIII. ATTACHMENTS

None

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

ESF 3: Public Works / Engineering / Building Inspection	Effective Date:	Supersedes: Annex R
Page 76 - 80	Approved by:	

JOINT PRIMARY AGENCIES

Eatonville Public Works (Light / Water / Storm Drain / Sewer Depts.)
Eatonville Building Department

SUPPORT AGENCIES

Pierce County Department of Emergency Management
Pierce County Planning and Land Services
Pierce County Department of Public Works

I. INTRODUCTION

Purpose

To provide effective coordination and management of public works / engineering / building inspection services and resources during emergencies and disasters.

Scope

This ESF addresses necessary public works / engineering / building inspection activities including but not limited to demolition of unsafe buildings, debris and wreckage clearance, inspection of facilities for structural integrity and safety, temporary repair of essential facilities and systems, and assisting in traffic control by providing barricades and signs, as necessary, to cope with an emergency or disaster.

Planning for every contingency needing public works / engineering / building inspection services is beyond the scope of this ESF. This plan does not imply that the Town of Eatonville will remedy all needs in the event of an emergency or disaster.

II. POLICIES

The Town of Eatonville will provide public works response services to land and facilities under Town jurisdiction. Response to private property problems shall be done only when a Town facility, such as a culvert, is causing the problem, when life or public health is threatened, or as requested by the fire or police departments.

The Town's Building Department will use the inspection guidance in ATC-20-1, the Field Manual: Post earthquake Safety Evaluation of Buildings developed by the Applied Technology Council to survey damage.

All policies will be NIMS/ICS compliant.

III. SITUATION

Emergency/Disaster Hazards and Conditions

Refer to the Town of Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

An emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.

Access to disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given priority to support immediate lifesaving response activities.

Damage assessments will be required to determine potential workload. In the event of an earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.

Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.

Public Works will follow the incident command principles of the National Incident Management System.

Outside assistance will be supplemental to the capabilities of the Town of Eatonville.

IV. CONCEPT OF OPERATIONS

General

The Eatonville Public Works Department is the lead agency for the coordination of public works and engineering functions within the Town of Eatonville. When the Eatonville EOC is activated, the Eatonville Public Works Department will send a liaison to the EOC. The EOC is in the Town Hall, 201 Center St. W, Eatonville WA.

Communications from the EOC to the Eatonville Public Works Department field units may be accomplished via radio or other established methods.

Supplemental public works assistance may be requested through normal mutual aid channels or through the EOC. Assistance may be obtained from the private sector at cost as provided for by RCW 38.52.390.

The Town of Eatonville Emergency Management Director along with the Public works department will coordinate the repair or relocation of Town facilities.

Priority in restoration of utilities will be given first to the EOC, then other public facilities, then shelters and then others as determined by the EOC.

The Town of Eatonville will ensure hazard mitigation measures are taken in the design and maintenance of sewers, parks, water, streets and storm drainage facilities.

Activities that the Department of Public Works may provide during an emergency or disaster situation are:

Debris clearance from roadway / rights-of-way.

Sewer and storm drain repair.

Restoration of essential facilities / roadways.

Heavy equipment resources.

Evacuation route identification / coordination support.

Transportation resource coordination.

The Eatonville Building Department is the lead agency for inspecting structures within the Town after an emergency or disaster to determine building safety using the ATC-20-1 Field Manual: Post earthquake Safety Evaluation of Buildings standards (published separately). This will be a cooperative effort with Pierce County Planning and Land Services, other departments and jurisdictions, and with persons with engineering expertise.

Mitigation and Preparedness Activities

The Department of Public Works shall:

Maintain and repair roadways and rights-of-way, and drainage systems.

Regularly inspect slide areas.

All departments and agencies affected by this Emergency Support Function shall:

Maintain an inventory of available resources including personnel within their department.

Develop and maintain SOPs for emergency and disaster situations.

Develop and maintain mutual aid agreements with neighboring utilities and jurisdictions and forward copies to the EM Director.

Coordinate emergency planning activities and information with the EM Director.

Maintain and test communication systems.

Identify vital and essential roadways, bridges and facilities to establish a repair priority in the event any of these become damaged.

Assure that personnel are trained in emergency responsibilities.

Response Activities

All departments and agencies shall:

Provide a liaison to operate from the EOC or other command location to assure coordination with other agencies, as necessary.

Work within the incident command system. (ICS)

Conduct emergency engineering services as the situation demands.

Report any hazardous conditions to the command location.

Maintain records and document all expenditures during the emergency.

Recovery Activities

Department of Public Works shall:

Provide information concerning hazardous areas or other existing problems.

Provide for restoration of drinking water.

Perform restoration operations.

Assist with damage assessments.

Document disaster and restoration cost for possible federal reimbursement.

Debrief and provide acute and chronic stress management for personnel.

All departments and agencies shall:

Document damage and restoration costs.

Coordinate damage assessment with the EM Director.

Perform restoration procedures.

V. RESPONSIBILITIES

Joint Primary Agencies

Public Works Department

Provide debris removal for emergency protective measures, emergency and temporary repairs and / or construction on Town lands, roads and facilities.

Provide construction and emergency equipment, supplies and personnel.

Respond to and coordinate with other departments for flood control operations.

Provide damage assessments and inspections for roads, bridges, culverts and facilities for public safety concerns and the compilation of damage assessment totals.

Provide for the emergency restoration of Town roads and facilities.

Coordinate the processing of federal financial assistance under Public Law 93-288, the Disaster Relief Act, along with the Town Clerk.

Perform or contract major recovery work to restore damaged public facilities under Public Law 93-288, the Disaster Relief Act.

Provide traffic control signs and barricades for road closures, detours and potential road hazards. Provide operational control of traffic signals and flashers under Town jurisdiction.

Assist Pierce County Public Works and WSDOT if requested.

Coordinate emergency repair or relocation of Town facilities.

Design and maintain flood mitigation structures along drainage courses.

Coordinate surface water drainage.

Consider hazard mitigation in the design and maintenance of Town buildings, sewers, parks, streets and storm drainage facilities.

Provide facilities for storage and support for distribution of sand and sandbags during the flood season as resources allows.

Sewer and storm drain service and repair.

Building Department

The building division will coordinate the inspection of damaged structures in the incorporated areas of the Town for determining safe occupancy. Standards in the ATC-20-1 Field Manual: Post earthquake Safety Evaluation of Buildings (published separately) will be followed.

Support Agencies

Pierce County Department of Emergency Management

Provide coordination and support through the Pierce County EOC.

Pierce County Planning and Land Services

Provide support as determined by the Pierce County EOC and as resources allow.

Pierce County Department of Public Works

Provide support as determined by the Pierce County EOC and as resources allow.

VI. REFERENCES

ATC (Applied Technical Council) 20-1 Field Manual: Post earthquake Safety Evaluation of Buildings

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VIII. ATTACHMENTS

None

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

ESF 4: Fire Fighting	Effective Date:	Supersedes: Annex Q
Page 81 - 87	Approved by:	

PRIMARY AGENCY

South Pierce Fire and Rescue District #17 (SPFR #17)

SUPPORT AGENCIES

American Red Cross Tacoma Pierce County Chapter
Fire Comm. and other County Public Safety Answering Points (911 Dispatch)
Pierce County Critical Incident Stress Management Team
Pierce County Department of Emergency Management
Pierce County Fire Prevention Bureau
Pierce County Sheriff's Department
Eatonville Police Department
South Pierce Fire and Rescue #17 Chaplaincy & Tacoma-Pierce County Chaplaincy
South Pierce Fire and Rescue #17 Support Services and C.E.R.T.
Washington State Department of Natural Resources

I. INTRODUCTION

Purpose

To provide guidance for the coordination of public fire and life safety services within the Town of Eatonville.

Scope

Planning for every firefighting contingency is far beyond the scope of this ESF. This plan will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with resources available. It should be used as a guideline for those in command of firefighting operations and should not be viewed as a prescribed action plan. There are related functions such as rescue, emergency medical response and hazardous materials response that may involve fire suppression personnel and resources and therefore, will affect the ability to meet all the recommendations of this ESF.

II. POLICIES

Emergency or disaster operations will follow the incident management principles of the National Incident Management System.

The Pierce County Emergency Medical Services and the Emergency Medical Program Director Patient Care Protocols are the EMS standard of care in Pierce County.

The Pierce County Critical Incident Stress Debriefing Team and the Tacoma-Pierce County Chaplaincy will provide debriefings and personal or interpersonal support for fire personnel and their families when requested by their respective agency.

Fire service mutual aid should be exhausted or nearly exhausted prior to requesting regional or state fire mobilization resources.

Fire Comm is the designated public safety answering point (911 dispatch center) for the dispatch of fire resources. Other 911 dispatch centers will support Fire Comm upon request.

Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient delivery of fire services.

III. SITUATION

Emergency / Disaster Conditions and Hazards

Fire service could be affected by all hazards that could occur. The effects include inability of resource movement due to impassable streets and roadways, damage to resources, injuries or death of fire responders, or not enough local resources to accomplish the mission. A fire could develop from natural or human caused situation(s) that will impact the response of fire resources in the county. Large scale or multiple simultaneous events could also impact the availability of fire resources.

Planning Assumptions

Various types of fires will occur in Eatonville. Fires can be the primary event or a consequence of an emergency or disaster such as an earthquake or a civil disturbance.

Fire service personnel are trained as EMTs or Paramedics and are primary first response for medical emergencies as well as fires.

Fire agencies will ensure fire protection to their home districts prior to committing resources to mutual aid.

Larger scale or multiple simultaneous incidents will impact the number of available fire and rescue resources, which may become scarce or damaged.

Some fires will be of such a magnitude that all threatened structures cannot be saved. After evaluating the situation, incident command may decide to cease firefighting efforts on one building to save another when the benefit of saving one building is greater than that of another, when continued efforts would likely not affect the outcome, or firefighter safety concerns.

Damage to transportation infrastructure and to fire facilities may impact the ability of fire services to respond to the emergency or disaster.

Availability of fire service personnel may be limited due to injury, personal concerns/ needs or limited access to work locations and assigned to initial first response for all emergencies.

IV. CONCEPT OF OPERATIONS

General

On-scene fire related operations within the Town are managed by concepts of the Incident Command System.

The Pierce County Fire Chiefs Association (PCFCA) Emergency Management Committee is responsible for emergency planning within fire services and maintaining the Pierce County Fire Resource Plan (PCFRP). The PCFRP will be utilized for assessing, requesting and directing fire resources.

During emergencies or disasters, local fire services will mobilize all available apparatus and personnel available to manage the incident. Mutual aid agreements are activated when South Pierce Fire and Rescue (SPFR) resources are inadequate. When mutual aid and local resources, as identified in the Pierce County Fire Resource Plan, are exhausted or nearly exhausted, the provisions for regional and state fire mobilization apply.

When activated, the Pierce County Fire Resource Plan will designate a fire coordinator for overall coordination of fire service resources. The fire coordinator may operate from a field command post or the Pierce County EOC, as necessary. County fire departments will report available resources and request resources through the Pierce County fire coordinator or zone coordinator as directed. The Town's fire resource needs will be coordinated through this process. Pierce County has three fire zones: 6, 7, and 8. Each fire zone has two pre-identified fire coordinators. Eatonville is located within Pierce County Fire Zone 7.

Fire departments within Pierce County are encouraged to be signatory to a countywide mutual aid interlocal agreement.

Upon the occurrence of disaster, such as an earthquake, fire departments within the county are to make initial assessments of their personnel, apparatus, equipment and facilities and report the information to the fire zone coordinator in the Pierce County EOC.

Fire service personnel unable to reach normal work location will report to the nearest fire station for duty.

Fire service personnel may conduct "windshield surveys" when possible and report the information to the EOC.

Fire service personnel may be used for the dissemination of warnings.

Fire services may participate in flood control operations to include but not be limited to human and animal rescue, sand and sandbag distribution, and water removal as resources and staffing allow.

The emergency medical capabilities and responsibilities of fire services are covered in ESF 8.

The hazardous materials capabilities and responsibilities of fire services are covered in ESF 10.

Mitigation and Preparedness Activities

Fire Service Agencies

Keep response equipment in good condition.

May conduct fire safety inspections and educate property owners on how to reduce their fire potential.

Fire Service Agencies and Support Agencies

Develop, maintain and continue to refine the local Incident Command System and other operational procedures to effect full utilization of resources.

Maintain current inventories of resources.

Provide ongoing training to personnel on their roles and responsibilities in fire operations.

Participate in local mutual aid agreements.

Provide trained personnel and resources for assignment to the EOC as appropriate.

Maintain interagency disaster response training.

Maintain activation and alerting procedures and ensure that all personnel are trained.

Response Activities

Fire Services

Establish Incident Command System and supporting elements of ICS.

Conduct responses as outlined in local suggested procedures.

Assist with the dissemination of warnings.

Coordinate request for outside resources through Incident Commander.

Incident Command will coordinate traffic control and evacuation support.

Provide defensive support for hazardous materials incidents.

Eatonville Emergency Management

Provide communications and other support assistance to the fire operation, as appropriate.

Activate Eatonville EOC in support of fire operations, as appropriate.

Law Enforcement

Provide for scene security.

Provide traffic control.

Assist search and rescue.

Public Works

Provide barricades and support traffic control.

Provide equipment, as appropriate.

Recovery Activities

Fire Service

Provide information concerning hazardous areas, or other encountered problems.

Continue fire prevention, suppression, rescue or other operations as required.

Assist in damage assessment data collection.

Document agency cost.

Provide for fire investigation, as appropriate.

Eatonville Emergency Management

Act as liaison between local fire agencies and state or federal damage assessment teams, as appropriate.

Coordinates information with Pierce County Department of Emergency Management.

Law Enforcement

Assist with fire investigations.

V. RESPONSIBILITIES

Primary Agencies

South Pierce Fire and Rescue (SPFR) District 17

Report to designated staging areas as directed for assignment.

Ensure that all response personnel are trained in fire suppression and other fire related activities.

Ensure the ability to mobilize personnel and equipment for fire protection and other related services (such as medical support) as provided in the department's procedures and by use of the dispatch center.

Have the overall responsibility and authority to coordinate emergency fire operations within their respective jurisdictions.

On scene fire management will follow the concepts of the Incident Command system.

In an emergency incident, the first arriving agency or unit may assume command, the second arriving agency or unit will assume command until jurisdictional boundaries are determined. Once determined, the responsible protection agency will assume command.

Provide fire suppression and immediate life safety services.

Document expenditures for auditing and reimbursement purpose.

Provide light duty search and rescue support within department capabilities.

Conduct fire investigation activities within respective jurisdiction or in conjunction with the Pierce County Fire Marshal.

Support Agencies

Eatonville Department of Emergency Management

Assist in updating local mutual aid agreements.

American Red Cross Tacoma Pierce County Chapter

Coordinate the provision of basic human needs and shelter for persons who are displaced due to residences being uninhabitable due to fire damage.

Fire Comm and other Pierce County Public Safety Answering Points

Maintain adequate staffing and operational status in support of fire resource dispatch responsibilities.

Pierce County Critical Incident Stress Management Team

Respond to debriefings for firefighters and their families as resources allow and as requested by their agencies.

Pierce County Department of Emergency Management

Open Pierce County EOC and Joint Information Center (JIC) in support of fire operations as indicated.

Maintain 24-hour duty officer coverage in support of fire operations.

Provide representation to the Pierce County Fire Chiefs Emergency Management Committee and other fire service related activities as appropriate.

Pierce County Fire Marshall Office

Conduct fire investigations.

Eatonville Police Department/Pierce County Sheriff's Department

Support fire suppression operations with crowd control and criminal investigations, when indicated.

Provide traffic control.

Provide evacuation support.

Tacoma-Pierce County Chaplaincy

Provide stress management and spiritual support to emergency responders when requested and as resources allows.

Pierce County Fire Departments

Support the South Pierce Fire and Rescue District 17 as identified in the Pierce County Fire Services Emergency Resource Plan.

Washington State Department of Natural Resources

Provide overhead resources when the event is a wild land or wild land interface fire.

VI. REFERENCES (published separately)

Pierce County Fire Services Emergency Resource Plan

South Puget Sound Regional Fire Defense Plan

Washington State Fire Services Resource Mobilization Plan

Pierce County Emergency Medical Services and Emergency Medical Program Director
Patient Care Protocols

Pierce County Hazard Identification and Vulnerability Analysis

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VIII. ATTACHMENTS

ESF 4 – A-1 Windshield Survey Form

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY SUPPORT FUNCTION # 4

ATTACHMENT # 1

Page 88-90

RAPID NEEDS DAMAGE ASSESSMENT REPORT / WINDSHIELD SURVEY

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

RAPID NEEDS DAMAGE ASSESSMENT REPORT / WINDSHIELD SURVEY

PROPERTY ADDRESS

OWNER NAME (If known)

TYPE OF PROPERTY

☐ Single Family Home ☐ Multi-Family Home ☐ Business ☐ School ☐ Vacant ☐ Apartment

CONSTRUCTION TYPE

☐ Masonry ☐ Wood ☐ Mobil Home ☐ Manufactured Home ☐ Other

DAMAGES – *Circle best description that applies*

AFFECTED	MINOR	MAJOR	DESTROYED
Wind 10% Shingles / Siding	Wind 25% Roof Decking / Wall Cracks	Wind 50% Partial Roof Off / Outside Walls	Wind 100% Extreme Damage / Major Collapse
Earthquake 10% Windows / Chimney	Earthquake 25% Roof Decking / Wall Cracks	Earthquake 50% Extreme Damage / Wall Collapse	Earthquake 100% Major Collapse
Flood 10% 1 foot	Flood 25% 1-3 feet	Flood 50% 3-5 feet	Flood 100% 5 + feet
Other _____	_____	_____	_____

Based on the damages, the property is currently: ☐ Habitable ☐ Uninhabitable

PEOPLE COUNT -

<i>Minor Injury</i> <i>(No Immediate Medical Aid Needed)</i>	<i>Major Injury</i> <i>(Immediate Medical Aid Needed)</i>	<i>Deceased</i>	<i>Trapped</i>	<i>Need Shelter</i>

PERSON TAKING REPORT:

DATE & TIME REPORT TAKEN:

This form must be turned into the EOC as soon as possible after assessment.

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

RAPID NEEDS ASSESSMENT PROCESS:

Initial Major Incident: Conduct Town wide initial rapid impact assessment to determine life safety and the magnitude and severity of damage to residential structures, public infrastructure, and businesses.

The Eatonville Police Department and South Pierce Fire and Rescue #17 are responsible for completing the Town's Rapid Damage Assessment and coordinating activities with the EOC. This rapid assessment does NOT replace the need for a detailed FEMA approved assessment of homes, business, and infrastructures. This assessment is designed to create a town wide snapshot to prioritize immediate lifesaving response efforts.

Priority 1: First Response and Life Safety: The protection of health and safety of all persons and emergency responders.

Priority 2: Public Property and Community Infrastructure Protection: The next response priority after life safety is incident stabilization and property protection.

Priority 3: Private Property and Environmental Protection: The third level of priority is the protection of private property and preservation of valuable environmental characteristics of the community that includes parks and trails vital to the economic viability of the Town.

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

ESF 5: Emergency Management	Effective Date:	Supersedes: Annex F
Page 91-96	Approved by:	

PRIMARY AGENCIES

Town of Eatonville Emergency Management Program

SUPPORT AGENCY

Town of Eatonville Police Department
Town of Eatonville Public Works Department
Town of Eatonville Building Department
South Pierce Fire and Rescue District 17
Town of Eatonville Finance Department
Pierce County Department of Emergency Management

I. INTRODUCTION

Purpose

To ensure effective communication and information exchange, and dissemination of information to effectively analyze situations so that an appropriate action plan can be created.

Scope

This Emergency Support Function affects all agencies/departments involved in emergency operations. It is necessary to ensure that all information is coordinated and correct so that effective planning is done. This ESF does not imply that all emergency planning contingencies are addressed.

II. POLICIES

The Town of Eatonville and the primary EOC participants shall maintain current hazardous analysis information and assess the potential emergencies or disasters, then will formulate appropriate responses to these emergencies or disasters.

All incident information shall be forwarded to the Eatonville EOC or other location established by Emergency Management.

Emergency Management will provide for information coordination through the Eatonville EOC or other established location. They will ensure the information is passed to the various agencies involved in disaster response/recovery.

Emergency Management will keep Pierce County DEM informed of the situation as appropriate and with Pierce County DEM, coordinate with the State Emergency Management Division to the extent possible.

Media relations will be handled by the EM Director or the Public Information Officer according to plan.

III. SITUATION

Emergency/Disaster Conditions and Hazards that would affect the ability of agencies to communicate are:

Refer to the Town of Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

Information coordination will be limited at the onset of an incident.

The Eatonville EOC or secondary EOC will be used as the point of contact for information coordination.

There will be misinformation and rumors to contend with.

IV. CONCEPT OF OPERATIONS

General

The information analysis of the planning section is responsible for the management of the information received in the Eatonville EOC. This section will be responsible for collection, analysis, reporting and display of current information. From this information, the section will assure that action plans are developed as needed.

Information will be coordinated from the Eatonville EOC or other designated point, as appropriate to the incident.

Gathered information will be used for planning purposes and to keep all involved agencies current on actions that are occurring.

Information shall be distributed only to those agencies and departments involved in the response operations. Information shall not be given out to non-involved agencies without the permission of the Eatonville Public Information Officer (PIO).

The EOC shall review and coordinate received information, verify for accuracy and use it to avoid potential rumor situations.

Information should be communicated in hard copy form, such as fax, amateur radio packet system, or written reports. All involved response agencies should provide situations reports to the EOC or designated location at least once every 12 hours, or upon request from the EOC.

The Eatonville EOC shall provide situation reports to Pierce County DEM, as appropriate. This includes transmission of local proclamation of emergencies. This will be done by the best means available.

Information obtained, that is critical in nature for planning purposes, should be communicated from field units to the appropriate communications center or directly to the EOC via radio link.

Assigning personnel to assist with the coordination of information.

Ensuring the confidentiality of information received.

Ensuring that the EOC or designated facility is equipped to handle the task of coordinating information.

Hazardous materials resource information required by the Title III of the Superfund Amendments and Re-authorization Act (SARA) is obtained from the Local Emergency Planning Committee (LEPC) Chair (Tacoma Fire Department).

Organization

Eatonville DEM is the primary agency for the coordination and collection of incident information for planning and analysis. The assigned Public Information Officer shall act as information coordinator.

Eatonville DEM shall maintain a facility, (the EOC), and an alternate to serve as a point of contact for information coordination and collection.

Eatonville DEM shall facilitate obtaining legal counsel when needed during times of EOC activation.

Procedures

Upon the need for information, analysis and planning, Eatonville DEM will activate the Emergency Operations Center (EOC), or alternate site. Request to activate the Eatonville EOC for information coordination can come from any command level officer of law or fire enforcement. In addition, the legislative authority of a particular jurisdiction can request information coordination activation.

The EM Director or designee will ensure that information coordination is established by, but not limited to:

Opening the Eatonville EOC per departmental Standard Operating Procedures and call-out lists.

Obtaining necessary equipment such as fax machines, additional phone lines, etc.

Coordinate with Amateur Radio for communication support if needed.

Support Agencies will coordinate information gathering with the Eatonville EOC. This will be done by periodic "situation reports" (Appendix 7, ICS Form 209) or "windshield survey" forms (ESF 4 A-1 Windshield Survey) which should include:

Time and date of report.

Person making the report and a call back number, etc.

Description of what is happening (damages, injuries, etc.).

Area where it is taking place.

Information gathered at the Eatonville EOC will be disseminated to the planning section unit, or EM Director, as appropriate.

Mitigation Activities

Eatonville DEM shall endeavor to keep the Eatonville EOC in a state of readiness. This includes, but is not limited to:

Keeping emergency communications systems in a state of readiness.

Providing necessary phone communications.

Maintaining the redundancy of communications systems.

Providing data back up to all necessary information.

Ensuring the readiness of backup power generation.

All Support Agencies:

Ensure that their communications equipment/systems are kept in a state of readiness.

Ensure that capabilities to record, process, and communicate information are kept in a state of readiness.

Preparedness Activities

Eatonville Department of Emergency Management:

Develop and maintain liaison with support agencies to ensure readiness.

Develop and maintain the process for information coordination during an emergency or disaster.

Develop reporting formats and systems, and coordinates damage assessment reporting procedures.

Law Enforcement and Fire Services:

Develop and maintain Standard Operating Procedures for the coordination of information and ensure that personnel are appropriately trained. Including, but not limited to:

Transmission of sensitive information.

Initial reporting of damage assessments.

Internal information policies.

Train and provide personnel capable in information gathering, analysis and planning activities, including personnel that can function from the Eatonville EOC to support appropriate information coordination activities.

Ensure that appropriate personnel can participate in an incident planning process.

9-1-1 Dispatch (South Sound 911 Dispatch & Fire Comm)

Develop and maintain procedures for ensuring that appropriate information is coordinated and see that personnel are appropriately trained in departmental policies.

Public Works Department:

Develop and maintain procedures for performing information analysis and ensure that personnel are trained.

Identify vital roadways and infrastructures and ways to by-pass these in the event of damage from a disaster.

Provide information concerning damage to roads, water and drainage systems, and infrastructure, in a timely manner to the Eatonville EOC or other established point of contact.

Participate with planning issues regarding public road uses.

Amateur Radio

Develop and maintain procedures in communications to assist in information collection and coordination in concert with the EOC.

Ensure that personnel are trained in procedures.

Response Activities:

Emergency Management:

Establish an information collection point and collect information.

Analyze provided information and distribute to the appropriate agencies and departments. Information should be distributed by best means, such as fax.

Coordinate and prepare periodic situation reports (Appendix 7, form 209) for local officials and Pierce County DEM.

Request special information from local agencies and volunteer organizations, as necessary.

Prepare local proclamation (BP Appendix 3) for the legislative authority of the affected jurisdiction, in coordination with Pierce County DEM and forward it to State EMD.

Support Departments and Agencies:

Collect information from their field representatives and provide that information to the Eatonville EOC, as appropriate.

Keep the Eatonville EOC apprised of their resource needs.

Recovery Activities:

Emergency Management:

Continue to prepare situation reports, as necessary.

Continue to gather information, as necessary.

Coordinate damage assessment and other information during the recovery phase for State and/or Federal use, as appropriate.

Prepare the proclamation by the legislative authority terminating the proclamation of emergency. (BP Appendix 3)

Support Departments and Agencies:

Continue to provide information to Emergency Management, as requested.

Review and revise reporting procedures and formats as necessary.

Assist in collection of damage assessment information and coordinate activities with Emergency Management.

V. RESPONSIBILITIES

Primary Agency (Emergency Management)

Coordinate the collection and sharing of information about potential or actual emergencies or disasters that could affect the Town.

Support Agencies

Support Emergency Management in the collection and sharing of information about potential or actual emergencies that could affect the Town.

VI. REFERENCES

None

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VIII. ATTACHMENTS

See BP, Appendix 3 Proclamations Forms

See ESF 4, A-1, Windshield Survey

See BP, Appendix 7, ICS Form 209

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

ESF 6: Mass Care, Housing, Human Services	Effective Date:	Supersedes: Annexes H, J, and U
Page 97 of 103	Approved by:	

JOINT PRIMARY AGENCIES

American Red Cross Tacoma-Pierce County Chapter (ARC)
Town of Eatonville Department of Emergency Management
Pierce County Department of Emergency Management
Pierce County Neighborhood & Community Services

SUPPORT AGENCIES

Salvation Army and Other Relief Organizations
Tacoma-Pierce County Health Department
Eatonville Animal Control
Tacoma-Pierce County Humane Society
Mental Health Organizations and Critical Incident Stress Management Programs
Pierce County Chaplaincy/Associated Ministries/Local Churches
Eatonville School District

I. INTRODUCTION

Purpose

The purpose of ESF 6 is to coordinate mass care efforts following an emergency or disaster with the American Red Cross Tacoma-Pierce County Chapter and other appropriate relief organizations for the provision of prompt support to Eatonville residents, workers and visitors unable to provide for themselves.

To support the Pierce County Department of Community and Human Services provision of similar services to its respective clients during an emergency or disaster.

Scope

This ESF covers the provision of assistance and support to citizens requiring basic assistance, such as food, water, sanitation, and emergency shelter after a disaster or major emergency. It also addresses the needs of emergency workers, the provision of spiritual support, and sets the framework for coordination with faith-based and non-profit organizations which provide disaster relief.

The Town of Eatonville coordinates with the Pierce County EOC and provider agencies for mass care needs.

II. POLICIES

The Town of Eatonville and Pierce County will support the efforts of the American Red Cross Tacoma-Pierce County Chapter in the identification, staffing, and opening of mass care shelters.

Coordinate with local, state, federal and non-governmental agencies for the delivery of assistance and support to individuals affected by disaster or major emergency, including the identification of appropriate sites for Disaster Recovery Assistance

Centers and staging locations for additional disaster relief personnel and volunteers, when necessary.

To ensure, as much as practical, that vulnerable populations and those with special needs are included in the provision of disaster relief assistance and support.

The American Red Cross, Tacoma Pierce County Chapter shall be the lead organization for the provision of housing and basic human services for individuals affected by disaster or major emergency.

The Town resources shall be utilized, as available, to support the local disaster relief efforts of the American Red Cross.

The Town of Eatonville public assembly facilities and libraries may be used, on a temporary basis only, to provide shelter to individuals affected by disaster or major emergency when necessary.

The Associated Ministries of Tacoma-Pierce County Chaplaincy (TPCC) shall be the lead organization for coordinating the provision of counseling and spiritual support to emergency workers involved in local disaster response. Such services are coordinated with certified crisis management teams and/or mental health professionals.

Eatonville Animal Control supported by the Humane Society for Tacoma and Pierce County shall be the lead organization for temporary housing of animals affected by disaster or major emergency.

This CEMP will not supersede the American Red Cross (ARC) response and relief activities. ARC operations will conform to the ARC Board of Governors' Disaster Services Policy Statement and will be performed in accordance with the ARC Disaster Services regulations and procedures.

All policies will be NIMS/ICS compliant.

III. SITUATION

Emergency/Disaster Hazards and Conditions

Refer to the Town of Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately). Any major disaster or emergency occurring in Eatonville, whether natural or man-made, has the potential to displace citizens and subsequently create a large-scale need for food, water, and/or shelter.

Planning Assumptions

Incidents, natural or technological, will occur in which the relocation of persons and the furnishing of basic human needs are necessary.

Mass care requirements during an emergency or disaster may overwhelm relief organizations and social service agencies.

The American Red Cross Tacoma-Pierce County Chapter shall be the lead organization for the provision of housing and basic human services for individuals affected by disaster or major emergency. If these organizations cannot provide all

the services needed, the displaced persons will be referred to alternate social service shelters that may be opened.

IV. CONCEPT OF OPERATIONS

General

In the event of a disaster or major emergency where there is a need for large scale food, water, or shelter, the American Red Cross shall be notified for assistance as early as possible. The Towns Community Services shall also facilitate emergency utilization of Town contracted and/or funded social services resources and ensure that temporary housing facilities include reasonable accommodations for those with special needs, where possible.

The American Red Cross, in cooperation with other volunteer groups is the lead agency for managing the emergency shelter program in the Town of Eatonville. This includes identification and inventory of shelters, (including those equipped for people with disabilities and other vulnerable populations), opening and closing shelters, registration, medical care, feeding and accounting for people occupying shelters. American Red Cross policy is to provide emergency shelter for 72 hours to all who have a need, including those with service animals and other special needs. After 72 hours, only those residents who demonstrate that they have a permanent place of residence e.g. rent receipt, utility bill, etc. and that their residence is not habitable will continue to receive assistance. All others will be referred to the appropriate department or agency for assistance. The Tacoma-Pierce County Health Department will work with the Red Cross on maintaining public health standards at shelter locations.

Mass care will be anticipated in any emergency or disaster, which necessitates the relocation of residents. The need for shelters will be determined by the Eatonville EOC and coordinated with the Pierce County EOC, and the American Red Cross.

Public information on shelter openings and locations will be compiled by the Eatonville Public Information Officer (PIO) and disseminated through the Pierce County Joint Information Center.

It is a policy of the American Red Cross that pets are not permitted in shelters. Service animals (i.e. seeing eye dogs) are allowed in designated shelters, not companion animals. Arrangements for companion animals are the responsibility of the owner. Eatonville Animal Control and the Tacoma-Pierce County Humane Society (if available) may be utilized to assist evacuees with the care of pets. This may include setting up temporary shelters for pets adjacent to or near shelters.

School buses may be used for temporary shelters until more suitable arrangements are made if available.

Interim short-term shelter resources will be developed at the local level to address immediate response needs.

Organization

The American Red Cross has developed a mass care/shelter plan for the Pierce County area. The American Red Cross (ARC) also has trained volunteers and staff to carry out the plan.

Damage assessment information will dictate the type and scope of mass care operations required. The Eatonville EOC team and the ARC Liaison will gather information regarding people displaced by the event to assist in determining the number of shelters to open and where they should be located. In addition to the type and scope of the disaster, other factors in determining the number of shelters and their locations will be accessibility, transportation, security, staff and supplies. The ARC Liaison in the Eatonville EOC will work closely with the EOC Team to determine shelter needs and identify capabilities based on the specifics of the emergency.

In most cases, The Salvation Army (TSA) will not activate shelters in the County or Town, they may be called upon in catastrophic emergencies to open and operate shelters. TSA and other volunteer groups may provide food, water, cots and other essential emergency items. These groups will work closely with the Eatonville and Pierce County EOC's to identify individuals and families in need of assistance, as well as appropriate methods of distribution.

If the situation dictates, potential shelters will be given priority in damage assessments to expedite the provision of mass care services. The ARC Liaison will coordinate with the Eatonville and County EOC to ensure mass care facilities have priority for safety inspections. Mass care operations will continue until those displaced by the incident obtain other temporary housing or return to their homes. In most cases, mass care services are provided for less than one week.

Shelters will be selected based on suitability of the facility and its location within the Town. Factors such as a sufficient area for sleeping, restrooms, showers, kitchen facilities, parking and accessibility for persons with disabilities will be considered. The decision as to which shelter(s) will be activated in a situation will be coordinated with the Eatonville DEM, Pierce County DEM and the ARC, the organizations providing the facilities. In the event of a disaster with the potential for contaminated victims who may be seeking shelter, a hazardous materials team, the Tacoma/Pierce County Health Department, or other appropriately trained representative will be sent to the shelter to screen evacuees. Those found to be contaminated will be isolated in a separate holding area until properly decontaminated or transported elsewhere for decontamination and/or treatment.

The structural integrity of emergency shelters and other emergency facilities will be determined by each Town having jurisdiction and by and Code enforcement. The ARC Liaison and the EOC Team will coordinate with available volunteer agencies to ensure feeding operations can be accomplished in shelters. Feeding will be based on sound nutritional standards.

Shelter management teams will be responsible for the cleanliness of kitchens, restrooms and sleeping areas, and the disposal of trash. Reception operations will be carried out in accordance with ARC standards. The shelter management team will be responsible for registering and tracking shelter residents and ensuring appropriate privacy with respect to their use of the shelter.

Mitigation and Preparedness Activities

Identify usable facilities for shelter and mass care.

Maintain a current listing of all available shelters.

Coordinate all departments and agencies in planning issues and other mass care concerns.

Develop a liaison with other community service organizations for providing mass care to the public.

Emergency Management will coordinate with the American Red Cross in shelter and mass care issues. Ensure capability between the Town CEMP and the American Red Cross mass care plan.

Emergency Management will obtain shelter operations training from the Red Cross and Pierce County DEM.

Recovery Activities

Emergency Management:

Perform disaster impact assessments.

Coordinate with Pierce County, FEMA, and State EMD.

Management for any programs that are made available, as appropriate.

Primary and support agencies:

Provide for crisis counseling, as appropriate.

Provide necessary support services.

V. RESPONSIBILITIES

General

Emergency operations will follow the incident command system principles of the National Incident Management System.

ESF-6 agencies (primary and support) will identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and alternate work locations. Critical personnel and supporting agencies will be informed of their role in the event of an emergency or disaster.

ESF-6 agencies will establish mobilization procedures and lines of succession (two-deep in each position), which are updated regularly.

ESF-6 agencies will endeavor to provide accurate and timely emergency public information as coordinated through the Pierce County Joint Information Center (JIC).

Joint Primary Agencies

American Red Cross Tacoma-Pierce County:

As the lead agency responsible for implementing the shelter program, will designate a shelter coordinator responsible for:

Respond to mass care needs of displaced Town inhabitants whom are unable to provide for themselves because of an emergency or disaster.

Conduct inspections to ensure safe food handling.

Provide fixed and mobile food service to disaster victims and emergency workers affected by the emergency or disaster.

Maintain current shelter and other resource agreements.

Maintain adequate inventories for shelter operations.

Open and close shelters in coordination with the Eatonville EOC and the Pierce County EOC.

Keep complete and accurate records on emergency operations, shelter inhabitants and services provided.

Town of Eatonville

Identify the need for mass care and shelter for displaced persons unable to provide for themselves because of an emergency or disaster.

Ensuring current inventories of available public shelter facilities and capabilities.

Coordinate shelter openings with the Pierce County EOC.

Coordinate public information regarding mass care with the Pierce County EOC.

Assist in the coordination of long-term shelter needs with appropriate relief organizations.

Pierce County Department of Emergency Management

Coordinate with the American Red Cross Tacoma-Pierce County Chapter and other appropriate relief organizations for mass care needs as identified by the Eatonville EOC.

Identify appropriate sites for disaster application centers subject to FEMA approval.

Pierce County Department of Community and Human Services

Lead agency for the provision of mass care needs of its clients.

Support Agencies

Salvation Army and Other Relief Organizations

Support the mass care and shelter operations provided by the Red Cross as resources allow.

Keep complete and accurate records on emergency operations, shelter inhabitants and services provided.

Tacoma-Pierce County Health Department

Provide for the coordination of health and sanitation services at mass care facilities and other locations when requested by the Pierce County EOC manager in cooperation with the Eatonville EOC.

Tacoma-Pierce County Humane Society

Provide emergency care and shelter for companion animals on a need-be basis.

Eatonville School District

Provide school facilities to support shelter operations when requested depending on circumstances.

Provide buses for use as temporary shelters if available.

Mental Health Organizations and Critical Incident Stress Management Programs

Provide mental health and emotional counseling to displaced persons and emergency workers when requested.

Tacoma-Pierce County Chaplaincy/Associated Ministries and Local Clergy

Provide spiritual support to displaced persons and emergency workers when requested. This support will be in accordance with established protocol among religious organizations in Pierce County.

VI. REFERENCES

American Red Cross Tacoma-Pierce County Chapter Disaster Plan
Pierce County Department of Community and Human Services Disaster Plan

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definition Glossary & Acronyms

VIII. ATTACHMENTS

Attachment 1 – Disaster Considerations for Animals

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY SUPPORT FUNCTION 6

ATTACHMENT #1

PAGE 104-106

DISASTER CONSIDERATION FOR ANIMALS

I. PURPOSE

To provide guidance for dealing with animals and animal-related problems caused by an emergency or disaster.

II. CONCEPT OF OPERATIONS

Animal considerations during emergencies or disasters are separated into two categories, livestock and companion animals.

Owners of livestock and/or companion animals are responsible for the emergency care and maintenance of their animals.

The Town of Eatonville advocates that companion animals be identified by license, permanent microchip identification and/or tattoo or license tags.

The Town of Eatonville does not have the resources to provide emergency services to livestock and companion animals located within the Town.

The Town of Eatonville will endeavor to provide an area for residents to relocate with their companion animals.

Emergency preparedness kits for animals should include two weeks of supplies for the house/barn and five days of supplies for the car/trailer.

III. RESPONSIBILITIES

Town of Eatonville

Identify locations such as schoolyards, parking lots or other open areas where evacuees can camp to remain with their companion animals.

Support the efforts of livestock owners to relocate their animals.

Tacoma-Pierce County Humane Society

Provide emergency care and housing for animals who's wellbeing is threatened if not relocated, as resources allow.

Pierce County EOC

Support emergency care and housing for animals.

Coordinate with truck haulers for the use of trailers for housing of animals, as resources allow.

Coordinate with the Washington State Veterinary Medical Association Disaster Relief Committee for the mitigation, preparedness, and response and recovery phases of emergency management of animal disaster concerns.

American Red Cross Tacoma-Pierce County Chapter

Consider the care and emergency housing of companion animals of evacuees in the location and setup of shelters, as resources allow.

IV. REFERENCES

None

V. TERMS AND DEFINITIONS

None

VI. ATTACHMENTS

None

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 7: Logistics Management & Resource Support	Effective Date:	Supersedes: Annex I
Page 107 of 111	Approved by:	

PRIMARY AGENCY

Town of Eatonville

SUPPORT AGENCIES

Eatonville Public Works

Pierce County Department of Emergency Management

Washington State Emergency Management Division

Volunteer Organizations

I. INTRODUCTION

Purpose

To provide coordinated logistic and resource support to an emergency or disaster, or the threat of one, within the Town of Eatonville.

Scope

This ESF covers the emergency management of the Town of Eatonville resources, mutual aid and statewide mobilization resources, and the procurement and staging of outside (non-Town) resources, supplies and support services. It also includes the management of human resources including, but not limited to Town employees, extra hires, offender work crews and volunteers.

Coordination of the provision of resources for every type of emergency or disaster is beyond the scope of this ESF.

II. POLICIES

As the event(s) allows, the Town of Eatonville will use Town resources.

Disaster procurement will follow existing Town purchasing policy and the emergency authority allowed under the Town of Eatonville Municipal Code.

The Mayor may invoke temporary controls on consumer resources and established priorities when a local emergency or disaster is proclaimed. This may include but not be limited to fuel, food, shelter and other resources necessary for human needs. Any controls established will be coordinated with other cities and towns in Pierce County.

The Town of Eatonville PIO (Mayor) will coordinate and disseminate information concerning emergency measures, voluntary controls and rationing. This information will be coordinated with the Pierce County PIO/JIC to ensure message consistency. The Town of Eatonville will function in accordance with RCW 38.52 (see Base Plan)

All policies will be NIMS/ICS compliant.

III. SITUATION

Emergency/Disaster Conditions and Hazards

Refer to the Town of Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

The Town's initial response will focus on lifesaving and injury reduction activities followed by protection of public property and the environment.

The Town of Eatonville does not have all the resources, in type or quantity that may be required to combat the effects of all potential hazards.

The Town of Eatonville will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, in addition to resources received under the authority of this CEMP.

Resource requirements beyond the capabilities of the Town will be coordinated through the Pierce County EOC.

Weather conditions, damage to transportation routes or other factors may restrict access to an emergency or disaster site or to a storage area and therefore affect the availability and distribution of resources.

It is expected that Town departments, businesses and the public be prepared to be self-sufficient for at least 7 days.

IV. CONCEPT OF OPERATIONS

General

In the event of a proclaimed disaster or a major emergency, use of local resources will be the priority. All Town departments will provide a situation report to the Eatonville EOC as soon as possible after the onset of the emergency or disaster. This report will include what has happened, what can be done about it with existing resources, and what is needed.

The coordination and management of resources beyond the capabilities of the Town of Eatonville will be accomplished through and with the Pierce County EOC. The Eatonville EOC will report the status of their personnel, equipment and facilities to the Pierce County EOC as soon as possible.

The Town of Eatonville departments will develop appropriate contacts to facilitate the emergency use of resources. Resource lists and contacts will be maintained at the EOC as much as possible.

When applicable, private commercial, financial, or other service enterprises shall assist local government in an advisory capacity with development and support of emergency resource redistribution and mobilization policies or subsequent control programs.

Town department heads or designees will identify mission-essential personnel and employees who can be released to assist in the emergency or disaster. Additional employee needs may be met by employing temporary extra-hire persons. The Town Administrator has the administrative responsibility for the extra-hire process.

The Eatonville EOC may designate a human resource coordinator. During EOC operations, he or she may coordinate personnel needs, maintain liaison with volunteer organizations and assist Town employees in obtaining recovery assistance if indicated.

Town personnel who do not have specific assignments will report to their department heads or designees. If department heads or designees are not available, report to the EOC for direction.

When volunteers from the public are utilized, initial screening and coordination is in conjunction with the volunteer coordinator.

Mitigation Activities

All Agencies:

Ensure that resources are kept in working order.

Town departments will provide personnel to participate in the mitigation team, when requested.

Ensure resources are provided with protection from being damaged due to a disaster event, to the extent feasible.

Preparedness Activities

Eatonville Emergency Management

Develop and keep current, resource inventory list.

Assist other departments in the maintenance of their resource plan.

All Department and Agencies

Develop Standard Operating Procedures for Resource Support.

Ensure that all personnel are familiar with their roles during an incident.

Conduct training, at least on an annual basis.

Develop a call-up system for afterhours contact needs.

Response Activities

Eatonville Emergency Management

Activates EOC or other location for coordination of resources, as appropriate.

Establishes communications to organize resource support.

Operates under the Incident Command System.

Eatonville Town Council

Ensures necessary funding for resource support is available, as appropriate for Town resources.

Performs all responsibilities as required by RCW.

Department of Public Works

Ensure coordination with the EOC or other appropriate location.

Make available all necessary resources, to maximum extent possible.

Recovery Activities

Eatonville Emergency Management

Obtains and coordinates damage assessments.

Supplies damage assessment figures to appropriate agencies; this includes any potential activities under the Stafford Act.

Public Works

Perform damage assessment and determine priorities to re-establish “normal” conditions as soon as possible.

Ensure that vital systems are prioritized in order that they are restored in the quickest manner.

Coordinate with Eatonville Emergency Management actions taken in order that recovery efforts are done to meet the needs of the public.

V. RESPONSIBILITIES

Primary Agency

Town of Eatonville

Responsible for ensuring that local resources are inventoried and that this inventory is updated on a semi-annual basis.

Identify and prioritize resources needed for emergency operations.

Coordinate the efforts of the hazard mitigation team within the Town.

Establish liaison with representatives from the public and private essential resource agencies. Maintain listings of available essential resources.

Invoke temporary controls over vital resources necessary for human needs when indicated under a proclaimed local state of emergency.

Coordinate resource staging area locations for the assembly of outside resources.

Individual departments will develop emergency procedures, action items and response tasks for essential staff, and identify personnel, which could be released to assist other departments.

Individual departments will develop appropriate contacts to facilitate the emergency use of resources and provide the information to the EOC.

The Public Information Officer will be responsible for the registration of volunteers.

The Town Clerk will coordinate and process emergency purchases and expenses for extra-hire personnel.

Support Agencies

Pierce County Department of Emergency Management

Coordinate requested resources not provided under mutual aid agreements when Town capabilities are exhausted.

Assist in the coordination of resource staging area locations.

Washington State Emergency Management Division

Coordinate state and federal resources when local capabilities are exhausted.

Volunteer Organizations

Support response and recovery activities as requested by the Town of Eatonville and coordinated through the Pierce County EOC.

VI. REFERENCES

RCW 38.52

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definition Glossary & Acronyms

VIII. ATTACHMENTS

ESF 7 Attachment 1 State of Washington Emergency Worker Program

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY SUPPORT FUNCTION #7

ATTACHMENT #1

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STATE OF WASHINGTON EMERGENCY WORKER PROGRAM

Washington State Emergency Worker Program Overview

The State of Washington utilizes a program known as the Emergency Worker Program, Chapter 118-04 Washington Administrative Code (WAC), to protect volunteers during Search and Rescue **and other activities.** This program is administered by your local Emergency Management entity and provides coverage for personal injury and damaged property to the volunteer. **To be covered, a volunteer must be registered as an emergency worker with a county within Washington State.** A background check is required. Authority to register qualified Emergency Workers rests with local directors of emergency management and the state director.

Personal injury and damaged property compensation is outlined under Chapter 38.52 Revised Code of Washington (RCW), and **will only be available to individuals responding to an approved mission.** Mission numbers are obtained by the local Emergency Management entity from Washington State Military Department, Washington State Emergency Management Division.

Coverage is **NOT** L&I workers compensation or any other insurance. Claims are filed through the local Emergency Management entity.

PERSONAL RESPONSIBILITIES OF EMERGENCY

WORKERS WAC 118-04-200:

(1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

(a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.

(b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.

(c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.

EMERGENCY WORKER IMMUNITY

RCW 38.52.180

(4) The immunity in subsection 3 of RCW 38.52.180 applies only when the covered volunteer emergency worker was engaged in a covered activity:

(a) **Within the scope of his or her assigned duties;**

(c) **The act or omission does not constitute gross negligence or willful or wanton misconduct.**

Authority for the program is Chapter 38.52 Revised Code of Washington: <http://apps.leg.wa.gov/RCW/default.aspx?cite=38.52>

The rules governing the program are Chapter 118.04 Washington Administrative Code: <http://app.leg.wa.gov/wac/default.aspx?cite=118-04>

EMERGENCY WORKER REGISTRATION CARD						
Jurisdiction:				Issue Date:		Registration Number:
Name (Last):		(First):	(Middle):	<div style="text-align: center; padding: 50px;"> PHOTOGRAPH </div>		
Address 1:						
Address 2:						
City:		State:	Zip Code:			
Driver's License No.:	Date of Birth:	Blood Type:	Sex (M-F):			
Height:	Weight:	Color Eyes:	Color Hair:			
Physical Disabilities (If any):				<div style="text-align: center; padding: 10px;"> - In Case of Emergency - Please Notify: </div>		
Home Telephone:		Work Telephone:				
I certify that the information on this card is true and correct to my best knowledge and belief.						
Emergency Worker Signature:			Date of Signature:	Name:		
Emergency Worker Assignment (WAC-118-04):				Telephone Number with Area Code:		
Authorizing Signature:		Local Jurisdiction:	Date of Signature:	Relation to Emergency Worker:		

EMD-024 (7/06) (FRONT)

EMD-024 (7/06) (BACK)

EMD-024 (7/06) (BACK)

Photograph or Right Index Fingerprint	Birthdate:	
	Weight:	Height:
	Color Hair:	Color Eyes:
Emergency Worker Assignment (WAC 11804):		
Bearer's Signature:		
EMD-025 (7/06) (Back)		

Photograph or Right Index Fingerprint	Birthdate:	
	Weight:	Height:
	Color Hair:	Color Eyes:
Emergency Worker Assignment (WAC 11804):		
Bearer's Signature:		
EMD-025 (7/06) (Back)		

Photograph or Right Index Fingerprint	Birthdate:	
	Weight:	Height:
	Color Hair:	Color Eyes:
Emergency Worker Assignment (WAC 11804):		
Bearer's Signature:		
EMD-025 (7/06) (Back)		

Photograph or Right Index Fingerprint	Birthdate:	
	Weight:	Height:
	Color Hair:	Color Eyes:
Emergency Worker Assignment (WAC 11804):		
Bearer's Signature:		
EMD-025 (7/06) (Back)		

		STATE OF WASHINGTON EMERGENCY WORKER IDENTIFICATION CARD
Name:		
Is a registered Emergency Worker of:		
Department:		
Authorizing Signature:		
Date Issued:	Date Expired:	Card No.:
EMD-025 (7/06) (Front)		

		STATE OF WASHINGTON EMERGENCY WORKER IDENTIFICATION CARD
Name:		
Is a registered Emergency Worker of:		
Department:		
Authorizing Signature:		
Date Issued:	Date Expired:	Card No.:
EMD-025 (7/06) (Front)		

		STATE OF WASHINGTON EMERGENCY WORKER IDENTIFICATION CARD
Name:		
Is a registered Emergency Worker of:		
Department:		
Authorizing Signature:		
Date Issued:	Date Expired:	Card No.:
EMD-025 (7/06) (Front)		

		STATE OF WASHINGTON EMERGENCY WORKER IDENTIFICATION CARD
Name:		
Is a registered Emergency Worker of:		
Department:		
Authorizing Signature:		
Date Issued:	Date Expired:	Card No.:
EMD-025 (7/06) (Front)		

**STATE OF WASHINGTON
EMERGENCY WORKER DAILY ACTIVITY REPORT**

County In Which Mission Took Place _____

State _____ Mission Number _____

Mission Name: _____

Date _____

Date To: _____

Unit Name: _____

Unit Address: _____

	EMERGENCY WORKER NAME	COUNTY & CARD #	INCIDENT ASSIGNMENT	DATE:		DATE:		TOTAL	TOTAL
				TIME IN *	TIME OUT *	TIME IN *	TIME OUT *	HOURS	MILES
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

** Actual Incident Check In and Out Times.*

TOTAL PERSONNEL _____

TOTAL HOURS _____

TOTAL MILEAGE: _____

THIS FORM MUST BE SIGNED BY LOCAL EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR OR SHERIFF'S DEPUTY

By my signature below, I certify that these persons did participate in this mission in accordance with WAC 118-04-220:

Print Name and Title

Signature and Date

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 8: Public Health, Medical, & Mortuary Services	Effective Date:	Supersedes: Annex K & U
Page 117 of 127	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville Department of Emergency Management
South Pierce Fire and Rescue (SPFR) #17
Tacoma-Pierce County Health Department (TPCHD)
Pierce County Medical Examiner's Office
Disaster Medical Control Center (DMCC)
Area Hospitals

SUPPORT AGENCIES

Eatonville Police Department
Pierce County Sheriff's Department
Pierce County Funeral Directors
Private Ambulance Providers
Tacoma-Pierce County Chaplaincy/Associated Ministries
Mental Health Organizations and Critical Incident Stress Management Programs
Pierce County Department of Emergency Management
National Disaster Medical System (NDMS)
Airlift Northwest (ALNW)

I. INTRODUCTION

Purpose

To provide guidance and coordination of medical, health, ministerial, and medical examiner/mortuary needs during an emergency or disaster.

To provide for the care of the sick, injured and dead resulting from emergency or disaster.

To facilitate the coordinated use of medical personnel, facilities, equipment, and supplies.

To provide for critical incident stress management services for emergency service workers.

To provide for the systems and methods required for prevention and control of disease.

Scope

This ESF addresses the actions and resources anticipated to meet the medical, health, ministerial, and mortuary needs of the residents of the Town of Eatonville.

This ESF has broad objectives that will provide the greatest protection of life and health that can be achieved with the resources available.

These guidelines by no means circumvent the use of training, practice, experience and judgment of the primary and support agencies involved in the delivery of this ESF.

It is expected that the residents of the Town of Eatonville be self-sufficient for at least 7 days after an emergency or disaster.

II. POLICIES

Emergency Medical Technicians (EMTs) and Paramedics who provide emergency medical assistance in Eatonville shall operate under the current revision of the Pierce County Emergency Medical Services, Emergency Medical Program Director Patient Care Protocols.

South Pierce County Fire and Rescue #17 (SPFR) will operate within the guidelines established in the Pierce County Fire Chiefs' Mass Casualty Incident (MCI) Plan. When an incident meets the MCI plan thresholds, EMS personnel can operate within the established written patient care protocols and procedures.

During a Mass Casualty Incident (MCI), patient transport is directed through the Disaster Medical Control Center (DMCC) and all area hospitals will receive MCI patients, unless incapacitated Good Samaritan Hospital is the DMCC for Pierce County. Madigan Health Care System is the alternate.

Health services will adhere to the Tacoma-Pierce County Health Department Disaster Plan. The Director of Health or designee, as the County health officer, may implement quarantine policies and/or a health order when required, due to incidents of mass communicable disease exposure, or contamination of food, water and environmental resources.

The Pierce County Medical Examiner has independent authority in all cities/towns and all unincorporated areas of Pierce County, with the exclusive jurisdiction over human remains in all unnatural or unlawful civilian deaths; persons who come to their deaths suddenly when in apparent good health without medical attendance within the thirty-six hours preceding death and all unclaimed bodies. Medical Examiner jurisdiction may include some cases or suspected contagious disease that may be a public health hazard. (RCW 68.50.010).

All Town governmental and mutual aid services will be coordinated through the EOC when it is activated. The principal agencies will join a unified command structure. All cooperating agencies and individuals will be considered as resources of the EOC and utilized to meet the goals established by the unified command.

All policies will be NIMS/ICS compliant.

III. SITUATION

Emergency/Disaster Conditions and Hazards

Refer to the Town of Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis. (Published separately)

Planning Assumptions

Natural or technological emergencies or disasters can overwhelm medical facilities and services requiring emergency coordination of casualties. The Town's pharmacies and other medical and health care facilities may be severely damaged, destroyed or rendered unusable.

An emergency or disaster can pose public health threats to water, food and personal health.

Infrastructure (personnel, transportation, communication, utilities, etc.) damage and disruption may increase the potential for disease and injury.

The damage and destruction from a disaster will produce urgent needs for mental health crisis counseling and spiritual support for disaster victims and response personnel.

Availability of medical care personnel may be limited due to injury, personal concerns/needs or limited access to work locations.

Medical facilities still operational after the emergency or disaster will be overwhelmed by the "worried well, walking wounded" and seriously injured victims in the immediate aftermath of the occurrence.

Recovery operations will include a public health assessment of food, water, and sanitation systems prior to approval for use by business or the public.

IV. CONCEPT OF OPERATIONS

General

The Town of Eatonville, within its own resources, will coordinate needed medical, health, ministerial and mortuary needs during an emergency or disaster.

The level of ESF 8 activation will be dependent on the magnitude of the emergency or disaster.

The primary ESF 8 agency will maintain a workable emergency operational plan identifying critical personnel and responsibilities, emergency chain of command; appropriate emergency notification procedures and alternate work locations.

Emergency Medical Services (EMS)

South Pierce Fire and Rescue (SPFR) is the lead agency for providing emergency medical services within the Town of Eatonville.

The primary objective of EMS is to provide plans and methodologies for prompt and continuous emergency life support to victims of emergencies and disasters.

Eatonville Emergency Management will coordinate logistics support for EMS upon request.

Off duty Emergency Medical Technicians (EMT) and paramedics should report to the normal work place whenever possible. If their normal facility is inaccessible or not usable these personnel should report to the EOC or nearest fire station for re-deployment.

Physicians, nurses and other medical personnel unable to report to their designated work location will report to the nearest health care facility and/or fire station and aid within the parameters of their license or certification.

During extended field operations, hospitals may re-supply field units (rescue, ambulances, etc.) with consumable medical supplies, to the extent practical. Non-consumable items will be procured through normal re-supply procedures or through the EOC.

Private ambulance providers may provide patient transportation resources.

The American Red Cross Tacoma-Pierce County Chapter and other appropriate organizations may support the EMS response with additional resources. Resource needs will be identified by the EOC and coordinated through the Pierce County EOC. Area hospitals should maintain decontamination procedures and equipment appropriate to its capability to handle patients who are contaminated with hazardous materials.

Critical incident stress debriefing should be provided to emergency responders whenever an incident or event seems to have a negative emotional impact. Spiritual support should be provided when requested. This will be coordinated between the requesting agency and the Pierce County EOC.

Health Services

The Tacoma-Pierce County Health Department is the lead agency to provide health services and information including but not limited to sanitation and basic hygiene, identification and control of communicable diseases, vector control, examination of food and water for contamination, emergency sanitation standards for disposal of garbage, sewage and debris, assessment of environmental contamination and public health risk from hazardous material release.

The Director of Health or designee is responsible for establishing liaison with the Eatonville EOC through the Pierce County EOC.

Mortuary Services

The Pierce County Medical Examiner's Office is the lead agency in death investigation and the management of human remains. All such activities will be done only with the expressed authority of the medical examiner or designee.

The Pierce County Medical Examiner may deputize other individuals or agencies to carry out any or all the mandates of that office.

In the emergency or disaster setting, all personnel and agencies under the authority of the EOC will notify the EOC immediately upon discovery of human remains and secure the scene appropriately. A written record of the discovery with pertinent information should be made and forwarded to the EOC as soon as possible. The EOC will ensure this information is provided to the medical examiner. If it is feasible, someone should remain on the scene until the medical examiner arrives.

If necessary, with the assistance of the EOC the medical examiner will designate a temporary morgue site for the Town of Eatonville.

Law Enforcement

Provide protection to field responders and scene security.

Perform crime scene investigations.

Support medical examiner activities.

Ministerial Services

Spiritual support services will be provided to victims, families and responders when requested.

Emergency Communications Radio

Hospital Emergency Administrative Radio (HEAR) is the primary radio frequency for EMS and fire rescue to transmit patient information to hospital receiving centers and base stations.

Inter-facility and DMCC communications will be conducted via HEAR.

Western Washington Medical Services Communications Team (Amateur Radio Emergency Service affiliate) provides experienced communicators familiar with the medical environment to operate most hospital radio systems, answer telephones and assist with other communications needs when normal communications systems are disrupted or overloaded, and when requested. The Pierce County EOC coordinates requests for this resource.

Volunteer Organizations

The American Red Cross Tacoma-Pierce County Chapter provides many services. Their role in this ESF is supplementing and coordinating health and related services to the community as resources allow.

Mitigation and Preparedness Activities

Ensure emergency facilities are being fitted to withstand disasters.

Prevent, control or abate nuisances, which are detrimental to public health.

Ensure all ESF 8 departments and agencies are trained in the principles of the NIMS/ICS.

Fire and Emergency Services

Ensure current training and certification program for EMS field personnel is within the guidelines of accepted protocols.

Ensure the appropriate training for mass causality response is carried out in an appropriate manner.

Ensure that appropriate EMS agencies develop and maintain Standard Operating Procedures.

Develop and maintain a current inventory listing of all EMS related equipment and personnel and coordinate this information with Eatonville Emergency Management.

Develop and maintain departmental procedures dealing with emergency medical response and ensure personnel are aware and trained in the procedures.

Ensure that all personnel have at least a current First Responder first aid certification.

Eatonville Emergency Management

Develop and maintain the Comprehensive Emergency Management Plan for response to disasters.

Create and hold mass causality drills/exercises.

Assist Emergency Medical Services in public preparedness education.

Response Activities

Local Emergency Medical Services are responsible for the following:

Documenting expenditures for all disaster or emergency related obligations for auditing and reimbursement purposes.

Document all actions taken and reason for those actions being taken.

Coordinate vital statistics, public information and technical assistance through the EOC.

Providing resources and specialized support functions as agreed upon or provided for in mutual aid agreements.

Alerting staff and briefing them of the situation.

Coordinating needs for augmentation of resources with Emergency Management.

Follow the concepts of NIMS/ICS on all responses to emergencies or disasters.

Eatonville Emergency Management

Coordinate resource request and obtain additional resources from county, state and other sources, as appropriate.

Coordinate information collectively and disseminate through the Pierce County EOC.

Recovery Activities:

All ESF 8 agencies support recovery activities consistent with their departments mission and capabilities.

V. RESPONSIBILITIES

General

Emergency operations will follow NIMS/ICS.

ESF-8 agencies (primary and support) will identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification

procedures, and alternate work locations. Critical personnel and support agencies will be informed of their role prior to emergencies and disasters.

ESF-8 agencies will establish mobilization procedures and lines of succession, which are updated regularly.

ESF-8 agencies will maintain a hardened communications system (telecommunications and radio) with adequate redundancies.

ESF-8 agencies will endeavor to provide accurate and timely emergency public information as coordinated through the Pierce County Joint Information Center (JIC).

Joint Primary Agencies

Town of Eatonville Department of Emergency Management

Provide coordination and direction for the field activities by opening and staffing the EOC.

Inform PC Duty Officer of activation of EOC.

Identify and coordinate resource priorities with the Pierce County EOC once Town resources are exhausted or determined inadequate.

Provide 24-hour duty officer through the police department for coverage in support of field response activities.

South Pierce Fire & Rescue #17 (Fire Service / EMS / Medical Transportation)

Lead provider of out of hospital emergency patient care within the Town of Eatonville.

Lead agency for identification of medical and transportation resource needs.

Lead agency for the implementation of the Pierce County Fire Chiefs Association Mass Casualty Incident Plan.

EMS agencies are expected to notify Good Samaritan Hospital Emergency Department, the DMCC, in the event of potential or actual disaster. Madigan Army Medical Center Emergency Department is the back-up DMCC if Good Samaritan is non-functional.

Conduct damage assessments and determine operational status. Relay information to the EOC.

Coordinate emergency transportation of ill and/or injured with private ambulance companies as appropriate.

Communicate patient information to DMCC, base station and /or receiving center as appropriate.

Function as incident command for fire-lead agency events. Communicate response capability to scene incident command and the EOC.

Provide name, age, condition and disposition of patients admitted to respective facility who are involved in any disaster/mass-multiple casualty incident hourly to the EOC once an emergency has been declared.

EMS personnel will make reasonable attempts to preserve crime-scene evidence.

EMS personnel will notify the medical examiner of the existence and location of fatalities and will not move or remove any remains without medical examiner authorization. (RCW68.50.01.).

Request mutual aid when fire and EMS resources indicate.

Field response may include decontamination of patients before treatment and/or transport of disaster victims. Field decontamination may be needed for large numbers of victims.

Private bus agencies or Eatonville School District busses may supplement the transport of "walking wounded" resulting from a mass casualty incident.

Tacoma-Pierce County Health Department

Coordinate operations closely with the Disaster Medical Control Center. Director of the Health Department (County Health Officer) or designee will establish liaison with the Eatonville EOC through the Pierce County EOC.

Provide health services and information including but not limited to sanitation and basic hygiene, identification and control of communicable diseases, vector control, examination of food and water for contamination, emergency sanitation standards for disposal of garbage, sewage, and debris, and assessment of environmental contamination and public health risk resulting from hazardous material release. Control and prevent dangerous, contagious or infectious diseases that may occur within Pierce County.

Inform the public as to the cause, nature, and prevention of disease and disability and the preservation, promotion and improvement of health within the county.

Institute disease control measures, including examination, testing, treatment, vaccination, decontamination, isolation, or quarantine, consistent with recommended American Public Health Association guidelines, when indicated.

The County Health Officer will make reasonable efforts to obtain voluntary compliance but has the authority to impose involuntary detention when necessary. The County Health Officer may invoke the powers of police officers and sheriff's deputies, to enforce orders given to preserve public health.

Pierce County Medical Examiner's Office

Lead agency for medical examiner and mortuary services, and identification of temporary morgues within the Town.

Conduct damage assessments and determine operational status. Relay information to the Pierce County EOC and Eatonville EOC.

Disaster Medical Control Center (DMCC)

The Disaster Medical Control Center (DMCC) is located at Good Samaritan Hospital. Madigan Army Medical Center is the alternate location.

Disaster Medical Control Center (DMCC) responsibilities:

Ensure a management or supervisory person and designated alternates are available to provide countywide hospital coordination in the event of a mass casualty incident or a disaster.

Lead agency for the coordination and direction of distribution for patients of field EMS providers.

Conduct internal damage assessments of facilities and determine the status of patients and personnel, communications capabilities, utilities and other essential resources to include resource requirements. Relay this information to the Tacoma Pierce County Health Department (TPCHD) or hospital representative in the Pierce County EOC when it becomes operational.

Coordinate with base station and receiving hospitals the collection of damage assessment information including but not limited to the status of facilities, personnel, communications, pharmaceuticals, supplies and equipment, bed space, and resource requirements until Pierce County EOC is operational. Relay this compiled information to the TPCHD or hospital representative in the Pierce County EOC when it becomes operational.

Continually update the Pierce County EOC and Eatonville EOC with additional or changing information when indicated.

Assess and determine the need for the “forward movement” of patients. Coordinate related activities with area hospitals, emergency transportation agencies and the Pierce County EOC.

Forward movement of patients.

Upon notification that the Pierce County hospitals can no longer accept any additional patients, the Pierce County DMCC will coordinate the pre-hospital patient distribution to King County hospitals with the King County DMCC. The Pierce County DMCC will provide communications between the Pierce County EMS transportation units via the Incident Commander or transportation officer to the King County DMCC and respective hospitals.

Inter-facility transfer of inpatients to accommodate incoming pre-hospital patients is coordinated by the TPCHD or hospital representative in the Pierce County EOC.

Alternate DMCC “Hand-off” Criteria

Rare circumstances, such as an inability to provide communications, may create the need to transfer primary DMCC responsibilities to the Pierce County alternate DMCC, Madigan Army Medical Center, or the King County DMCC. After the decision to transfer responsibilities to either of the DMCC alternates, the Pierce County DMCC will inform the Pierce County EOC as soon as possible. The Pierce County DMCC will notify all EMS responders and all area hospitals of this transfer of responsibility. The DMCC will notify the Pierce County EOC when the notifications are completed. The Pierce County DMCC will maintain a current fax tree to facilitate

the notification process. If for some reason the Pierce County DMCC cannot make the notifications, the Pierce County EOC will be contacted to conduct the appropriate notifications.

Support Agencies

Eatonville Police Department

In a support role, local law enforcement will provide protection and scene security for field responders.

Conduct damage assessments and determine resource needs. Relay information to the EOC.

Provide crowd and traffic control, law enforcement and crime scene investigations during an emergency or disaster.

Function as incident command for law enforcement-lead agency events.

Enforce quarantine restrictions as identified by the SPFR, or the TPCHD.

Provide security at temporary morgue sites.

Provide liaison to the EOC as needed.

Pierce County Sheriff's Department

Provide search and rescue field operations if indicated.

Support the Town of Eatonville Police Department's field operations when requested.

Private Ambulance Providers

Provide patient transportation resources.

Volunteer Organizations

American Red Cross Tacoma-Pierce County Chapter

Provide supplemental medical, nursing aid and other health services upon request and within capabilities.

Assist disaster victims in emergency personal items and household goods.

Establish procedures whereby names of victims will be obtained for health and welfare communication by appropriate agencies and immediate family.

Assist with the notification of next of kin at the request of the medical examiner.

Associated Ministries of Tacoma-Pierce County/Tacoma-Pierce County Chaplaincy/ Mental Health Organizations and Critical Incident Stress Management Programs

Provide spiritual and critical incident stress support to responders and victims when requested.

Pierce County Department of Emergency Management

Open Pierce County EOC as indicated.

Support the Town of Eatonville in the coordination and procurement of resources as determined by the EOC.

Establish out-of-hospital patient care procedures and protocols to guide field patient care providers.

Coordinate Pierce County Critical Incident Stress debriefing/defusing requests.

Eatonville Animal Control

Coordinate the disposal of animal carcasses posing a threat to public health.

Coordinate the collection and sheltering of companion animals of displaced persons.

Coordinate services for the feeding and care of livestock stranded or isolated by the emergency or disaster within the Town.

Coordinate animal rescue within the Town.

VI. REFERENCES

Pierce County Comprehensive Emergency Management Plan

Pierce County HIVA

Pierce County Emergency Medical Services and the Emergency Medical Program Director Patient Care Protocols.

Pierce County Fire Chiefs Association Mass Casualty Incident Plan.

Tacoma-Pierce County Health Department Disaster Plan.

Pierce County Medical Examiner's Office Disaster Plan for a Multiple Fatality Incident.

American Red Cross Tacoma-Pierce County Disaster Plan.

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definition Glossary & Acronyms

VIII. ATTACHMENTS

None

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 9: Search and Rescue (SAR)	Effective Date:	Supersedes: Annex S
Page 128 of 131	Approved by:	

JOINT PRIMARY AGENCIES

Eatonville Police Department
Pierce County Sheriff's Department

SUPPORT AGENCIES

South Pierce Fire & Rescue (SPFR) #17
Pierce County Department of Emergency Management
Eatonville Department of Emergency Management
Eatonville Department of Public Works
Pierce County Department of Public Works
Eatonville Building Department
Public Safety Answering Points (PSAPs)
Volunteer Organizations

I. INTRODUCTION

Purpose

To provide better coordination and utilization of resources in Search and Rescue (SAR) operations.

Scope

This ESF details the roles and responsibilities of agencies responding to Search and Rescue operations within the jurisdiction of the Town of Eatonville. State law encompasses both wild land and disaster SAR (Section 38.52.010(7) RCW).

Planning for every search and rescue contingency is beyond the scope of this ESF.

II. POLICIES

The Town of Eatonville Police Department is responsible for the ground operations of local search and rescue missions (RCW 38.52).

Search and rescue (SAR) operations will be a team effort of law enforcement, fire services, volunteers, other agencies and the private sector.

The Incident Command System is the preferred method of on-scene incident management for all SAR operations.

III. SITUATION

Emergency/Disaster Conditions and Hazards

Refer to the 2002 Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

SAR operations will be a team effort under the incident command of the identified law enforcement agency.

People will become lost, injured or killed while outdoors, requiring SAR activities.

An emergency or disaster can cause buildings to collapse, or leave people stranded due to rising water, threatening lives and requiring prompt SAR or medical care.

Large numbers of residents and volunteers will initiate activities to assist in SAR operations and will require coordination and direction.

IV. CONCEPT OF OPERATIONS

General

Search and rescue is defined by state law as the act of searching for, and rescuing any person who is lost, injured or killed in the out of doors, or because of a technological or natural disaster. The chief law enforcement officer of a political subdivision (county, city or town) is responsible for ground SAR operations. As such, the Pierce County Sheriff's Department (PCSD) is responsible for SAR operations in the unincorporated areas of Pierce County and may by agreement or upon request support SAR operations in the Town of Eatonville.

All SAR operations will be managed by the concepts of the Incident Command System, with the Police Department as the Command Agency.

SAR operations will normally be controlled from a field command post location.

Large scale SAR may utilize the EOC for coordination of resources.

In the event of a search and rescue emergency, all necessary equipment and personnel, including organized volunteer services, will be mobilized and dispatched to the scene.

SAR for missing aircraft is the responsibility of the state Department of Transportation (WSDOT) Division of Aeronautics. PCSD coordinates ground resources in support of these operations.

Volunteer search teams to support SAR operations are identified by the SAR law enforcement incident commander and coordinated by the Pierce County EOC. (See ESF 7: Resource Management.)

The Pierce County Department of Emergency Management coordinates the National Urban Search and Rescue Response System.

Town and Pierce County Public Works departments may provide heavy equipment to support SAR operations.

The radio frequency 155.160 MHz has been dedicated state wide for search and rescue communications purposes.

Organization

The local chief law enforcement officers are responsible for SAR operations within their jurisdictions.

The Police Department will work in a coordinating capacity in all search and rescue activities and:

Obtain state mission number for actual missions through Pierce County DEM.

Register local search and rescue volunteers as emergency workers.

Fire/EMS agencies will assist SAR operations with technical, medical and personnel support.

Mitigation and Preparedness Activities

Provide ongoing public education.

Maintain an active SAR Program.

Provide SAR training to responsible personnel and appoint a SAR coordinator. SAR training shall include response to Urban SAR as well as wild land SAR.

Develop and maintain support procedures for response to SAR operations.

Develop and maintain a training program for personnel and volunteers for SAR operations.

Response Activities

Primary Agencies

Assess the SAR situation, identify needed resources and coordinate the volunteer response with the Eatonville EOC, when activated.

Initiate all SAR operations within jurisdiction, except those operations tasked to State DOT.

Establish ICS for SAR operations and become Incident Command for all SAR operations.

Provide trained personnel for SAR operations.

Request additional resources, as appropriate through PC DEM.

Support Agencies

Respond following the concepts of the Incident Command System.

Eatonville Department of Emergency Management

Provide 24-hour duty officer operations.

Activate EOC if level of SAR operations requires it.

Eatonville Public Works

Lead agency for coordinating heavy equipment procurement.

South Pierce Fire & Rescue #17

Support SAR operations within the Town.

Pierce County Sheriff's Department

Support the Eatonville Police Department SAR operations.

Pierce County Department of Emergency Management

Support SAR operations with resource coordination and activation of the Pierce County EOC, if required by the scope of the event.

Maintain an active emergency worker program approved by the State of Washington Emergency Management Division.

Pierce County Public Works Department

Provide heavy equipment to support rescue operations.

Public Safety Answering Points

Support SAR operations with prompt dispatch activities (See ESF 2: Communications and Warning).

Volunteer Organizations

Pierce County Search and Rescue Council Members Organizations

Establish membership standards in accordance with county policy and keep the Pierce County DEM informed of latest membership lists and call-out procedures.

V. RESPONSIBILITIES

Primary Agency

In accordance with RCW 38.52.400 the chief law enforcement officer of each political subdivision is responsible for conducting search and rescue operations within the jurisdiction.

Provide a 24-hour point of contact for the public to report possible SAR operations.

Provide direction and coordination for SAR operations to include Urban SAR operations.

Support Agencies

Upon request, provide support in search and rescue operations and aid victims within their means of personnel, training and equipment.

VI. REFERENCES

None

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VIII. ATTACHMENTS

See ESF 7 – A-1 – Emergency Worker Program

TOWN OF EATONVILLE

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 10: Hazardous Materials Response	Effective Date:	Supersedes: Annex O
Page 132 of 142	Approved by:	

PRIMARY AGENCIES

Washington State Patrol
South Pierce Fire & Rescue #17

SUPPORT AGENCIES

Town of Eatonville Department of Emergency Management
Pierce County Department of Emergency Management / EOC
Hazardous Materials Teams - Pierce County
Other fire agencies through mutual aid agreements
Town of Eatonville Police and other law enforcement agencies
Town of Eatonville Public Works Department
Washington State Department of Ecology (DOE)
Washington State Department of Natural Resources (DNR) / Tacoma-Pierce County
Health Department(TPCHD)
Responsible Party (Owner or Shipper)

I. INTRODUCTION

Purpose

To provide for the coordination of local government actions when responding to local incidents involving radioactive chemical, toxic, explosive, terrorist or other hazardous materials.

To minimize the effects of a hazardous materials release on people and the environment.

To provide guidance for establishing and maintaining information available to the public under S.A.R.A. Title III, "The Emergency Planning and Community Right-To-Know Act of 1986" hereafter referred to as EPCRA.

This plan shall be used in conjunction with the Pierce County Comprehensive Emergency Management Plans (CEMP), and Federal emergency plans.

Scope

This ESF describes the policies, situation, planning assumptions, concept of operations and the responsibilities of a hazardous materials response in the Town of Eatonville.

Agencies responding to hazardous materials releases will have their own procedures. This ESF does not supersede those procedures; instead it is designed to coordinate the efforts of the various agencies responding to the same incident.

Legal Authority

SARA Title III (Public Law 99-499)

RCW 70.136 Hazardous Materials Incidents
WAC Chapter 118.40
OSHA 1910.120
NFPA 1500, 1081, 1982, 471, 472, 473
RCW 38.52 (Emergency Management)

II. POLICIES

Federal and state regulations require that local jurisdictions form local emergency planning committees (LEPCs). It is the responsibility of each LEPC to develop a hazardous materials response plan (HMRP). Planning may include coordination with outside agencies, recognition procedures, safe distances, and places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment. See the REFERENCES section for associated regulations.

All actions taken at a Hazardous Materials Incident will be defensive in nature and shall be within the capabilities of the personnel on scene.

III. SITUATION

Emergency / Disaster Conditions and Hazards

Hazardous materials or oil spill incidents can occur anywhere at any time throughout the Town. The Town of Eatonville Hazard Identification and Vulnerability Analysis (written and published separately) addresses the potential for hazardous material releases within the Town.

The emergency response operations of a hazardous materials incident may require multi-disciplinary response. Responders may include fire services, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health, and other agencies. Upon initial assessment, some incidents may not have obvious impacts on life, property or the environment. However, they may have subtle long-term consequences for human health and the environment.

Oil spills and hazardous material incidents have some different characteristics:

The major threat presented by oil spills is damage to the environment. Oil spills can occur on water or on land.

The major threat presented by hazardous material incidents is to public health and safety, as well as damage to the environment. Every incident will be different depending on the chemical or the waste involved, the size of the release, location of the spill, and other factors such as season and time of day.

Local response to these incidents is limited in scope by restriction placed due to both financial and training constraints. With the extensive requirements put forth in SARA Title 1 and 29 CFR 1920 and the cost that their requirements entail, it is not feasible to maintain a local full Haz-Mat response team and equipment. It is for this reason that in the event of a major Haz-Mat incident that is beyond the capabilities of local responders, the only actions that will be taken will be consistent with their capabilities at the operational level.

Defensive actions will be the highest level of response by local responders.

Planning Assumptions

A hazardous material release or spill may develop slowly or occur suddenly without warning.

Actual or threatened releases of hazardous materials, oil spills, or other releases often require immediate response by many agencies.

Haz-Mat response will be defensive only.

Implementing prevention programs can reduce the number and severity of hazardous materials incidents.

Coordination of responding agencies is critical to the successful recapture of spilled materials and subsequent cleanup.

The incident command system (ICS) will be used in all Town of Eatonville hazardous materials incidents from start to finish, in accordance with federal, state and local laws.

IV. CONCEPT OF OPERATIONS

General

Generally, first responders will be notified of a hazardous materials release by a telephone call to 9-1-1. A hazardous materials incident includes but is not limited to the normal following conditions:

Any release of a hazardous material that poses or has the potential to pose a threat to public health, safety or the environment.

Any condition that has the potential to become a release that will pose a threat to public health, safety or the environment.

Depending on the nature of the incident, 9-1-1 will notify the appropriate fire agency (public or private) and/or appropriate law enforcement.

South Pierce Fire & Rescue #17 is the lead agency responsible for the initial assessment of the situation, attempt identification of materials involved, incident coordination, securing the site, rescue and medical treatment of the injured if safe to do so, defensive measures or containment if properly trained to do so and/or evacuation if people are endangered. Clean up is the primary responsibility of the spiller, if known.

Currently there are no medical facilities within Pierce County capable of receiving contaminated patients. Efforts are being taken to correct this deficiency. The Town of Eatonville will open their EOC as indicated.

When the Pierce County EOC is activated in support of the Eatonville EOC, the designated fire service resource coordinator is responsible for coordinating all hazardous materials response. During the rare possibility of his/her absence, the Pierce County EOC Manager will assume this responsibility.

The Washington State Department of Ecology (DOE), Washington State Department of Natural Resources (DNR) and the Tacoma-Pierce County Health Department are assigned to protect water supplies and sewage systems from the effects of a hazardous materials incident.

The Pierce County EOC will notify Washington State Military Department-Emergency Management Division (EMD) who then contacts state DOE and/or DNR.

Response to a Hazardous Materials incident will be defensive in nature and responding departments will perform only to the level trained. Primary consideration will be given to protection of the public by either evacuation or in place protection. Protection of property and environment will be secondary.

Hazardous materials response operations shall be conducted using IMS in accordance with state and federal laws.

Procedures

When a hazardous materials incident occurs, the Incident Command Agency should:

Establish an isolation area and move all people out of that area, as necessary.

Establish perimeter control/area security.

Establish and identify Command Post and staging locations. Establish IMS.

Take measures to protect the public and the safety of responders.

Call for necessary help from mutual aid jurisdictions.

Monitor the progression of the incident.

Work with appropriate agencies to determine site safety and when to declare the incident over and allow people back into the area.

Fire services, hazardous materials response teams and Pierce County DEM will respond in accordance with federal, state, local and agency plans and regulations and will function under the IMS.

The Washington State Patrol (WSP) will respond to hazardous materials incidents in accordance with federal, state, local and agency plans and regulations, and will function under the IMS.

Washington State Department of Ecology will act in accordance with the Ecology Spill Response Operations Manual and the Northwest Area Contingency Plan.

It is the obligation of the responsible party to arrange cleanup of a release site. If the site is abandoned, or the responsible party is unable to pay for clean up or if the responsible party cannot be identified, the DOE and/or the US Environmental Protection Agency (US EPA) take the lead.

V. RESPONSIBILITIES

South Pierce Fire & Rescue #17

Act as Incident Commander (except on state, interstate highways or in undesignated areas where the Washington State Patrol will assume incident command).

Identify the type(s) of materials involved, and the scope of the incident as quickly as possible. Information can be gathered from the reporting party, 9-1-1 dispatch, the Responsible Party, placards, and references such as the DOT Emergency Response Guidebook.

The first responder on scene should report and size-up the incident, request assistance as needed, and begin establishing the Incident Management System. The size-up and other information gathered will determine the establishment of exclusion and evacuation zones, as well as what emergency medical aid may be needed for anyone exposed to the hazard.

As other responders are enroute, it is imperative to identify a safe route of entry and an area for staging.

Depending on the size and nature of the incident, initial notifications should be made by the first responding agency to the Pierce County DEM and the Washington State Emergency Management Division (EMD).

Provide field coordination of all incident related emergency medical services.

Incident management staff and other personnel should try to identify the Responsible Party, so they can be contacted for further information and assistance.

Washington State Patrol

Provide 24-hour response to all hazardous material or oil spill incidents in areas under their jurisdiction, or when requested by local authorities.

Assume the role of Incident Commander on highways and other specified jurisdictions, unless local MOUs provide for local assumption of incident command.

Assist local jurisdictions when requested.

When acting as Incident Command, initiate proper notification procedures.

Eatonville DEM

Assist the Incident Command agency in the coordination of local emergency response and support agencies.

Implementation of the CEMP and supplementary procedures.

Activate the EOC when necessary.

Coordinate with Pierce County DEM/EOC.

Pierce County DEM/EOC

Provide support and other functions, as requested by the field incident commander.

Provide resource coordination as requested.

Notify local, state, and federal authorities as requested by the incident commander or as appropriate to the situation.

Activate the County Joint Information Center (JIC), when indicated.

Implement the currently approved operations plan as applicable.

Activate the Pierce County EOC when necessary.

Hazardous Materials Teams, Pierce County

Respond in support of first response agencies when requested.

Assess actions taken by first-in units.

Provide a technical level response to hazardous materials incidents.

Provide incident management expertise and equipment.

Establish exclusionary zones.

Determine the proper level of personal protective equipment, emergency medical treatment, decontamination techniques, and additional authorities requiring notification.

Perform duties as directed by the Incident Commander.

Coordinate with Pierce County EOC duty officer when indicated.

Other Fire Agencies through mutual aid agreements

Provide a limited initial response to hazardous materials incidents based on responder training and expertise.

Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).

Isolate the area according to the DOT Emergency Response Guide Book or other appropriate resource information.

Identify hazardous material without compromising safety.

Provide for the safety of the public by whatever actions are necessary (evacuation, shelter-in-place).

Support Pierce County fire-based hazardous materials team with personnel, equipment, and other assistance as required.

Police Department

Provide traffic and crowd control incident to the hazard area and establish the necessary control points.

Coordinate evacuation of the endangered population.

Assist where necessary in the rapid dissemination of warning and evacuation information to the public.

Provide site security as needed.

Provide coordination of all mutual-aid law enforcement resources responding to the incident in accordance with standing procedures.

Department of Public Works

Assist law enforcement agency with establishing roadblocks and traffic control points.

Provide equipment and manpower as available to assist with heavy rescue.

Aid with diking and sandbagging operations for containment of chemicals when appropriate.

Provide for inspection of roads, bridges and public facilities.

Provide protection / mitigation measures to ensure safety and integrity of drinking water and waste water systems.

Washington State Department of Ecology (DOE)

Acts as lead state agency for the management of hazardous materials incidents to include spill containment, clean up and the natural resources damage assessment activities.

Provide 24-hour response to oil spills or hazardous materials incidents.

Initiate enforcement action as appropriate.

Coordinate response with other state and federal agencies and local jurisdictions using the Incident Management System.

Washington State Department of Ecology (DOE) / Washington Department of Natural Resources (DNR) / Tacoma-Pierce County Health Department

Protect water supplies and sewage systems from the effects of a hazardous materials incident.

Recovery Activities

Ensure that the release has ended, and that the area is safe to re-enter. This decision must come from the Incident Commander.

Assist in the cleanup that is appropriate and within abilities.

Advise the public it is safe to return to the isolated area.

Coordinate cost recovery, as appropriate.

The Responsible Party must pay for any cleanup. If the Responsible Party is unable to pay for cleanup or cannot be identified, funding may be available from the State DOE or the US EPA.

General recovery activities include documentation of the incident and any actions taken as well as participation in post-event critiques. It is the responsibility of responding agencies to follow recovery procedures specific to their agencies.

VI. COMMUNICATIONS

The Incident commander shall establish the mode(s) of communications to be used between the Command Post and responding departments and agencies. Communications may include (1) telephones, (2) cellular telephones, (3) public safety and tactical channels, (4) OSCCR, (5) amateur radio systems, (7) and/or runners.

It is the responsibility of the responding agency communications personnel to organize, establish, and maintain a communications capability sufficient to meet the emergency services requirements during a hazardous materials incident.

To avoid possible fire/explosion hazards, all communications equipment used within the hazardous area should be intrinsically safe.

VII. ALERTS, WARNINGS, AND EMERGENCY PUBLIC NOTIFICATION

Warning Systems

There are no fixed emergency warning systems in place to alert the public within the Town of Eatonville to a dangerous hazardous materials situation.

Emergency Public Notification

In place of warning systems, one of the following methods will be used to notify the public of potential danger:

Door to door notification by uniformed personnel.

Public announcements using public address systems on radio equipped Town vehicles.

Emergency Alert System (activated by Pierce County DEM).

Telephone notification.

Joint Information Center (JIC) activation.

News media releases.

Individual authority to initiate emergency public notification shall be according to local emergency plan procedures. If not designated, any of the following individuals has the authority to initiate emergency public information:

Incident Commander

Mayor

Town Administrator

The decision to initiate emergency public notification will be based on recommendations from any of the following individuals:

HAZMAT team leader

Incident Commander

Fire Chief

Police Chief

When life-threatening materials are released, speed of response is crucial. Delay in alerting the public can lead to injury and loss of life. It is not enough to have planned for alerting the community; one department must be assigned direct responsibility of alerting the public on short notice. These individuals should be accessible on short notice 24-hours a day and have designated alternates. As such, the Eatonville Police Department shall be the designated department who are responsible for alerting the public.

Warning Messages

The following are some recommended components of an effective public warning message:

MESSAGES SHOULD BE SHORT AND UNCOMPLICATED. If detailed instructions are necessary, prepare messages in stages so that recipients can listen to and act on the messages at the same time (i.e., “Leave your house now. Instructions will be repeated on this station as you drive away from the danger area.”) Also realize that most will not be writing out the message and, therefore, will not remember long messages.

USE COMMON AND FAMILIAR WORDS. Avoid ambiguous terms like “an emergency has just occurred.” Confusing messages lead to panic. Develop the message so that each word and each phrase have a purpose.

USE STRONG WORDS. People obey warnings when they use “mild fear” terms (i.e., “You are in danger,” “you must leave this area NOW,” etc.)

GIVE THE PUBLIC THE IMPRESSION SOMEONE IS “IN CHARGE.” Use the name of the mayor or some other familiar person in authority. Plan the message to give assurance that someone is in control, and that there is a plan for the wellbeing of those affected.

READ IMPORTANT INSTRUCTIONS. Have the messages repeated immediately a second time, and then repeated every 5-10-minute interval.

Sample Shelter-in-Place Public Warning Message:
(Substitute specific local information at underlining.)

ATTENTION! The (Mayor / EPD) of Eatonville, and the _____ Fire Department have issued the following emergency bulletin at (time) this morning/afternoon/evening:

40 CFR Part 355, Extremely Hazardous Substance Emergency Planning and Notification Requirements

44 CFR Part 302.2 (p), Federal Emergency Management Agency Planning Requirements

REVISED CODE OF WASHINGTON (RCW)
<http://www.leg.wa.gov/rcw/index.cfm>

RCW 4.24.480, Civil Immunity for Members of the State Emergency Response Commission, Local Emergency Planning Committees and their Members

RCW 24.310, Shipper's Responsibility for Clean-Up of Spills

RCW 49.70, Worker and Community Right-to-Know

RCW 70.136, Hazardous Materials Incident "Good Samaritan Act"

RCW 70.136.030, Incident Command Agencies Designation

RCW 90.48, Water Pollution

RCW 90.56, Oil and Hazardous Substance Spill Prevention and Response Act

WASHINGTON ADMINISTRATIVE CODE (WAC)
<http://www.mrsc.org/wac.htm>

WAC 118.040, Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting

WAC 173.180D, Facility Oil Spill Prevention Plan

WAC 173.181, Facility Contingency Plan and Response Contractor Standards

WAC 296.62 (p), Hazardous Waste Operations and Emergency Response

WAC 73.30, Dangerous Waste Regulations

OTHER:

Northwest Area Contingency Plan, 1998, as amended

Department of Ecology, Spill Response Operations Manual

Pierce County Hazard Identification and Vulnerability Analysis

Tacoma-Pierce County LEPC Commodity Flow Studies

IX. TERMS AND DEFINITIONS

See- Appendix 1 & 2 – Definitions Glossary & Acronyms

X. ATTACHMENTS

Attachment 1 Hazardous Materials Notification Worksheet

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION 10

ATTACHMENT #1

PAGE 143-144

HAZARDOUS MATERIALS NOTIFICATION WORKSHEET

Hazardous Materials Notification Worksheet

TOWN OF EATONVILLE FIELD COPY

Incident # _____

A. General (Fill out in all cases)

1. Date of call _____ Time of call _____
2. Reporting Party _____ Callback Phone # _____
3. Incident Location _____
4. Situation Summary _____

5. Immediate Hazard: Major _____ Minor _____ Possible _____ None _____ Unknown _____
6. Assistance Needed _____

B. Material Identification (Fill out those which can be obtained safely and which apply)

7. Chemical Name _____ Placard # Info _____
8. ID#s: UN/NA _____ STCC _____ CAS _____ Other _____
9. NFPA 704: Health(Blue) _____ Flammability(Red) _____ Reactivity(Yellow) _____ Info(White) _____
10. Container Description (Size, type, color, markings, numbers) _____

11. Shipping Papers (Location) _____ Product Color/Odor _____
12. Shipper/Manufacturer _____

C. Site Details (Fill out as available)

13. Location of Command Post _____
14. Location of Staging Area _____
15. Weather (Rain, temp, forecast, etc.) _____
16. Safest Approach to Staging Area _____
17. Wind Direction: From _____ To _____ Speed _____
18. Spill/Release Status: None _____ Possible _____ Amount _____ Flow _____ Rate _____
19. Medium into which release occurred: Air _____ Ground _____ Water _____ Drainage _____ Sewer _____
20. Exposures (Occupancies, streets, people, etc.) _____

WORKSHEET COMPLETED BY _____ DATE _____

RELAY ABOVE INFORMATION TO APPROPRIATE 9-1-1 DISPATCH CENTER

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 11: Agriculture & Natural Resource	Effective Date:	Supersedes: Town of Eatonville CEMP, 2002
Page 145 of 149	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville
Pierce County Department of Emergency Management
Tacoma Pierce County Health Department

SUPPORT AGENCIES

Volunteer Agencies
Water Purveyor
Eatonville School District
Grocers
Pierce County Cooperative Extension

I. INTRODUCTION

Purpose

To provide coordination and guidance for the emergency use and protection of food and water.

Mitigate the effects of disaster in emergency workers to allow them to remain working.

Facilitate the distribution of food and water.

Target critical facilities such as food stores and utilities for assistance in recovery.

This ESF is not intended to substitute for emergency planning on the part of individuals, families and agencies. A minimum of 7 days of self-sufficiency, including food and water, is expected of all individual families and agencies.

Scope

This ESF covers food and water supplies for displaced persons or persons unable to take of themselves in the Town of Eatonville during and immediately after an emergency or disaster occurs requiring such services.

This ESF is intended as a coordinating and facilitating function, not a feeding program.

Planning for every food and water related contingency is beyond the scope of this ESF.

II. POLICIES

It is the policy of the Town of Eatonville:

To coordinate with food distributors, grocers, and other elements of the food industry to establish an emergency distribution system if a disaster disrupts the normal distribution process.

That citizens are advised to be prepared to be self-sufficient for 7-10 days following a disaster to relieve the pressure on establishing emergency food distribution systems.

The Town of Eatonville is responsible to develop a supply of potable water for its own water customers with delivery as soon as possible after its water system should fail.

III. SITUATION

Emergency / Disaster Hazards and Conditions

Refer to the Town of Eatonville Hazard Mitigation Plan, the Town of Eatonville Comprehensive Plan and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

For planning purposes, it is assumed that there is a shortage or diminishing supply of food and potable water. It is further assumed that it will be necessary to be resourceful in supplying the general population as well as emergency workers with necessary supplies.

The Eatonville EOC will work closely with the Pierce County EOC in the distribution of food and potable water for the feeding of rescue personnel, emergency workers and Town residents displaced from their homes.

Schools, institutions and other facilities with inventories of USDA commodities, and in proximity to the event, will be used in the feeding of rescue personnel, emergency workers and Town residents as resources allow.

IV. CONCEPT OF OPERATIONS

General

The Town of Eatonville DEM will develop and maintain a list of food and water resources and shall develop agreements with these resources to establish an emergency distribution system if a disaster disrupts the normal distribution process as appropriate. This information will be updated annually.

The Town of Eatonville Budget and Finance department is the lead agency for procurement of emergency food supplies. Upon the occurrence of a major event, the Purchasing Agent (Town Clerk) is to contact the Eatonville EOC to assess the need for the procurement of food supplies.

Disaster, combined with adverse weather, may cause interruption of the incoming food supply and distribution networks. Should this condition exist, it would be necessary to work with the food commodities networks to effectively manage the distribution of existing inventories of food.

All communications to the public regarding the availability and distribution of food and water will be released by the Town's PIO and coordinated with the Pierce County Joint Information Center.

The Tacoma-Pierce County Health Department and the Pierce County Cooperative Extension provide guidelines on food and water handling to prevent contamination and waste.

Mitigation Activities

Each Town of Eatonville Department Supervisor will ensure that local disaster kits with first aid supplies and seven-day portable water supplies and food supplies will be available at locations deemed essential by the organization.

Eatonville DEM will train staff on the value of educating their family's members about the importance of seven days or more preparedness.

Preparedness Activities

Eatonville Department of Emergency Management

Maintain lists of available food sources.

Develop and maintain contacts with local food distributors and agreements to aid, during a disaster situation.

Develop an inventory of suitable sites for feeding centers.

Develop and maintain procedures for the support for distribution of food and water, including draft policies for rationing.

Provide training and information to public on 72-hour emergency disaster preparation.

Response Activities

Town of Eatonville Primary Agencies

Respond to emergency or disaster following organizational guidelines and procedures.

Recovery Activities

Eatonville Public Utilities

Develop plans for the emergency restoration of Eatonville's water system.

V. RESPONSIBILITIES

General

ESF-11 agencies (primary and support) will identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and alternate work locations. Critical personnel and supporting agencies will be informed of their role in the event of an emergency or disaster.

ESF-11 agencies will endeavor to provide accurate and timely emergency public information as coordinated through the Pierce County Joint Information Center (JIC).

Joint Primary Agencies

Town of Eatonville Department of Emergency Management and Finance Department

Lead agency for coordination with disaster relief organizations and major food distributors for the provision and distribution of food to disaster victims or food service organizations.

Coordinate food and water distribution and site identification.

Identifies locations where food and other rations can be stored.

Identifies and lists businesses, such as grocers that have food on hand and business that can be used for storage of food and other goods.

Coordinate resources other than what is available through mutual aid agreements with the Pierce County DEM.

Maintain information on food and water handling and storage for general distribution.

Coordinate damage assessments of buildings identified for shelter locations, if indicated.

Advocate Town residents, businesses and organization seven-day self-sufficiency minimum.

Town of Eatonville Water Department

Survey water assets (wells, pumps, piping and storage) and harden them against disruption.

Provide emergency power to well heads during outages.

Test water for pollution and take steps to purify as needed.

Provide and coordinate the delivery of potable water.

Pierce County Department of Emergency Management

Procure and coordinate distribution of food and water if needed to locations identified by the Eatonville EOC.

Assist in the coordination of shelters with volunteer organizations.

Coordinate and facilitate emergency public information as requested by the Town of Eatonville PIO.

Tacoma-Pierce County Health Department

Establish standards for food and water handling and storage, food preparation and sanitation.

Perform site testing for contamination or sanitation concerns, when requested.

Support Agencies

Volunteer Organizations (Red Cross, Salvation Army)

Maintain food and water inventories.

Establish shelters as determined by the Eatonville EOC and coordinated through the Pierce County EOC.

Eatonville School District

Provide shelter accommodations when requested.

Provide USDA commodities if available and requested.

Provide food storage accommodations when requested.

Area Grocers

Cooperate with the Town in the management of food and supplies.

Reopen and sell food to the public as soon as it is safe and practical.

Pierce County Cooperative Extension

Provide information on safe preparation, handling, storage and preservation of food and water.

Provide information on sources of food supplies.

VI. REFERENCES

American Red Cross Tacoma-Pierce County Chapter Disaster Plan

Eatonville School District Disaster Plan

VII. TERMS AND DEFINITION

See Appendix 1 & 2 – Abbreviations, Terms & Definitions

VIII. ATTACHMENTS

None

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 12: Energy	Effective Date:	Supersedes: Annex Y
Page 150 of 154	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville Department of Emergency Management
Town of Eatonville Public Works
Rainier Connect

SUPPORT AGENCY

Ohop Mutual Light
Pierce County Department of Emergency Management
Pierce County Department of Public Works

I. INTRODUCTION

Purpose

To provide guidance for emergency operations within the Town of Eatonville Utilities and policy relating to other providers of petroleum, and telephone resources.

Scope

ESF 12 addresses assessing utility and energy system damage, supply and demand, and requirements to restore such systems to normalize community functioning. It also includes coordinating the provision of emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations.

II. POLICIES

The Town of Eatonville will use normal, day-to-day energy and utility systems during times of emergencies or disasters unless those systems are non-functional or overwhelmed. It is the policy of those providers of utility services in the Town of Eatonville, such as petroleum, telephone service, etc., whether publicly or privately owned, be prepared to respond to needs caused by an emergency or disaster. The Eatonville EOC may establish liaison with such utility provider to coordinate disaster and emergency needs and services.

III. SITUATION

Emergency / Disaster Hazards and Conditions

Any number of events can disrupt utility service in Eatonville. The most common is winter storms or high winds, causing downed trees and power lines. Old pipes can break or become clogged, causing disruption to water service or may be damaged by construction projects, causing disruption to service. The worst-case scenario might be an earthquake, causing serious damage to any or all utilities and requiring creative use of available resources.

Refer to the Town of Eatonville Hazard Mitigation Plan, the Town of Eatonville Comprehensive Plan and the Pierce County Hazard Identification and Vulnerability Analysis (HIVA) (Published separately).

Planning Assumptions

The occurrence of a major disaster could destroy or damage portions of the Towns energy and utility systems and disrupt petroleum supplies.

There may be widespread and/or prolonged electric power and communications systems failure. With no electric power, communications, transportation, health care, business, education and infrastructure will be greatly impeded.

There may be extensive pipeline failure in water, wastewater and utilities. It may take an extended period to repair. Water pressure may be low, hampering firefighting and impairing sewer system function.

IV. CONCEPT OF OPERATIONS

General

Responding to energy or petroleum shortages and/or utility disruptions and their effects is necessary for preservation of the public health, safety and general welfare of our citizens.

Procedures

Management personnel and their support staff are instructed to report to their respective work locations. When immediate life safety needs of the employees are met, each division will assess what has happened, what can be done about it and what is needed as it relates to their operations. Specific information needed is the status of employees, equipment and facilities. This information is then reported to the Director of Emergency Management.

In the event of a major event during working hours, the Public Works Supervisors shall be responsible for the immediate needs of the Eatonville Public Utilities staff and the safe evacuation or relocation of employees.

If an event occurs during non-working hours, Eatonville Public Utilities employees are instructed to check on their families and homes, get things secure there, then report to their normal work location for assignment. If, due to the circumstances, they cannot get to their normal work location, they should report to the nearest Town of Eatonville facility to assist.

Organization

The electric power within the Town of Eatonville is distributed by the Eatonville Public Works Department and Ohop Mutual Light, which receive hydroelectric power for the Bonneville Power Administration. Many end users with high reliability needs (e.g., public safety) have their own in-house generators.

Energy, utility and petroleum companies will compile damage assessment reports and transmit them the Eatonville EOC. These assessments will be forwarded to the Pierce County EOC, as appropriate.

Mitigation Activities

Public Works / Utilities shall ensure, to the best of their ability that transmission lines, pipelines and other modes of transmission are kept in a state of good repair.

Preparedness

Participate in drills and exercises to insure preparedness and educate citizens on preparedness measures they can take to prepare for utility outages.

Ensure personnel are trained in emergency operations following NIMS/ICS.

Response Activities

Eatonville DEM

Coordinates public information concerning energy, utilities, and petroleum emergencies with the legislative authorities.

Provides liaison support between utility districts and the legislative authorities.

Coordinates information concerning energy, utility, and petroleum resource shortages between energy providers and the legislative authorities.

Coordinate response and recovery efforts with the Pierce County EOC.

Town of Eatonville Public Works

Lead agency for the assessment, provision and restoration of the electric power, water, and sewer system to meet the needs of the Town of Eatonville.

Respond as appropriate and as described in their operating procedures.

Notify Eatonville EM Director when services are disrupted to the extent that restoration is not possible for an extended period and provide an estimated time of restoration, if possible.

Rainier Group

Lead agency for the assessment, provision and restoration of communications systems.

Notify Eatonville EM Director, when services are disrupted to the extent that restoration is not possible for an extended period and provide an estimated time of restoration, if possible.

Recovery Activities

Eatonville Public Utilities will provide for the restoration of power service to its customers. Utility providers have specific priorities assigned for recovery of services which are based on immediate need for emergency services and a pre-determined priority. Life safety is of primary concern.

V. RESPONSIBILITIES

General

Emergency operations will follow the incident command system principles of the National Incident Management System.

ESF-12 agencies (primary and support) will identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and alternate work locations. Critical personnel and supporting agencies will be informed of their role in the event of an emergency or disaster.

ESF-12 agencies will endeavor to provide accurate and timely emergency public information as coordinated through the Pierce County Joint Information Center (JIC).

Joint Primary Agencies

Town of Eatonville Department of Emergency Management

Coordinate emergency activities with utility providers and based on the assessments of the utility providers, prioritize areas for delivery and repair.

Determines where energy and utilities are needed and advises legislative authority for prioritization.

Coordinate response and recovery efforts with the Pierce County EOC.

Town of Eatonville Public Works

Lead agency for the assessment, provision and restoration of the water and sewer system and electric power to meet the needs of the Town of Eatonville.

Comply with the requirements relating to curtailment of customer demands, restoration of services and provision of emergency services.

Documenting all emergency related energy or fuel expenditures and obligations.

Rainier Connect

Lead agency for the assessment, provision and restoration of communications systems. Maintain coordination with telephone service providers (Quest) and assist with the coordination of the restoration of 9-1-1 services.

Coordinate response and recovery efforts with the Town of Eatonville DEM/EOC.

Comply with the requirements relating to curtailment of customer demands, restoration of services and provision of emergency services.

Support Agency

Pierce County Department of Emergency Management

Coordinate resources outside of mutual aid agreements in support of the Town's emergency activities.

Pierce County Public Works. (Mutual Aid)

Assist Town of Eatonville Public Works as needed.

VI. REFERENCES

RCW 43.21G

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definition Glossary & Acronyms

VIII. ATTACHMENTS

None

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 13: Public Safety and Security	Effective Date:	Supersedes: ESF 22
Page 155 of 159	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville Police Department
Pierce County Sheriff's Department
Washington State Patrol

SUPPORT AGENCIES

Public Safety Answering Points (9-1-1 Dispatch Centers)
Eatonville Department of Emergency Management
Public Works
Pierce County Department of Emergency Management

I. INTRODUCTION

Purpose

To provide coordination and guidance for law enforcement operations in response to large scale emergency and disaster situations.

Scope

This document is intended to give guidance when an incident goes beyond the normal day-to-day field operations of law enforcement. Such incidents could be stand-alone situations, or the result of a larger disaster.

The Eatonville Police Department is the primary division for law enforcement emergency and disaster activities within the Town of Eatonville.

The Eatonville Police Department will implement law enforcement procedures in coordination with the Emergency Operations Center (EOC) when applicable and when using mutual aid.

II. POLICIES

Local authorities have primary responsibility for public safety and security. This agency typically is the first line of response and support during incidents having the potential or actual threat to public safety and security.

Upon the occurrence of a major disaster, field units will assess the incident and make their assessments known to the established incident command.

The appropriate Incident Command System information will be passed on to the liaison in the Eatonville Emergency Operations Center (EOC).

In most situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the National Incident Management System (NIMS)/ Incident Command System (ICS) procedures. Coordination between the Eatonville Police Department and other law enforcement agencies is facilitated by the Washington Mutual Aid Peace Officers Powers Act. It is the policy of the Town of Eatonville that Police Department personnel sent to assist other jurisdictions will maintain their own supervision and chain of

command. They will accept mission assignments through a supervisor who will coordinate with the command structure of the requesting agency (Unified Command). It is anticipated that other jurisdiction's personnel who respond to requests for assistance from the Town of Eatonville will operate the same way.

III. SITUATION

Emergency/Disaster Conditions and Hazards

Refer to the Town of Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

Any large-scale emergency or disaster, natural or man-made, hold potential for causing disruption and the need for control and coordination by law enforcement, to insure the safety and security of our citizens. The capabilities of the Eatonville Police Department may be strained or exceeded. Equipment may be damaged or personnel unavailable at times when they are needed most.

The Eatonville Police Department will exhaust their law enforcement resources before seeking assistance from mutual aid and supporting agencies. Mutual aid, other local jurisdictions, County and State agency personnel and resources may provide assistance, when requested, during an emergency or disaster.

IV. CONCEPT OF OPERATIONS

General

During an emergency or disaster, the need for public safety and security will increase. The Eatonville Police Department is the lead in public safety and security related response and recovery efforts. Coordination between the Police department and other law enforcement agencies is facilitated by the State Mutual Aid Assistance Act. This allows law enforcement personnel response to another jurisdiction upon request and for jurisdictions to develop more specific agreements for special circumstances.

The Washington State Patrol (WSP) may advise or assist within the Town, but will not supersede the authority of the Chief of Police except as identified by state statute and ESF # 10 Oil and Hazardous Materials Response.

All emergency traffic regulations, particularly those involving roadblocks, re-routing, etc., will be closely coordinated with the designated representative of the appropriate town or county public works department, Washington State Department of Transportation or WSP.

Organization

Law enforcement operations will be conducted locally unless the emergency or disaster has countywide significance. In this event, Incident Command will coordinate operations from an Incident Command Post (ICP) or at the Eatonville Emergency Operations Center (EOC).

The Chief of Police will conduct Law Enforcement operations. The Chain of Command for the Eatonville Police Department will be:

1. Chief of Police
2. Senior Patrol Officer

When necessary, the Incident Command Post (ICP) may be activated and staffed to centralize coordination of operations. It may be necessary for the command structure to incorporate into an Incident Management team with other response agencies such as fire, medical, and transportation. The established ICP will relay information to their liaison at the Eatonville Emergency Operations Center.

The Eatonville DEM shall maintain a facility, (EOC), and an alternate to serve as a point of contact for information coordination and collection.

Procedures

When circumstances dictate emergency or disaster operations, law enforcement agencies will follow guidelines identified in procedure manuals for their organizations.

When the Eatonville Emergency Operations Center (EOC) is activated, a representative of the affected jurisdiction(s) will respond to the Eatonville EOC, as able, to coordinate and exchange information with field units.

Additional resources beyond local capabilities and mutual aid agreements will be requested and coordinated through the Eatonville EOC.

Preparedness

Disaster preparedness information will be distributed to all employees for use by their families in preparing for a disaster.

It is recommended that all employees prepare for at least 7 days of self-sufficiency at home in the event of a disaster.

Develop and maintain departmental standard operation procedures dealing with emergency response and ensure all personnel are aware and trained in the procedures.

Ensure that all law enforcement personnel within the jurisdiction, including regulars and reserves are trained to the appropriate NIMS/ICS level, in traffic control and evacuation procedures, and in local search and rescue.

Prepare an emergency duty roster / call in list in advance of emergency or disaster and train personnel of expectations in advance if communications are down.

Coordinate and maintain liaison with support agencies and state and federal law enforcement agencies.

Participate in local emergency and disaster exercises and training.

Response

Alert staff by use of dispatch center communication capabilities and briefing them of the situation.

Assist with disseminations of warnings and notifications as time and resources allow. Designate a staff member (if available) to specifically plan for and assist families of on-duty officers.

Conduct or assist search and rescue operations with the respective jurisdiction.

Document expenditures for disaster/emergency related activities and report to the Eatonville EOC.

Provide senior-level representation at the Eatonville EOC or ICP in multi-agency operations.

Recovery

Demobilize resources and Eatonville EOC when appropriate.

Return equipment and vehicles to response ready condition.

Assist in collection of damage assessment information and coordinate activities with Emergency Management.

Responsibilities

Law Enforcement

Notify South Sound Communications E911 center of a major law enforcement emergency.

Provide a representative when available to the Eatonville EOC if activated, with the authority to coordinate law enforcement functions and for security.

Coordinate and control traffic, warn and evacuate the public, control access to affected areas, and protect life and property.

Develop and maintain plans and procedures to support emergency responsibilities and functions.

Provide damage assessment and situation reports to the Eatonville EOC.

Establish an Incident Command Post (ICP) and coordinate with support agencies, as appropriate.

Provide incident documentation, reports, and financial information to the Eatonville EOC when appropriate.

Provide spiritual support and counseling to disaster victims and staff through police chaplains.

IF THE SCOPE OF AN EVENT REQUIRES GOING BEYOND NORMAL FIELD OPERATIONS, THE EATONVILLE POLICE DEPARTMENT WILL RESPOND IN THE FOLLOWING MANNER.

Command staff and support staff shall report to the Police Department at Town Hall to provide overall policy level management of department operations. If the Town Hall facility is found to be inhabitable, a decision for an alternate will be made at that time in coordination with the EOC and other appropriate agencies.

On duty personnel in the field shall evaluate their own condition and situation, and if possible, evaluate their surroundings by making a quick "windshield survey" of their area. If Dispatch is operational, they will do a roll call of field units and relay assessment information to Command Staff. If Dispatch is not operational, field units should attempt to

raise other cars on the simplex system. If contact cannot be made, field units should report to the EOC and assist in establishing command and control.

If required, off-duty personnel will be recalled to duty through normal methods. If it is apparent that a major disaster has occurred, disrupting normal communications channels, off-duty personnel are instructed to make contact with the department for instructions. If contact cannot be made with the department, personnel are to report to the EOC facility and offer assistance, after caring for their family's immediate needs.

Participating departments will initiate a family support group after the EOC is activated and operational. These groups will see to aspects of communicating with, or locating employees and their family members and housing, feeding or otherwise assisting them.

Eatonville DEM

Activate the EOC and issue emergency warnings when requested or as appropriate.

Coordinate documentation of emergency activities and recovery of funds.

V. REFERENCES

None

VI. TERMS & DEFINITIONS

See Appendix 1 & 2 – Definition Glossary & Acronyms

VII. ATTACHMENTS

None

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 14: Recovery and Restoration	Effective Date:	Supersedes: Annex F
Page 160 of 165	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville
Pierce County Department of Emergency Management

SUPPORT AGENCIES

Pierce County Department of Public Works
Pierce County Planning and Land Services (PALS)
Tacoma-Pierce County Health Department
Public Safety Answering Points (9-1-1 Dispatch Centers)
Eatonville School District
Rainier Connect
Comcast

(The hazard and scope of the disaster will determine the extent of agencies involved, however all departments and agencies may be involved.)

I. INTRODUCTION

Purpose

To provide a process to facilitate the Town's transition from a disaster situation to the resumption of normal activities.

Scope

ESF 14 applies to all Town organizations and addresses disaster related assistance and services provided by government and volunteer agencies following the response to an emergency or disaster.

Recovery and restoration actions following any emergency or disaster will be determined by the specific event.

II. POLICIES

The Town of Eatonville will coordinate recovery efforts with the short-term and long-term development and mitigation plans of the Town. In managing recovery efforts, the Mayor may form ad hoc partnerships with other jurisdictions, county, state and federal agencies, and groups within the private sector to advise upon and assist in the development of recovery plans for the Town after a major disaster.

The Town of Eatonville will coordinate with the Pierce County EOC to facilitate the delivery of assistance programs to individuals, including the identification of appropriate site(s) for the Disaster Application Center(s).

The Town of Eatonville will support mitigation activities to eliminate or reduce disaster damages and to coordinate recovery efforts with long-term development and hazard mitigation plans of the Town.

III. SITUATION

Emergency / Disaster Conditions and Hazards

Refer to the Town of Eatonville Comprehensive Plan, the Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

There may be an immediate or urgent need for medical aid, sanitation, food, water, shelter, clothing and transportation following an emergency or disaster.

Individuals and families are expected to be self-sufficient for at least seven days after an emergency or disaster. To the extent practicable, immediate basic needs will be provided by the benefit of pre-disaster preparedness.

Needs not met by individual responsibility will be referred to established public or private programs consistent with individual qualifications, organizational priorities, and resource availability.

Public and private energy and utility services should have plans in place to continue the respective service during recovery and restoration.

IV. CONCEPT OF OPERATIONS

General

Eatonville Department of Emergency Management will:

Provide guidance to the Town Council via the Mayor/Town Administrator concerning issues of recovery and restoration.

Determine the economic and environmental impact.

Determine the measures for losses necessary to continue recovery.

Provide liaison between the Town, County, and State or Federal agencies dealing with recovery efforts.

Affected Departments/Agencies will:

Coordinate recovery and restoration efforts with Eatonville DEM.

Provide necessary staff to support local recovery and restoration efforts.

Provide damage and cost assessments, as appropriate.

Considerations for short-term recovery needs should begin as soon as the immediate lifesaving efforts are completed. They include but are not limited to expanding the EOC and departmental administrative capabilities, managing a great deal of information, setting short-term recovery priorities and keeping the public informed.

Transition from the concepts of on-scene EOC Incident Command to the management of long-term recovery needs must be considered. Department staff

who will be involved in this process should be identified by the Mayor and in partnership with the Pierce County EOC and the private sector, begin work on recovery needs.

The Town of Eatonville, in cooperation with the Rainier Group and Comcast is the lead agency for the restoration of the Town's electronic (e-mail) systems, telephone communications, and some radio communications.

Information about specific local, state and federal programs for residents and small business (individual assistance) will be disseminated to the public through the Pierce County Joint Information Center, Public Information Officer (JIC-PIO). This information includes but is not limited to need for assessment information, location of disaster application centers and specific program information.

The Pierce County DEM is responsible for coordinating the meetings between local jurisdictions and the State Emergency Management Division (EMD) and the Federal Emergency Management Agency (FEMA) for application for federal recovery programs (public assistance).

When the President declares a disaster, the Disaster Relief Act (Public Law 93-288) sets forth certain conditions for receiving federal disaster loans or grants. Specifically, that mitigation measures will be taken to prevent such damages from re-occurring.

The Presidential Declaration of Disaster authorizes a variety of federal programs to assist individuals. This assistance is intended to aid residents in the resumption of a reasonable way of life, not provide complete restitution for injuries and property damage.

When notified of the implementation of federal assistance program availability, Town departments involved with recovery assistance programs are responsible for the following:

- Review the current program guidance to ensure familiarity with procedures.

- Collect appropriate forms, information, brochures and program guidance.

- Provide adequate staffing for the disaster application center(s) if resources allow.

Emergency related projects might require an environmental impact study or permit before final project approval. In some emergencies environmental review and permits may be waived or orally approved under specific WAC and RCW provisions.

Actions, which are not time critical and affect archaeological/historical protected areas, should be coordinated with the state Office of Archaeology and Historic Preservation.

Procedures

Recovery and restoration operations begin in the EOC or another incident coordination center. They are based on situation assessments developed as the situation progresses. Eatonville DEM is normally assigned this task of collecting initial damage assessments and making recommendations regarding the need for a Proclamation of Emergency to the local legislative authority.

Recovery and restoration talk may include, but not limited to:

Formation of a damage assessment task force.

Priority of effort.

Support, coordination and reporting requirements.

Mitigation Activities

All individuals and agency representatives involved in recovery and restoration activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Suggestions will be forwarded to the Eatonville DEM.

The Eatonville EM Director, or designee, will forward suggestions to the appropriate local or state agency.

The Eatonville Planning Department is the lead department for incorporating hazard mitigation in the development of land use plans and policy for the Town of Eatonville.

The Eatonville Building Department is the lead department for the enforcement of the Uniform Building Code as it relates to mitigation and general building safety.

The Eatonville Public Works Department is the lead agency for the design and maintenance of flood mitigation structures along streams and rivers where the Town is responsible for these structures.

The Eatonville Public Works Department is the lead agency for the design and maintenance of mitigation structures for surface water drainage.

Preparedness

Primary Agencies

Prepare recovery and restoration plan.

Activate the EOC or other coordination location to assist with the needed assessments and other logistical needs for recovery and restoration.

Support Agencies

Develop and maintain procedures to recover from the effects of a disaster and to restore agency facilities and operations. An important part of this is a line of succession of departmental leadership.

Recovery Activities

Primary Agencies

Provides the EOC or other location for the coordination of recovery and restoration information.

Receives recovery and restoration information from all support agencies and reports on the information to the legislative authorities. Provides liaison with county, state and federal agencies when dealing with recovery and restoration efforts.

Support Agencies

Provides information and support resources at the request of the EOC.

V. RESPONSIBILITIES

General

Emergency operations will follow NIMS/ICS.

ESF-14 agencies (primary and support) will identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, alternate work locations, etc. Critical personnel and supporting agencies will be informed of their role prior to emergencies and disasters.

ESF-14 agencies will establish mobilization procedures and lines of succession (three-deep in each position), which are updated regularly.

ESF-14 agencies will endeavor to provide accurate and timely emergency public information as coordinated through the Pierce County Joint Information Center (JIC).

Joint Primary Agencies

Town of Eatonville Public Works

Lead agency for the identification, prioritization and coordination of recovery and restoration of Town activities.

Lead agency for the coordination of hazard mitigation activities as they relate to land use planning and natural resource management.

Enforce building codes to assure health, life and fire safety in the construction of new buildings and abate hazards in existing buildings.

Provide a representative to the interagency hazard mitigation team when requested by the Pierce County EOC.

Prepare local situation reports (sitreps) and collect damage assessment information and provide to the EOC.

Eatonville Department of Emergency Management

Begins documentation of disaster effects and other needed information for recovery and restoration.

Report damage assessment losses to Pierce County EOC.

Provide coordination with telephone companies (Rainier Group & Quest/Comcast), Public Safety Answering Points (PSAPs – 911 dispatch centers) for the restoration of enhanced 9-1-1 services.

Support Agencies

Pierce County Department of Emergency Management

Provide information for hazard mitigation, and work with Town in developing mitigation strategies.

Include Town of Eatonville situation reports (sitreps) and damage assessment data in county impact reports.

Coordinate the efforts of the interagency mitigation team including the selection of membership from the county.

Collect and compile damage estimates from incorporated and unincorporated cities and town.

Enhanced 9-1-1 Administration Divisions (Pierce County)

Provide coordination with telephone companies and Public Safety Answering Points (PSAPs - 911 dispatch centers) for the restoration of enhanced 911 services.

Pierce County Department of Public Works and Planning and Land Services (PALS)
Support the Town's recovery and restoration activities as resources allow.

Tacoma-Pierce County Health Department

Coordinate programs for the mitigation of public health hazards.

Public Safety Answering Points (9-1-1 dispatch centers)

Develop procedures for emergency restoration of emergency communications.

Eatonville School District

Develop district and building hazard mitigation and emergency plans in accordance with state and district guidance and policy.

VI. REFERENCES

WAC 197-10-180, State Environmental Policy Act (SEPA – Environmental Review)

RCW 75.20.100, Hydraulics Act (Hydraulics Permit)

RCW 76.09.060(2), Forest Practices Act (Application for Forest Practices)

RCW 86.16.080, Flood Control Zones by State (Permit for Improvement)

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definition Glossary & Acronyms

VIII. ATTACHMENTS

Attachment #1 – Recovery Issues: Recycling and Debris Management

Attachment #2 – Individual Assistance Programs

Attachment #3 – Preliminary Damage Assistance Forms

Attachment #4 – Critical Facilities (Confidential List)

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY SUPPORT FUNCTION – 14

ATTACHMENT # 1

PAGE 166-169

RECOVERY ISSUES: RECYCLING & DEBRIS MANAGEMENT

ESF – 14 – ATTACHMENT #1

RECOVERY ISSUES: Recycling and Debris Management

Major disasters, such as earthquakes, present challenges to local government, which expand the scope of day-to-day requirements. One such area is in debris management. There are day-to-day processes and requirements in this area for local jurisdictions. A disaster, such as an earthquake will require the re-evaluation and expansion of day-to-day programs.

For example, the City of Santa Clarita was able to divert over 95% of an estimated 117,000 tons of earthquake debris from disposal through recycling. From lessons learned from other communities, the following are some general guidance for post disaster debris management.

Define the types and amounts of debris likely to be generated in natural and man-made disasters in the Town of Eatonville.

Consider getting the assistance of groups to assist with debris removal and recycling.

Use existing contractors, or hire new ones, to implement free curbside pick-up.

Issues to consider are what debris to collect, the location of receiving sites, collection method, ownership of material, processing and marketing strategy, what kinds of contracts will be needed and the length of time to allow for debris management.

Allow more time than anticipated because residents will only take advantage of debris disposal once they have their insurance or FEMA checks in hand and can demolish damaged structures. Delays in insurance payments and limited post disaster contractor availability may delay placement of debris at curbside.

Consider regional coordination. Coordinate with other jurisdictions, within and outside of the Town of Eatonville. Potential exists for confusion among residents when debris management program announcements are made by different jurisdictions with different programs.

Develop and keep updated a list of potential debris receiving and disposal sites. Issues including, but not limited to capacity, ownership, temporary use permits, and time constraints should be considered.

Consider implementing debris segregation by material category at the point of collection. Experience has shown that once a jurisdiction begins requiring residents to segregate materials left at the curbside, residents left cleaner loads, not contaminated with materials that are unacceptable to the local program.

Consider establishing relationships with construction and demolition debris contractors and debris recycling contractors. During the stressful times after a disaster, these relationships can prove useful in setting up programs. Pre-arranged contracts should be considered also.

Consider establishing aggressive public education programs, with citizen involvement in the process, to gain community cooperation.

Consider establishing specific controls at disposal sites for incoming debris, water run off, and control of vectors and odors. Keep in mind that emergency waivers do not relieve the long-term responsibility for environmental liability.

Consider designing processing to meet market specifications. Grinding disaster debris before material qualities and types, and market specifications are well understood can drastically reduce diversions.

The market of greatest importance may be that of bio-fuel, produced essentially from mixed construction and demolition debris, free of metals and other contaminants, which is ground up to meet boiler specifications for particle size, moisture and other parameters.

Consider general health and safety. In the past, more people have been injured in some cleanup operations than in the disaster itself.

Ensure receiving sites are open immediately and reduce roadside pickup by providing convenient options to the public.

Goals of debris segregation and processing:

Maximize the recovery of materials at a cost less than disposal.

Produce products, which have a beneficial use.

Manage all materials in an environmentally responsible manner.

Build an ongoing capability to continue to manage similar waste materials in the future.

SUGGESTED CATEGORIES OF MATERIAL AND DEBRIS

Category

Types of Material

Green waste – Trees, shrubs, branches, leaves, etc.

Wood – Lumber, plywood, cabinets, doors, all wood furniture, pallets, treated and untreated wood.

Metal – Scrap metal, appliances, and structural steel.

Reusable building material – Doors, windows, plumbing and electrical fixtures, etc. which are in acceptable condition to be reused.

Aggregate – Concrete, roofing tiles, asphalt paving.

Plastics – Clear or colored sheeting as used in roof covering.

Roofing materials – Asphalt and wood roofing materials.

Gypsum wallboard – Construction trimmings without paint or contaminants.

Mixed construction and debris – More than 50% wood, metals and or other of the above demolition categories by volume, but in combined form.

PROCESSING STRATEGIES FOR SEGREGATED MATERIAL

Category

Types of Material

Green waste – Separate valuable hardwood, grind remainder for mulch/compost.
Process oversize material into bio-fuel.

Wood – Process into bio-fuel.

Metal – Contract for pick-up and transport to scrap metal market.

Reusable building material – Establish materials exchange and storage centers,
contract for return to used products market.

Aggregate – Crush and use for road aggregate.

Plastics – Produce composite lumber products.

Asphalt shingles – Grind and use for road base.

Gypsum wallboard – Grind and use for soil or compost amendment.

Mixed construction and demolition debris – Process into bio-fuel.

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION 14

ATTACHMENT # 2

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INDIVIDUAL ASSISTANCE PROGRAMS

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Attachment # 2

INDIVIDUAL ASSISTANCE PROGRAMS

The Town of Eatonville DEM is the first Point of Contact for individual assistance programs.

This compendium identifies typical individual assistance programs that **may** be available following an emergency or disaster. Each program has its own eligibility requirements, which **must be met** by each applicant to receive assistance.

PROGRAM: Humanitarian Service Groups (e.g. American Red Cross, Salvation Army, Church Groups, Voluntary Organizations, Community Service Groups)

Funded by: Agency or Group

Administered by: Agency or group at temporary or permanent locations. These services can be requested by individuals, local, or state officials. They provide immediate emergency aid such as clothing, food, medical assistance, shelter, clean-up help, transportation, furniture, and medical supplies.

PROGRAM: Emergency Food Stamp Program

Funded by: Food and Nutrition Services (USDA)

Administered by: State Department of Social and Health Services

Provides food coupons to qualifying disaster victims. Requires a request to the USDA by the Department of Social and Health Services, based on request to DSHS by State Emergency Management in coordination with local Emergency Services.

PROGRAM: Insurance Assistance

Administered by: American Insurance Association (AIA)

Federal Emergency Management Agency National Flood Insurance Program
Counseling on insurance problems or questions.

PROGRAM: Consumer Protection

Administered by: State Attorney General's Office

Provides counseling on consumer problems such as non-availability of products and services needed for reconstruction, price gouging, and disreputable business concerns and practices. May involve coordinating with the Insurance Commissioner and/or legal counsel.

PROGRAM: Crisis Counseling

Administered by: Department of Social and Health Services

Available only after a special request by the Governor and approved by FEMA. Referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

PROGRAM: Individual and Family Grant Program (IFGP)

Funded by: 75% Federal 25% State

Administered by: State Emergency Management intended to aid individuals and families to permit them to meet those disaster-related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement or insurance program.

PROGRAM: Temporary Housing Program

Funded by: 100% Federal

Administered by: FEMA

Provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable because of a disaster.

PROGRAM: Disaster Loans

Funded by: U.S. Small Business Administration

Administered by: U.S. Small Business Administration

Physical Disaster Loans. Low interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residences or personal property loss for renters. Business Loans (Physical Disaster Loans). Low interest loans to businesses for repair, replacement or rehabilitation of disaster damaged property. Economic Injury Disaster Loans (EIDL). For business that are suffering economic loss because of single sudden physical event of catastrophic nature. SBA's maximum loan is up to \$500,000. Funds can be used for indebtedness and operating expenses.

PROGRAM: Emergency Loans, Farmers Home Administration (FHA)

Administered by: US Department of Agriculture

Low interest loans to farmers, ranchers, and agricultural operators, either tenant operator or owner-operator, for physical and production losses. Loan may also be used to repair or replace farm property and supplies, or for repayment of farm operating debts incurred during the disaster year. May also be available if approved by the USDA following a Governor's request.

PROGRAM: Disaster Unemployment Assistance

Funded by: FEMA

Administered by: US Department of Labor through the State Employment Security Department. Provides weekly benefit payments to those out of work due to the disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

PROGRAM: Tax Assistance

Administered by: Internal Revenue Service (IRS) County Assessors

Provides counseling and assistance in the form of income tax rebates to disaster victims who file income tax returns during the year of the disaster or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses or farming/ranching operations. Benefits may also result from filing amended state income tax returns. County assessors may provide information on possible property tax relief.

PROGRAM: Social Security Benefits

Funded by: Social Security Administration (SSA)

Administered by: Social Security Administration

Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, survivor benefits, and SSI payments.

PROGRAM: Veteran's Benefits

Funded by: Veterans Administration (VA)

Administered by: Veterans Administration (VA)

Assistance in applying for VA death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages. VA representatives will also record address changes if necessary.

PROGRAM: Legal Services

Administered by: Federal Emergency Management Agency

Free legal counseling to low income persons for disaster related problems. May include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

PROGRAM: Infrastructure Assistance Coordination Council (IACC)

Administered by: State Department of Community, Trade and Economic Development (CTED) The IACC is an organization of state and federal agencies and associations that provides Washington communities with public financial and technical assistance.

Through the council, these agencies coordinate their efforts to better assist counties, cities, towns, special purpose districts, utilities and tribal governments.

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**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY SUPPORT FUNCTION 14

ATTACHMENT # 3

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DAMAGE ASSESSEMENTS FORMS

Form 129-Preliminary Damage Assessment Worksheet
Form 130-Preliminary Damage Assessment Summary
Form 140-Individual Damage Assessment Estimates

(These forms are regularly modified. The latest version can be obtained off the Washington EMD website. www.emd.wa.gov)

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY SUPPORT FUNCTION 14

ATTACHMENT #4

PAGE 176-177

CRITICAL FACILITIES PRIORITY LIST

**(ALSO SEE ANNEX 5, ATTACHMENT #1, Pg. 228-231 CRITICAL
INFRASTRUCTURES)**

(CONFIDENTIAL LIST)

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**ESF 14 – Attachment #4
Critical Facilities / Infrastructures Priority List**

Immediate Life Safety

Eatonville Town Hall / Emergency Operations Center (EOC)
Police & Fire Department
Utilities – Power, Water & Sewer
Rainier Group Communications
Comcast
Eatonville High School (Food Source – Shelter)
Eatonville Middle School (Shelter #1)
Eatonville Community Center (Secondary EOC)
Eatonville Elementary School (Shelter #2)
Multi-Care Family Medical (Health facility)
Plaza Market (Food Source)
Eatonville School Busses (Transportation & Evacuation)

Immediate Infrastructure

SR 161/Ohop Creek Bridge (State DOT)
SR 161/Mashell River Bridge (State DOT)
Alder Cut-Off RD/Mashell River Bridge (County DOT)
Eatonville Water Tank #1 (Dow Ridge)
Eatonville Water Tank #2 (Prospect)
Eatonville Water Tank #3 (Pennsylvania)
Pump Stations
Lifts Stations
Water Treatment Plant
Waste Water Treatment Plant

Secondary Infrastructure

Associated Petroleum (Fuel Source)
Shell Gas Station (Fuel/Food Source)
Kirks Pharmacy (Rx)
Swanson Field

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 20: Military Support to Civil Authorities	Effective Date:	Supersedes: Annex T
Page 178 of 181	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville
Pierce County Department of Emergency Management

SUPPORT AGENCIES

State of Washington Military Department
Local Federal Military Facilities

I. INTRODUCTION

Purpose

To provide effective coordination and use of military assistance and assets to civil authorities during an emergency or disaster when conditions extend beyond the capability of the Town of Eatonville to effectively respond, thus increasing the probability of danger to human life and/or extensive property damage.

Scope

Specific actions to be taken following any incident will be determined by the level of effort required to support the event. ESF 20 describes the conditions under which the Governor could declare a state of emergency and activate the National Guard; procedures that Town officials must follow to request military assistance from the state and/or Federal agencies; the type of assistance that can be provided; and the relationship between the military Commander and local civilian authorities.

II. POLICIES

The Town of Eatonville will facilitate coordination with responding military units during disaster operations by establishing a military liaison with the Eatonville DEM/EOC.

The Town will coordinate all requests for military support through the Pierce County EOC.

Military forces deployed to support civilian authorities will work under the direction of local authority but will retain their unit integrity and military chain of command.

III. SITUATION

Emergency / Disaster Conditions and Hazards

Refer to the 2002 Eatonville Comprehensive Plan, the 2015-20 Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

The military can provide a wide range of support to local governments in an emergency or disaster.

The Emergency Management Director or designated individual may request State military resources through the Pierce County EOC, to assist with disaster response. The request will be based on the premise that the local ability to respond to an emergency of such magnitude (including mutual aid) without military assistance will result in loss of human life and extensive property damage.

Military support may be delayed until the Governor proclaims a state of emergency or a Presidential Declaration of Emergency/Disaster occurs.

During wartime, availability of military resources is dependent on wartime assignment. Thus, availability of military resources may be reduced or nonexistent.

IV. CONCEPT OF OPERATIONS

General

An emergency occurs that meets the criteria for requesting state support.

Eatonville DEM contacts Washington State Military Department, Emergency Management Division (EMD) through the Pierce County DEM, with a request for state support. EMD will review all statewide resources, which could result in a recommendation to the Governor to employ the state National Guard personnel/equipment in addition to other state assets.

The Commander of a military installation has the authority to respond to immediate life-threatening emergencies. Such requests may be made directly to that installation. The Eatonville EOC when indicated may coordinate assistance from the Military Assistance to Safety and Traffic (MAST). Other requests for military assistance are coordinated by the state EOC through the Pierce County EOC.

The National Guard is primarily available after activation by the Governor. The Town must demonstrate that the need is beyond local capability or that a special capability only provided by the military is immediately required. A cost is associated with the activation of National Guard resources; it is reimbursable if disaster declaration is federally approved.

A National Guard liaison will be assigned for the duration of the National Guard's involvement.

A Task Force Commander will be assigned to maintain military control of all personnel/equipment tasked to support the emergency.

The military may provide logistical support to incoming federal resources under the scope of the Federal Response Plan (FRP).

When the emergency overwhelms the state's resources, the governor can request a Presidential declaration. A major disaster declaration by the President is a prerequisite for federal response and recovery. The Federal Emergency Management Agency (FEMA) coordinates the federal agencies response including utilization of the Department of Defense (DOD) assets.

If FEMA becomes involved, a Federal Coordinating Officer (FCO) will be assigned.

Organization

The Eatonville Town Council reviews and recommends for adoption emergency management mutual aid plans, agreements and such resolutions, rules and regulations as are necessary to implement such plans and agreements.

Procedures

Pierce County DEM maintains rosters of points for contact for state EMD and National Guard.

Include local military representatives, state and federal, in exercises and training classes.

Mitigation Activities

None

Preparedness Activities

Eatonville DEM will coordinate with the Washington State Military Department concerning implementation of this ESF through the Pierce County EOC.

Identification of expected areas of support:

Air and land

Tents/shelters and available land, and nearest armories

Security forces and traffic control

Supplemental communications

Limited emergency medical assistance

Limited mass feeding

Damage assessment, survey and reporting

Limited power generations

Coordination with all military service

Inventory of assets and identification of shortfalls.

Conduct exercises with county, state and federal military agencies to enhance response capabilities.

Recovery Activities

Implementing checklists and identifying activities to be undertaken to return life support systems to normal or improved levels.

V. RESPONSIBILITIES

Joint Primary Agencies

Town of Eatonville Department of Emergency Management

Determine the need, degree and priority for military resources.

Identify and coordinate staging sites for military resources.

Coordinate all requests through the Pierce County EOC.

Pierce County Department of Emergency Management

Establish and maintain ongoing liaison with local military installations as appropriate.

Lead agency for the coordination with military resources sent to assist Town operations.

Support Agencies

State of Washington Military Department

Support and coordinate the Town/County's request for military support.

Local Federal Military Facilities

Support the Town/County's request for military support in the response to, and recovery from a proclaimed/declared emergency or disaster.

VI. REFERENCES

Military Support to Civil Authorities Plan, Fort Lewis Washington

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definition Glossary, Acronyms

VIII. ATTACHMENTS

Attachment #1 – Examples of Military Resources and Services

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY SUPPORT FUNCTION 20

ATTACHMENT #1

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EXAMPLES OF MILITARY RESOURCES AND SERVICES

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 20 – Attachment #1

EXAMPLES OF MILITARY RESOURCES AND SERVICES

(Not all-inclusive)

Washington Military Department

Aircraft for transportation and reconnaissance
Vehicles and drivers to assist with transportation
Vehicles for transporting sand and sandbags
Personnel to assist in securing roadblocks
Limited mass feeding
Civil disturbance operations/area security patrols
Perimeter security/quarantine
Limited military engineering
Mobile/fixed communications
Delivery of supplies
Emergency shelter
Limited emergency electrical power
Urban search and rescue
Limited emergency medical aid
Limited potable water
Aerial reconnaissance

U. S. Department of Defense assets:

Span Gapping/ Bridging Capability
Weapons of Mass Destruction Response
Medical assistance
Patient evacuation
Urban fire suppression
Communications equipment
Debris clearance for emergency access
Damage assessment and structural evaluation of buildings
Demolition
Water supply
Restoration services for critical facilities
Contracting and construction management
Electrical generation

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 23: Damage Assessment	Effective Date:	Supersedes: Annex W
Page 184 of 190	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville Department of Emergency Management
Town of Eatonville Building/Planning Department
Washington State Department of Transportation

SUPPORT AGENCIES

Pierce County Department of Emergency Management
Town of Eatonville Public Works Department
Town of Eatonville Police Department
South Pierce Fire & Rescue #17 (SPFR)
Washington State Patrol
Eatonville School District

I. INTRODUCTION

Purpose

To provide accurate local damage assessment, within the first few hours after an incident so that local government can respond to life-threatening situations and imminent hazards. Coordinated and timely assessments permit local government to prioritize response activities, allocate scarce resources and request mutual aid resulting in state and federal assistance more quickly and accurately.

Scope

This ESF applies to all assessment activities resulting from an emergency or disaster within the Town of Eatonville.

II. POLICIES

It is the policy of the Town of Eatonville that each department will develop the capability to ascertain after a disaster or other major event, what has happened to departmental personnel, facilities, equipment and service delivery capability; what can be done about the situation with existing resources; and what specific needs exist to maintain or re-establish agency capabilities or to respond to the situation. This information shall be relayed to the Eatonville EOC as soon as possible after an event.

All departments will document costs of emergency operations and damages to Town property and facilities in anticipation of potential Federal reimbursement under established disaster relief and recovery programs.

The Town of Eatonville will utilize the inspection guidance in ATC-20 for post-earthquake and other disaster safety evaluations of buildings developed by the Applied Technology Council, to survey damaged buildings for safety.

III. SITUATION

Emergency/Disaster Conditions and Hazards

Refer to the 2002 Eatonville Comprehensive Plan, the Town of Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

There are two types of damage assessments.

Urgent, for rapid assessment of what has happened to prioritize initial response activities and determine the immediate need for outside assistance; and

Post-disaster, to document the magnitude of private and public damages for planning recovery activities and to justify requests for state and federal assistance.

Initial damage reports will be hard to obtain, may be fragmented, and provide an incomplete picture of the extent and magnitude of damage to the Town.

There may be a shortage of individuals qualified to assess damages. Report formats and modes of reporting will be varied and inconsistent.

IV. CONCEPT OF OPERATIONS

Urgent Damage Assessment

An urgent damage assessment is needed to provide the Eatonville EOC or Incident Commander and first responders with an immediate sense of the types and magnitude of damage and of the condition of the transportation and communications infrastructure. This type of assessment is referred to as a windshield assessment. Damage assessment is conducted separately from life saving and property protection operations. (See ESF-4 Attach-1 for Rapid Need Assessment Form & Windshield Survey Form.) This information is used to manage immediate response as well as short and long-term recovery issues.

Urgent damage assessment will generally begin during the hazardous event such as a windstorm, or immediately following, such as after an earthquake, and continue until the Eatonville DEM/EOC has developed a picture of the types and magnitude of damage throughout the Town.

Assessment teams may be formed, conducted by the Eatonville EOC, and deployed to the disaster area as quickly as possible to make initial assessments and report critical needs to the EOC. Pierce County EOC will support existing efforts of other political jurisdictions such as cities and towns. Damage reports should be as concise yet informative as possible and without delay.

Reports of damage should not be delayed by gathering detailed information. At a minimum, urgent reports should contain a location, type of damage, and magnitude of damage, whether personal injury or death is involved, and whether immediate assistance is needed to save lives.

Damage assessment reports will be made to the Eatonville EOC by the most expeditious means under the circumstances.

Although difficult to contemplate, it may be prudent to bypass an apparently urgent situation to continue damage assessment activities. There may be an even more urgent need down the road.

Following urgent damage assessments, and as necessary, responders will establish response priorities, attending to the needs of the public in a way that provides maximum life-saving potential. If local resources are insufficient to respond to all urgent needs in a timely manner, additional resources will be requested through mutual aid agreements, through the Eatonville EOC.

Eatonville EOC staff (Planning Section) will analyze the information received, develop response priorities and coordinate resources accordingly. The Public Information Officer (PIO) will also disseminate damage information to appropriate government officials, the media, and the public. After the initial damage information is collected and compiled, relay it to the Pierce County EOC.

Detailed (post-disaster) Damage Assessment

A detailed damage assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for state and federal assistance, and to meet the information needs of the public.

Detailed damage assessments will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, detailed assessment could last for several weeks.

The Eatonville Building and Planning Department are the lead division for the detailed (post-disaster) inspection of buildings. This will be in coordination with the Fire Marshal, other departments and jurisdictions, and with persons with engineering expertise from the private sector.

The current priority for building post-disaster inspections is as follows:

Command and control facilities such as the primary or secondary EOC's.

Facilities critical to public safety, such as communications, designated health care facilities, community shelters (schools, churches, etc.) and utility providers.

Secondary medical designated care facilities used for the care of the sick, injured or elderly.

Public service facilities such as government offices and facilities.

Commercial or residential structures of which failure poses an imminent threat to the public.

Others as directed as the situation warrants.

Damage assessment teams will focus primarily on immediate victim needs (such as water, food, medical and shelter) and impact to infrastructure (such as utilities, transportation and communications capabilities). Damage assessment teams are designed to support, not replace, existing efforts of other political subdivisions such as fire districts, and school districts.

Federal Disaster Assistance

After the emergency response phase is over, and if damages are, or appear to be of the magnitude to be included in Federal Disaster Assistance, other assessment teams may be formed to assess the impacts of the event on the community. Coordination of these assessment teams will be done by the Pierce County EOC. A local declaration is needed to begin this process.

Federal assistance is divided into two basic categories: damage to private property and small businesses, which is called Individual Assistance, (form 140), and damage to and costs incurred by public agencies and private, non-profit organizations which provide a like government service, which is called Public Assistance (form 129/130). Either one or both categories may be requested in a disaster.

The Town's Applicant Agent will process all damage estimates and required documentation. The accurate and complete compilation will be provided to the Pierce County Applicant Agent (Director, PCDEM) in adherence to predetermined timelines.

A specific request for assistance is sent by the Governor, through the Federal Emergency Management Agency (FEMA) to the President when the assessment is complete. The President may approve or deny the request.

Mitigation and Preparedness Activities

Eatonville Department of Emergency Management

Develop and distribute a list of critical facilities. Critical facilities are those needed for continuity of government and public safety such as disaster management direction and control facilities, shelters, fire stations and medical facilities.

Develop EOC procedures for soliciting, receiving, recording, evaluating, and disseminating damage assessment information.

Include damage assessment administration and reporting as part of the Town's emergency management-training program.

Develop and distribute damage assessment aids, such as windshield visor cards and check lists.

Develop and maintain a system for registering damage assessment emergency workers.

Planning and Building Department

Develop and maintain procedures for urgent assessment of critical facilities, public buildings and structures.

Develop and maintain procedures for detailed inspections of residential, business, and public buildings and structures, with initial focus on critical facilities.

Ensure adequate resources and trained personnel are identified to conduct inspections. Develop plans and procedures to register and use resources of other jurisdictions and government agencies, professional and educational organizations, and volunteers.

South Pierce Fire & Rescue #17

Develop and maintain procedures to support urgent damage assessment by surveying the fire district immediately following a hazardous event and reporting the situation to the EOC (Planning Section). Critical facilities within the fire district should receive highest priority for assessment.

Public Works

Develop and maintain procedures for both urgent and detailed inspections of bridges, roads and transportation right-of-way.

Ensure adequate resources and trained personnel are identified to conduct inspections. Develop plans and procedures to register and use resources of other jurisdictions and government agencies, and volunteers.

Develop and maintain procedures for work crews and personnel to support urgent damage assessment by surveying their work areas immediately following a hazardous event and reporting the situation to the EOC. Critical facilities within the work area should receive highest priority for assessment.

Police Department

Develop and maintain procedures for field personnel to support urgent damage assessment by surveying their patrol areas immediately following a hazardous event and reporting the situation to the EOC. Critical facilities within the patrol area should receive highest priority for assessment.

V. RESPONSIBILITIES

General

Emergency operations will follow the incident command principles of the National Incident Management System.

All agencies will include damage assessment activities in organizational training programs and participate in countywide drills and exercises to evaluate procedures and to maintain or refine damage assessment skills.

ESF-23 agencies (primary and support) will identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and alternate work locations. Critical personnel and supporting agencies will be informed of their role in the event of an emergency or disaster.

ESF-23 agencies will establish mobilization procedures and lines of succession (three-deep in each position), which are updated regularly.

Immediately after a major event occurs, assess what has happened to Town personnel, equipment and facilities, what can be done about it with existing resources, and what is needed to restore operations or to respond to the situation.

Following a disaster or emergency, all Town employees shall assess your surroundings and situation, look to your own safety and to those around you, and safety permitting, communicate observed damage to the EOC. Remember, even in a disaster, 9-1-1 remains the number to call for immediate life-saving assistance.

Joint Primary Agencies

Town of Eatonville Department of Emergency Management

The Town of Eatonville will appoint an Applicant Agent as a point of contact for all disaster-related information and documentation.

Form damage assessment teams, if required, to obtain specific information from specific areas.

Identify team members and designate team leaders

Identify areas where teams are to be assigned.

Coordinate logistic support for team operations.

Receive initial damage assessment data processing.

Town of Eatonville Building and Planning Department

Lead agency for post-disaster damage assessments.

Provide building inspectors for post-disaster damage assessments within the Town and placard buildings appropriately.

Coordinate with the EOC damage assessment priorities.

Prioritize buildings for structural repairs or demolition.

Coordinate damage assessment activities with the Pierce County Planning and Land Services.

Washington State Department of Transportation

Provide structural engineers for the assessment of damages of highways falling under their jurisdiction.

Coordinate with the Eatonville EOC assessment and repair priorities.

Support Agencies

Pierce County Department of Emergency Management

Collect and compile damage assessment data.

Coordinate logistic support for team operations.

Serve as Applicant Agent for Pierce County

Town of Eatonville Public Works Department

Provide barricades for road closures.

Provide additional labor and equipment for damage assessment efforts, as resources allow.

Town of Eatonville Police Department

Conduct initial windshield surveys and report findings to the EOC (see ESF-4, Attach 1 – Rapid Needs Assessment Form, or Windshield Survey Form.)

Secure damaged buildings from looters.

Support Eatonville EOC activities.

South Pierce Fire & Rescue #17

Conduct initial windshield surveys and report findings to the Eatonville EOC (see ESF-4, Attach 1 – Rapid Needs Assessment Form or Windshield Survey Form).

Support Eatonville EOC operations.

Washington State Patrol

Close unsafe transportation infrastructure under DOT jurisdiction.

Eatonville School District

Conduct damage assessments of buildings using ATC 20-1 guidelines.

Relay field information gathered from parents to the Eatonville EOC.

VI. REFERENCES

ICBO (International Conference of Building Officials) Disaster Mitigation Handbook.

ATC (Applied Technology Council) 20-1 Field Manual: Post-earthquake Safety Evaluation of Buildings.

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definition Glossary & Acronyms

VIII. ATTACHMENTS

ESF 14 – A – 1 – Damage Assessment Forms (pg. 175)
Form 129-Preliminary Damage Assessment Worksheet
Form 130-Preliminary Damage Assessment Summary
Form 140-Individual Damage Assessment Estimates

See Confidential Resource List

Published Separately

Critical Facilities & Infrastructures Priority List

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ESF 24: Evacuation and Movement	Effective Date:	Supersedes: Annex G
Page 191 of 197	Approved by:	

JOINT PRIMARY AGENCIES

Town of Eatonville Department of Emergency Management
Eatonville Police Department
South Pierce Fire & Rescue #17 (SPFR)
Eatonville Public Works

SUPPORT AGENCIES

Pierce County Department of Emergency Management
Eatonville School District
American Red Cross Tacoma-Pierce County Chapter
Eatonville Police Chaplaincy / Associated Ministries of Pierce County
KIRO News Radio 710 AM / KPLU 88.9 FM

I. INTRODUCTION

Purpose

To coordinate efforts for the relocation of people who reside within the Town of Eatonville from life or health threatening hazards, and to return them when the situation is safe.

Scope

Planning for every situation needing evacuation and movement of Town residents is beyond the scope of this ESF. This plan will address broad objectives that will provide the greatest protection of life during emergencies or disasters in which evacuations are recommended. Planning for the transportation of emergency supplies, workers, and equipment is addressed in ESF 1, Transportation.

Limitations

An emergency or disaster situation could require the evacuation of many people in or near a threatened or stricken area. However, the coordination of a major evacuation may be extremely difficult due to several local conditions including the possible isolation of the area to be evacuated and the difficulty of providing sufficient warning and means of transportation for those in rural areas. This is especially true for those individuals who are at risk medically, the elderly, and the handicapped.

In addition, although government can order an evacuation, people cannot be forced by government to leave. Government has only the responsibility to warn and advise the public to evacuate.

II. POLICIES

An evacuation may be requested by any of the following or their designees. The specific individual is dependent upon the circumstances.

Incident Commander

Mayor, Town of Eatonville
Eatonville Town Administrator
South Pierce Fire & Rescue #17 Chief
Eatonville Police Chief
Director, Tacoma-Pierce County Health Department
Senior law enforcement at the scene of an emergency incident.

Ministerial support and assistance will be coordinated through the Associated Ministries of Tacoma-Pierce County (AM), in cooperation with the American Red Cross Tacoma-Pierce County Chapter and department Chaplains.

The Town of Eatonville will direct the movement of people and support other jurisdictions, as resources will allow.

The Town will use public and private vehicles for evacuation purposes to the extent possible.

In the event of an international crisis, the state and federal government will assess evacuation and subsequent shelter needs based on the details of that specific event.

III. SITUATION

Emergency / Disaster Conditions and Hazards

Refer to the Eatonville Comprehensive Plan, the Town of Eatonville Hazard Mitigation Plan, and the Pierce County Hazard Identification and Vulnerability Analysis (Published separately).

Planning Assumptions

An emergency or disaster is imminent or has occurred and is of such magnitude that people must be evacuated to avoid loss of life.

A shortage of personnel and resources will occur during widespread and long-term events to manage all the evacuation needs.

In a crisis, residents may spontaneously evacuate from areas perceived to be unsafe.

Evacuation should be considered a round trip process.

IV. CONCEPT OF OPERATIONS

General

Unless an evacuation is of an emergency nature, the Town Council as the legislative authority will coordinate with the Police Department and Eatonville EOC regarding the decision to evacuate.

The Eatonville EOC will coordinate with Pierce County EOC for additional assistance if required.

Operational priorities will be established by the senior law enforcement representative working with the other responding agency head from the Eatonville EOC or established Command Center.

Levels have been established as follows:

Level 1 means **BE ALERT**. Be aware. Danger exists in your area. Monitor local media for information. People with access or functional needs, such as health or mobility concerns, or those with animals, should begin making arrangement to evacuate.

Level 2 means **BE READY**. There is significant danger to your area. People should voluntarily relocate to a place outside the affected area. If choosing to remain, be prepared to leave at a moment's notice. Monitor local media and emergency personnel for more information. **THIS MAY BE THE ONLY EVACUATION NOTICE YOU RECEIVE.**

Level 3 means **LEAVE IMMEDIATELY**. Danger to your area is current or imminent. Leave immediately. Listen to local media and emergency personnel for further instructions regarding the evacuation.

The actual message to the citizens requesting that they evacuate should be clear and concise and contain specific information as to the hazard and the specific risk, where citizens are supposed to go, what routes they should take and what provisions have been made for shelter.

Warning will be accomplished by all available means. (People are more likely to evacuate if the message is delivered by uniformed personnel).

Consideration shall be given to the sheltering and eventual return of the residents. Continued information to evacuees in the status of the threat, accountability of family members, reassurance of security and accurate information on the duration of the evacuation shall also be considered.

For planning purposes, it is assumed private vehicles may provide the means of evacuation for most people in the evacuation zone. Public transportation resources will be utilized, if possible, to evacuate those without other means of transportation.

Organization

The lead agency responsible for this ESF is the Eatonville Police Department. In the event a disaster affects more than one jurisdiction, the concepts of the Incident Command System, Unified Command will be followed.

Procedures

Existing agency procedures for the operations of shelters, feeding and movement of the populous will be followed.

Mitigation Activities

Primary Agencies: None

Support Agency – American Red Cross Tacoma Pierce County Chapter ensures that shelters are capable of handling influx of evacuees.

Preparedness Activities

Primary Agencies

Develop and maintain evacuation procedures and ensure that personnel are trained in the implementation of these procedures.

Develop and maintain procedures to coordinate with human services to deal with the opening of shelters and reception areas.

Support Agencies – American Red Cross Tacoma-Pierce County Chapter

Develop and maintain procedures for handling of displaced persons from an evacuation.

Develop a volunteer family preparedness program.

Develop and maintain 24-hour contact/call-out procedures so that public safety can contact a representative.

Other Support Agencies

Develop and maintain procedures on their roles and responsibilities during an evacuation.

Ensure personnel are trained in the implementation of their roles and responsibilities during an evacuation.

Response Activities

Primary Agencies

Responsible for implementing and coordinating emergency evacuation. This is done in the event of a situation that immediately threatens an area and there is no time to obtain a proclamation from elected officials.

Responsible for determining when and how the public can re-enter the evacuated area(s).

Provides security for evacuated areas.

Documents evacuation status and disseminates status to appropriate personnel, agencies and the public on a continual and timely basis.

Support Agency – Incident Commander

In the event an incident requires an emergency evacuation, such as a Hazardous Materials incident, flooding, fire, or any other localized incident, the Incident Commander has emergency authority to call for an emergency evacuation of a potentially affected area.

Alerts the Pierce County EOC as soon as possible for the opening of shelters.

Must document justification for calling for an evacuation.

Must advise the Executive Authority as soon as practical.

Support Agency – Town Council

Directly responsible for the decision, proclamation, and issuing evacuation

orders to evacuate areas within its jurisdiction. Justification or reasons issuing evacuation orders to evacuate areas within its jurisdiction. Justification or reasons for the threat to life or property of local citizen must be well documented.

Support Agency – Eatonville Department of Emergency Management

Provide support to law enforcement, as appropriate.

Coordinate public information / instructions with local public safety agencies and the media.

Act as the point of contact with the Pierce County DEM/EOC, and American Red Cross for shelter opening, tracking of displaced persons and other activities as appropriate.

Support Agency – American Red Cross – Tacoma Pierce-County Chapter

Responsible for the sheltering and tracking of displaced citizens (Disaster Welfare Inquiry) due to an evacuation.

Support Agency – Public Works

Assist with request for additional personnel

Provide traffic control signs, barricades, etc.

Assists in the determination of safe evacuations routes.

Support Agency - Eatonville School District

Provide transportation (buses) for:

Temporary Shelters

Movement of citizens out of an affected area, as needed.

Provide liaison at the Eatonville EOC, as appropriate.

Recovery Activities

Primary Agencies

Evaluate the safety of an evacuated area prior to allowing citizens back in.

Provide a detailed summary of actions taken and cost relating to the evacuation.

Support Agencies

Perform recovery as outlined in departmental procedures.

V. RESPONSIBILITIES

General

Emergency Operations will follow the incident command principles of the National Incident Management System.

ESF-24 agencies (primary and support) will identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and alternate work locations. Critical personnel and supporting agencies will be informed of their role in the event of an emergency or disaster.

ESF-24 agencies will establish mobilization procedures and lines of succession (three-deep in each position), which are updated regularly.

ESF-24 agencies will endeavor to provide accurate and timely emergency public information as coordinated through the Pierce County Joint Information Center (JIC).

Joint Primary Agencies

Eatonville Department of Emergency Management, Emergency Operations Center.

Coordinate and support field units with evacuation efforts.

Provide emergency public information. Coordinate the dissemination of information with the Pierce County Joint Information Center.

Assist with the identification of evacuation routes.

Assist with the identification of reception sites.

Eatonville Police and South Pierce Fire & Rescue #17

Identify safe and intact evacuation routes. Coordinate with the public works department for road and safety assessments when indicated.

Provide traffic and crowd control.

Provide the Eatonville EOC with timely and accurate information on field requests and activities.

Assist with notification of residents to evacuate.

Eatonville Public Works Department

Assess roads for safety and integrity.

Provide signs and barricades for safety and traffic flow.

Provide operational control of traffic signs and flashers under Town jurisdiction.

Support Eatonville EOC and Police Department evacuation efforts.

Support Agencies

Pierce County Department of Emergency Management

Coordinate and support Eatonville EOC resource requests and activities, to include the dissemination of emergency public information through the Joint Information Center.

Assist with the identification of reception sites and shelter locations.

Eatonville School District

Provide buses to assist in the movement of people when requested and if available.

American Red Cross Tacoma-Pierce County Chapter

Provide food and water to emergency workers and evacuees.

Provide a method to register evacuees and a referral service as to who is in what shelter.

Associated Ministries of Pierce County

Provide a forum to assist individuals with spiritual and special disaster needs.

KIRO News Radio 710 AM / KPLU 88.9 FM

Broadcast timely and accurate information determined and coordinated by the Eatonville EOC and the Pierce County EOC through the Pierce County JIC.

VI. REFERENCES

None

VII. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definition Glossary & Acronyms

VIII. ATTACHMENTS

A-1 Upper Nisqually Evacuation Plan

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

EMERGENCY SUPPORT FUNCTION 24 – Evacuation & Movement

ATTACHMENT #1 – UPPER NISQUALLY VALLEY EVACUATION PLAN

PAGE 198-208

**TOWN OF EATONVILLE CEMP
ESF 24 – EVACUATION & MOVEMENT
ATTACHMENT #1 – UPPER NISQUALLY VALLEY EVACUATION PLAN**

Upper Nisqually Valley Evacuation Plan	Effective Date:	Supersedes: NA
Page 198 of 208	Approved by:	

JOINT PRIMARY AGENCIES

Pierce County Sheriff's Department
Mt. Rainier National Park
Washington State Patrol
Eatonville Police Department
Pierce County Fire District #23 (Ashford-Elbe)
Lewis County Sheriff's Office
Lewis County Fire District #9 (Mineral)
Lewis County Fire District #17 (Big Creek)
Pierce County Department of Emergency Management

SUPPORT AGENCIES

Lewis County Department of Emergency Management
American Red Cross Tacoma-Pierce County Chapter
Eatonville School District
Eatonville Fire Department
KIRO News Radio AM 710 and KPLU FM 88.5
National Weather Service
Washington State Emergency Management Division
Law Enforcement and other Public Safety Answering Points (911 Dispatch Centers)
United States Forest Service
Department of Natural Resources
Department of Transportation – Alder Maintenance Facility

I. INTRODUCTION

Overview

The Upper Nisqually Valley is in southeast Pierce County. The area is approximately 19 miles in length beginning slightly north of Alder Dam and extending eastward along SR-706 through the communities of Alder, Elbe and Ashford, terminating at the Nisqually entrance to Mount Rainier National Park.

The Upper Nisqually Valley is rural and sparsely populated. Urban facilities and services such as bus services, libraries, parks, or sewer service are not available. However, in the summertime more than ½ million tourists move through the area traveling to and from Mount Rainier National Park.

SR-7 and SR-706 are the main access routes to and through the Upper Nisqually Valley. There are few county roads due to the rural nature of the community. Many of the county roads are narrow and have poor visibility. Even worse conditions are present in the few Forest Service Roads in the area.

Traffic congestion is an important transportation issue in the Upper Nisqually Valley. While southern Pierce County does not experience a significant amount of commuter traffic, it does have high volumes of recreational travel, which clog the roadways and create long traffic lines and parking problems. The recreation-related congestion is seasonal, occurring in the warm summer months and on holiday weekends.

Mission

The Upper Nisqually Valley Evacuation Plan outlines an organized method to remove the residents and visitors of the Upper Nisqually River Valley to safety with minimal delay and confusion in the event of a threatening situation caused by volcanic, seismic or other hazards requiring evacuation.

Additionally, this plan provides guidelines for the feeding and sheltering of displaced persons evacuated from their homes and businesses in the upper valley.

Purpose

Representatives from fire services, law enforcement, local school district, the National Park Service and county emergency management collaborated in the development of the Upper Nisqually Valley Evacuation Plan. Their task was to identify methods for warning, emergency route identification and procedures for the movement and evacuation of affected persons, as quickly and safely as possible in a written format that was clear, concise and practical. This plan reflects their efforts.

Scope

The Upper Nisqually Valley Evacuation Plan applies to persons located in the Nisqually River Valley above the Alder Dam and the emergency responders servicing the area in the event that evacuation and movement are indicated for the safety of those persons. The need for evacuation and movement of persons may result from volcanic or seismic activity, hazardous materials releases, landslides, floods, etc.

Using the experience and knowledge of the agency representatives this plan provides broad objectives that will provide the greatest protection of life that can be achieved with the available resources and time.

Organization

All movement and evacuation operations will follow the principles of the incident command system (ICS), which is a component of the national interagency incident management system. This will include on-scene command and unified command comprising emergency responders from lead and supporting agencies.

II. POLICIES

Authorities

This plan was created as a collaborative effort to meet the need for coordinated evacuation activities along the Upper Nisqually River Valley.

The Revised Code of Washington (RCW) 38.52 and Washington Administrative Code (WAC) 118.30 directly address the structure of governmental emergency management organizations and their responsibilities. RCW 38.52 provides the

framework for mutual aid agreements and mandates the use of ICS in any multi-jurisdictional, multi-agency emergency response. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) addresses the federal government's authority in providing disaster response and recovery assistance.

Due to the multi-jurisdictional, multi-agency and inter-disciplinary nature of this plan there are too many existing emergency policies on the local level to list in this section. The aggregate of these policies is, in some way, reflected in both the Concept of Operations and the Responsibilities sections of this plan.

Limitations

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that in emergency or disaster situations a perfect response will be practical or possible. This plan should be used as a guideline with consideration given to the unique needs of each and every situation.

III. SITUATION

Emergency/Disaster Conditions and Hazards

Mount Rainier is an episodically active volcano that towers more than 14,400 feet above expanding suburbs and communities in the valleys that lead to Puget Sound. Geologic study indicates that Mount Rainier has repeatedly produced lahars and debris flows. Comparable future lahars are to be expected. With today's population and continued growth in the valley, the impact would be catastrophic.

Nisqually River Debris Flow History

TYPE OF FLOW	AGE OR DATE	AREA REACHED
Outburst flow on Kautz Creek	1947 AD	Below confluence with Nisqually River
Lahar	Post 1480 AD	At least to Elbe
Parts of Tahoma Lahar	Post 1480 AD	At least to Elbe
Lahar run out	<2500 years ago	At least to National
Lahar run out	<2500 years ago	To Elbe
Run out from National Lahar	<2200 years ago	Puget Sound
Round Pass Mudflow	2,610-2,790 years ago	Unrecognized below Tahoma Creek
Lahar run out	<3400 years ago	At least to Ashford
Large Lahar run out	<3400 years ago	Probably to Puget Sound Lowland
Paradise Lahar	4,500-5,000 years ago	At least to National

Other hazards include but are not limited to earthquakes, hazardous materials releases and explosions, wild land interface fires, and flooding.

Planning Assumptions

The inhabitants of the valley are expected to be self-sufficient for at least seven days following an emergency or disaster. There is evidence that pre-disaster preparedness mitigates the impact of emergencies or disasters on those affected.

People will spontaneously evacuate areas when there is actual or perceived danger.

Loss of life and property will occur with a catastrophic event.

It is assumed that evacuations will last more than a few hours.

As response resources may be depleted or unavailable and essential systems may be rendered dysfunctional, the emergency responders can only make every reasonable effort to respond based on the situation, information and resources available at the time the situation occurs.

Transportation routes will be overwhelmed with people attempting to get to higher ground and out of harm's way. The stalemate will hinder the access of first responders to assist in traffic flow.

Debris may make streets and highways impassable and leave people stranded.

Vehicles will break down and block roadways.

Support agencies and incorporated cities and towns will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, in addition to resources received under the authority of this plan.

Pierce County will not have all the resources, either in type or in quantity that may be required for the movement and evacuation of persons in the event of a large and widespread emergency or disaster. Pierce County will coordinate with the incorporated county cities and towns and the state Emergency Management Division (WEMD) for the procurement of needed resources.

Mount Rainier National Park Rangers and staff will coordinate the evacuation of the park.

The increase of seasonal and holiday visitors to the park will significantly impact the evacuation effort.

IV. CONCEPT OF OPERATIONS

Emergency Notification

The effectiveness of emergency notification is dependent upon the type and magnitude of the event, the time from the first notification to the impact of the event, time of day, and severity of associated weather.

There are different methods of emergency notification but due to the close proximity of the Upper Nisqually community to the mountain some may be less appropriate than others for use if the event is volcanic in nature. This limits emergency notification to the Emergency Alert System, NOAA weather radios, and amateur radio, door-to-door and public-address systems.

The Emergency Alert System transmits emergency information when an emergency or disaster necessitates lifesaving actions. This information is received by radio,

television and cable broadcasters and is quickly re-transmitted to the public. Federal, state and local government agencies, and the National Weather Service generate Emergency Alert System messages. The National Weather Service is committed to serving the public in the delivery of all-hazard emergency notification and not just weather-related events.

The NOAA weather radio and the media receive these signals simultaneously over the EAS channels. Through the NOAA weather radio, persons located in the Upper Nisqually River Valley are notified of the hazard and given emergency actions to take.

If the situation and resources permit, this method of emergency notification is supplemented with door-to-door and public-address notification.

911 Dispatch Centers will follow established communications and call-out procedures to alert public safety providers.

A radio tower located in the Ashford-Elbe area will enhance emergency communications necessary to coordinate the evacuation and emergency response efforts. Communications previously restricted to landline telephone may be conducted over radio frequency.

Licensed amateur radio operators will monitor and support field operations by relaying emergency information to appropriate agencies. Radio operators will report to the Ashford Fire Department when indicated.

Emergency Management Concepts

Law enforcement is the lead agency in the evacuation and movement of people.

Public safety and emergency responders will not be committed into hazard area.

Field and emergency operations center (EOC) operations will adhere to the principles and guidelines described in ICS.

The Upper Nisqually operational area is divided into two regional zones to optimize emergency operations and communications. They are the Ashford Zone and the Eatonville Zone.

Ashford Zone - On-scene Command

Command post for on-scene operations will be established at the National Park Headquarters – Tahoma Woods (Star Route, Ashford).

Incident commander will be the first arriving public safety responder and will be re-assigned if not initially filled by a senior ranking and qualified police officer or sheriff deputy.

Staging for on-scene operations will be established at the Ashford Fire Department Headquarters Station (29815 SR-706).

Public safety and park personnel unable to report to normal work locations after receiving notification of an emergency or disaster will report to the on-scene command (Tahoma Woods) in the Ashford Zone.

In large-scale events when establishing on-scene command and staging in the Ashford Zone puts lives in danger, all resources will report to Eatonville Command.

When the event prevents Lewis County resources from reaching either command location due to unsafe conditions of the bridges spanning the river, a mobile command post will be located at Lewis County Fire District #9 (104 Front Street W., Mineral).

Eatonville Zone -Unified Command

Unified command and staging will be established at the Eatonville EOC located at the Town Hall (201 Center Street West). It is also the command post for the Eatonville Zone.

Appropriate agency personnel will automatically report to the Eatonville EOC when indicated.

Pierce County and Lewis County EOC's will open in support of field and command operations and will provide a liaison for unified command at the Eatonville Zone when indicated.

Direction and Control

Direction and control under the principles and guidelines of ICS to manage the evacuation and movement activities establishes common standards in organization, terminology and procedures. It provides a means (unified command) for the establishment of a common set of incident objectives and strategies during the multi-agency, multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility and accountability.

The incident commander will be the first arriving public safety responder at the command post. Evacuation is a law enforcement activity and the IC will be re-assigned if necessary.

Effective coordination of the evacuation is dependent on continued communications among on-scene command, unified command and the EOCs.

Evacuation and Movement

Individual and family emergency preparedness and planning for seven days of self-sufficiency enables a more rapid evacuation of the inhabitants of the Upper Nisqually River Valley.

With notification of a large-scale event requiring evacuation of the Upper Nisqually River Valley, all persons located in the area will rapidly begin to evacuate. Some events will be of such a magnitude that quick action to get to high ground will be the only lifesaving action available.

With notification of a large-scale event requiring evacuation during school hours, children and personnel of the Columbia Crest Elementary School will evacuate to the Eatonville Middle School collection site (207 Carter Street East) as quickly as possible.

Traffic flow must continue until well outside the hazardous areas and should not stop until the Town of Eatonville. The first collection site and shelter location will be at the Eatonville Middle School.

Collection and Shelter

Evacuated persons will report to the collection point or shelter at the Eatonville Middle School. Eatonville Fire Department and American Red Cross will conduct a brief registration of all arriving persons. The registration is required to determine the effectiveness of the evacuation and any subsequent need for search and rescue.

Not all evacuated persons will need shelter, but the Eatonville Middle School will temporarily accommodate those who do. Additional shelters will open if needed. The American Red Cross Tacoma-Pierce County Chapter is the lead agency for shelter operations.

V. RESPONSIBILITIES

Ashford Zone

Incident Command

Incident command will be established by the first arriving public safety responder to the command post. Evacuation is a law enforcement activity. The incident commander will be re-assigned to a qualified officer or deputy if necessary.

With input from other responding agencies, assess the situation and determine the hazard potential and initiate life safety operations, which include but are not limited to, evacuation.

Determine resource needs.

Communicate situation and resource status and needs to unified command frequently.

Pierce County Sheriff's Department, Washington State Patrol or Eatonville Police Department

Appoint qualified deputy, trooper or officer to function as on-scene incident commander.

Mount Rainier National Park – Tahoma Woods

Accommodate and participate in on-scene command post.

Establish incident command for emergency operations within park boundaries.

Support evacuation efforts outside of park if resources allow.

Pierce County Fire District #23 (Ashford)

Assign a staging officer and ready an area for arriving resources.

Assign resource officer for resource check-in.

With input from other responding agencies, assess the situation and determine the hazard potential and initiate life safety operations, which include but are not limited to, evacuation.

Lewis County Fire Districts #9 and #17

Support on-scene command and emergency operations. If crossing the bridges spanning the river is unsafe, report to mobile command at Lewis County Fire District #9 (Mineral).

Supplement emergency operations with available personnel and resources.

Lewis County Sheriff's Office

Support evacuation operations and traffic flow.

Establish mobile command at Lewis County Fire District #9 (Mineral) whenever conditions prevent resources from reporting to Ashford and/or Eatonville Zones.

United States Forest Service and Department of Natural Resources

Coordinate with on-scene command for available resources.

Department of Transportation – Alder Maintenance Facility

Coordinate with on-scene command for available resources.

Eatonville Zone

Pierce County Sheriff's Department

Establish unified command.

Provide traffic control and facilitate continuous flow.

Monitor and assess situation and resource needs.

Communicate situation and resource status and needs to Pierce County EOC frequently.

Washington State Patrol

Participate in unified command.

Support emergency operations.

Eatonville Police Department

Participate in unified command.

Support emergency operations.

Eatonville Fire Department

Conduct registration of evacuated persons at Eatonville Middle School collection site.

Liaison with the American Red Cross Tacoma-Pierce County Chapter in the housing and feeding of displaced persons.

American Red Cross Tacoma-Pierce County Chapter

Open shelters when indicated.

Assist in the registration of evacuated persons.

Liaison with unified command and the Pierce County EOC.

Eatonville School District

Conduct evacuation of Columbia Crest Elementary School when indicated.
Transport all evacuated children and personnel to the Eatonville Middle School collection site.

Provide facilities for shelter operations.

Assist in the registration of evacuated persons, if resources allow.

Liaison with unified command, Eatonville Fire Department and the American Red Cross Tacoma-Pierce County Chapter.

Mount Rainier National Park

Participate in unified command

Communicate park conditions to local authorities as soon as possible.

Pierce County Department of Emergency Management

Open EOC in support of field and command operations.

Participate in unified command.

Procure requested emergency resources.

Deploy TAC vehicle when indicated.

Maintain radio communications tower located in the Ashford-Elbe area.

Coordinate shelter openings with the American Red Cross Tacoma-Pierce County Chapter.

Liaison with the WEMD in support of emergency operations and resource requests.

Determine the need and initiate a Disaster Proclamation.

Support Operations

Lewis County Department of Emergency Management

Open EOC in support of emergency operations provided by county agencies.

Participate in unified command when indicated.

Law Enforcement Support Agency and other Public Safety Answering Points (911 Dispatch Centers)

Provide expeditious emergency notification of emergency response agencies according to established internal procedures.

Provide dispatch service to field units throughout the evacuation process.

Washington State Emergency Management Division

Provide expeditious emergency notification of emergency response agencies according to established internal procedures.

Liaison with the Pierce County EOC in support of field and command operations.

Transmit Emergency Alert System messages when indicated.

Liaison with Pierce County, the governor and FEMA for a Presidential Declaration of Emergency when requested.

KIRO News Radio AM 710, KPLU FM 88.5 and National Weather Service

Transmit and broadcast prompt and accurate emergency notifications and information via the Emergency Alert System and, or NOAA Weather Radio.

VI. REFERENCES (published separately)

Emergency Alert System Pierce County Activation Procedures
Pierce County Comprehensive Emergency Management Plan
Lewis County Comprehensive Emergency Management Plan
American Red Cross Tacoma-Pierce County Chapter Disaster Plan
Eatonville Comprehensive Emergency Management Plan
Mount Rainier All Hazards Response Plan
Mount Rainier Geo-Hazard Plan

VII. TERMS AND DEFINITIONS

Lahar – An Indonesian word for a flowing mass of mingled volcanic debris and water (Webster's Ninth New Collegiate Dictionary).

VIII. ATTACHMENTS

None

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

Annex 1: Direction & Control	Effective Date:	Supersedes: Town of Eatonville, CEMP, 2002
Page 209 – 213	Approved by:	

PRIMARY AGENCIES

Eatonville Department of Emergency Management
Eatonville Mayor and Town Council
Town of Eatonville Department Directors

SUPPORT AGENCIES

Pierce County Department of Emergency Management

I. PURPOSE

To provide for the effective direction, control, and coordination during an emergency or disaster operation, in accordance with the Eatonville Comprehensive Emergency Plan. (CEMP)

II. SCOPE

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

III. POLICIES AND OBJECTIVES

In the event of a disaster, which is beyond the normal capabilities of local government, the Mayor in accordance with RCW 35.33.081 shall make a local proclamation of emergency. This proclamation is a prerequisite for state assistance.

If the incident is beyond the Town's boundaries, Pierce County DEM will initiate the Proclamation of Emergency on behalf of the Town and other impacted jurisdictions.

The Mayor, department directors and other officials may operate from the Eatonville Emergency Operations Center (EOC) or an alternative Command Post during emergency or disaster situations. Information from the field will be coordinated at the Eatonville EOC and policy decisions will be made by the Town Council.

Emergency situations not requiring activation of the Eatonville EOC, but which require coordination of decision making by several agencies at the scene may be conducted from a Command Post. All policies will be NIMS/ICS compliant.

Incidents which are minor in magnitude and do not require significant coordination with other agencies may be managed from command vehicles at the scene or from the office or home, as appropriate.

During Eatonville EOC activation period the EM Director and appointed staff are responsible for control and management of the Eatonville EOC.

Departments are responsible for providing trained personnel and resources to staff the EOC on a 24-hour basis for extended periods, as necessary.

The EM Director provides the means for coordinating the local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is

determined to be beyond the capabilities of local government, the EM Director will provide the necessary liaison for county assistance through the Pierce County DEM.

IV. LEGISLATIVE AUTHORITIES

The Eatonville Town Council:

The Town Council is the legislative authority and is responsible for policy actions during an emergency or disaster, within the scope of its powers.

In the event a majority of the Town Council is not available, the remaining members may make decisions dealing with policy actions in an emergent emergency or disaster.

V. DESIGNATION OF SUCCESSORS

If a Town official charged with specific functions or duties becomes unable to perform, regardless of the cause, **lines of succession must be established** to ensure continuity of emergency operations.

DIRECTOR OF EMERGENCY MANAGEMENT: In the absence of the appointed EM Director (Town Administrator), the Police Chief will assume those duties.

TOWN DEPARTMENT SUPERVISORS: Each Town department supervisor will establish internal procedures for succession of leadership three deep within their department.

VI. EMERGENCY RESPONSIBILITIES

The Town Council is responsible for:

Establishing the emergency policies for all phases of emergency management affecting their jurisdiction and coordinating these policies with all affected external jurisdictions.

Making legislative representation available to the Eatonville EOC for policy decision-making, as appropriate.

Communicating policies and goals to the Mayor and EM Director.

Establishing a line of succession in the event they are not available during an event.

Directors, Supervisors, and other heads of departments, and agencies are responsible for:

Appointing and training a line of successors (redundancy of 3) to insure adequate emergency operation in their absence.

Development of suggested Standard Operating Procedures (SOP) for operations that are consistent with the Comprehensive Emergency Management Plan (CEMP), including how the department will function in the event the department supervisor is unavailable.

Maintaining direction and control over their departments/agencies.

The EM Director is responsible for coordinating government activities taken to mitigate and prepare for, respond to, or recover from an emergency or disaster situation as provided in RCW 38.52.070.1.

Upon notification of an emergency or disaster, responding governmental and volunteer organizations are responsible for maintaining their own internal emergency direction and

control. However, this authority is subject to the overall direction and control of the executive heads of the political subdivision involved, and/or the local Incident Commander directing operations at the scene.

VII. ESSENTIAL FUNCTIONS

Essential functions, which are to be directed, controlled, and coordinated, include, but are not limited to:

- Police and fire protection.
- Search and Rescue.
- Emergency medical services.
- Road/Public Works activities.
- Energy production or distribution.
- Production, processing, warehousing, and distribution of life support essentials such as food, fuel and pharmaceuticals.
- Water and sewage treatment, solid waste disposal.
- Transportation
- Public safety communications
- Operations of essential financial institutions.

VIII. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Management of an incident will follow the concepts of NIMS/ICS.

IX. EMERGENCY OPERATIONS CENTER (EOC)

AUTHORITY TO ACTIVATE

The decision for partial or full activation of the Eatonville Emergency Operations Center (EOC) will be in conjunction with the level of plan activation, as follows:

LEVEL 1 – An emergency incident that requires the coordination and response of one or two Town Departments over an extended period. Staffing for the EOC at this level will generally only involve those Departments affected by the incident.

LEVEL 2 – An emergency incident that involves the response and coordination and response of more than two Town Departments and may include mutual aid and/or outside agency involvement. Staffing levels for the EOC will be at the discretion of the EM director and may include part or all the normal EOC assigned personnel. Incident Command is routinely established if the situation expands unexpectedly.

LEVEL 3 – Full Activation: Broad scope community emergencies with long term impact representing a significant threat to life, property and/or the environment; requiring a substantial commitment of personnel, equipment and facilities; and/or requiring considerable multi-jurisdictional / multi-agency help. The EOC is activated and initially staffed with all emergency management personnel. After providing the policy group, command and general staff with an incident briefing the EM Director will determine what staffing level to maintain. Some events will require unified command to ensure effective coordination.

The following governmental officials have the authority to activate the Eatonville EOC, regardless of the activation level:

- Incident Commander

- Chief of Police or Chief of Fire Department
- Mayor or Town Administrator

X. STAFFING NOTIFICATION

It is recognized that the need for emergency staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel required during the response phase.

During a major emergency or disaster, it may become necessary to staff the Eatonville EOC with personnel from various departments.

If a major disaster or emergency occurs during non-working hours, all identified emergency staff is instructed to secure their families and home first, and then report to the EOC.

XII. EATONVILLE EMERGENCY OPERATIONS CENTER (EOC) PHYSICAL CHARACTERISTICS

Location

The Eatonville Emergency Operations Center (EOC) is located at Town Hall, 201 Center Street West, Eatonville, WA 98328

Secondary Location: Eatonville Community Center located at 207 Center Street W, Eatonville, WA 98328

Minimum Requirements

- Emergency Generator with 12-day fuel supply
- Multiple phone lines with back up batteries
- Adequate, secure, dedicated, EOC facility (large room)
- Auxiliary heating service
- Disaster proof building (flood, earthquake, etc.)
- Cooking facilities
- Adequate parking on-site
- Multi-channel VHF radio communication (base station)
- Bathroom, handicap accessible
- Tables and chairs
- Facsimile machine
- Computer/internet/printer capabilities
- Copy machine
- Water (7 days)
- ADA Compliant

Other Considerations

- Good reception for cell phone
- Large parking (staging area)
- Separate sleeping facilities
- Food Supplies (7 days)
- CB base station
- Amateur Radio
- Cable/Satellite TV
- Easy access to services

XIII. REFERENCES

None

XIV.TERMS AND DEFINITIONS

See Appendix 1 – Definitions-Glossary of Terms
See Appendix 2 - Acronyms

XV.ATTACHMENTS

None

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

Annex 2: Emergency Public Information and Media Relations	Effective Date:	Supersedes: Town of Eatonville, CEMP, 2002
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PRIMARY AGENCY

Eatonville Department of Emergency Management
Town of Eatonville Departments

SUPPORT AGENCIES

Pierce County Department of Emergency Management
Pierce County Joint Information Center (JIC)

I. INTRODUCTION

PURPOSE

To provide guidance for the effective development, coordination and dissemination of information to the public and media in case of emergencies or disasters.

SCOPE

Emergency public information actions before, during and after any emergency or disaster will be determined by the severity of the event.

II. POLICIES

The Town of Eatonville will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response and recovery in a cooperative manner with the media. This should be coordinated with other jurisdictions and the Pierce County Emergency Operations Center (EOC), Joint Information Center (JIC).

In broad scoped and impacting emergencies the Pierce County EOC will open the Joint Information Center (JIC) as a single point for the facilitation of timely release of consistent emergency information to the public and media.

Each Town department is responsible for the collection and compilation of information concerning their emergency actions. The release of information will be coordinated with the Pierce County EOC/JIC in a timely manner.

III. CONCEPT OF OPERATIONS

The Mayor will serve as the Public Information Officer (PIO) and the Mayor Pro-Tem will be the alternate PIO. Other Town employees may support PIO activities.

During emergencies, the PIO or designee(s) will report to the Eatonville EOC to prepare and disseminate public emergency information. This dissemination is primarily done through the Pierce County JIC. This information includes details and magnitude of the incident and immediate protective actions such as taking shelter or evacuating.

The Emergency Alert System (EAS) may also be used if indicated and coordinated with the Pierce County EOC.

The Mayor is responsible for coordinating with and providing information to elected officials representing Town of Eatonville government.

Release of emergency information by any Town department is done through and coordinated by the Town appointed PIO who will work in conjunction with the EOC Manager and the Pierce County JIC. Any inadvertent field contact with the media will be reported to the PIO as soon as possible.

All information disseminated to the public will be provided to all emergency services involved in field operations. The Town of Eatonville has designated the following sites for the public to congregate and obtain information related to an occurring emergency or disaster. These locations may change depending upon the emergency.

Multi-Purpose Center, 305 Center Street West
Eatonville Town Hall, 201 Center Street West

III. RESPONSIBILITIES

Joint Primary Agencies

Eatonville Department of Emergency Management

Obtain and distribute emergency public information materials.
Maintain a state of readiness for Eatonville EOC and operations.

Eatonville Public Information Officer (PIO)

Coordinate the dissemination of emergency public information through the Pierce County EOC or JIC (when open).

Mayor

Support the emergency informational needs of the Eatonville elected officials.

Town Departments

Provide the Eatonville EOC with information concerning emergency operations.

Restrict independent public and media information releases and channel all activities through the Eatonville PIO.

Support Agencies

Pierce County Department of Emergency Management

Coordinate the dissemination of emergency public information with the Eatonville PIO.
Open the JIC when indicated.

IV. REFERENCES

None

V. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VI. ATTACHMENTS

None

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**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

Annex 3: Emergency Fiscal and Administrative Procedures	Effective Date:	Supersedes: Town of Eatonville, CEMP, 2002
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PRIMARY AGENCIES

Eatonville Department of Emergency Management
Eatonville Department of Budget and Finance/Payroll
Eatonville Office of the Mayor and Town Council

SUPPORT AGENCIES

Eatonville Town Attorney
Eatonville Department Supervisors
Pierce County Department of Emergency Management

I. INTRODUCTION

PURPOSE

To provide guidance for emergency administrative and fiscal procedures in support of emergency management activities during an emergency or disaster.

II. POLICIES

Records should be kept in such a manner to separate disaster expenditures from general ongoing expenditures, and accurately document them for potential audit or for state and/or federal assistance programs. These expenditures should be broken down per the categories identified on the work sheets provided by the county after an emergency or disaster has occurred.

The Finance Department is the lead department for coordinating the documentation and collection of Town emergency expenditure information. After a Presidential disaster declaration, the Town Clerk will coordinate the application for disaster relief funds.

Disaster expenditures are incurred with currently appropriated local funds in accordance with RCW 38.52, and Town codes and ordinances. Town Council action may be required if expenditures exceed appropriated funding levels. The Mayor or designee in coordination with the Director of Budget and Finance and the Emergency Management (EM) Director will be responsible for identifying other sources of funds to meet disaster-related expenses if department budgets are exceeded.

Each department and office of the Town government will establish internal emergency administrative procedures to support agency responsibilities and provide current general inventories of resources and assets, which may be called upon during an emergency or disaster. The Eatonville EM Director will be the overall coordinator for these procedures.

When the routine approval process for expenditures cannot take place because of circumstances resulting from an emergency or disaster, a local Proclamation of Emergency by the Mayor is needed (See Base Plan – Proclamation and Termination of a State of Emergency). This will allow for the normal bid process to be superseded. This should be coordinated with the Director of Budget and Finance and the Pierce County DEM.

The Mayor or designee may make decisions on the expenditure of appropriated funds. The Town Council must approve decisions on the expenditure of non-appropriated funds.

III. CONCEPT OF OPERATIONS

Each department and office of the Town government with disaster responsibilities will establish files and forms of emergency directives so that during a disaster these materials will be readily available.

The Town of Eatonville Finance Manager (Town Clerk or designee) will be present in the EOC or readily available to provide guidance and assistance.

During emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.

Emergency related projects might require an environmental impact study or permit prior to final project approval. In some emergencies, environmental review and permits may be waived or orally approved if certain criteria are met. The criteria are found in the:

State Environmental Policy Act WAC 197-10-180.

Hydraulics Act RCW 77.55.100.

Forest Practices Act RCW 76.09.060(2).

Flood Control Zones by State WAC 86.16.080.

Actions affecting archaeological/historical-protected areas that are not time-critical should be coordinated with the State Office of Archaeological and History Preservation.

Emergency Workers

Personnel are responsible for registering convergent (walk-on) volunteers in accordance with WAC 118-04. (See ESF 7, A-1 - Resource Management Attachment Emergency Worker Standards.)

IV. RESPONSIBILITIES

A. Primary Agencies

Mayor

Mandate controls over community hoarding of food, water, gasoline, hygiene items, etc. (RCW 38.52), if emergency warrants emergency proclamation.

Town Council

Appropriate funds to meet disaster expenditure needs that exceed department budgets and capabilities.

Provide advice on emergency administrative policies and procedures.

Finance Department/Town Clerk

Provide guidance for documenting disaster-related purchases and expenditures.

Assist with the compilation of disaster related financial information.

B. Support Agencies

Public Utility Supervisors

Register and track convergent volunteers. Records will include name, time of arrival, duration of obligation, emergency worker registration number (if applicable), and other relative information. Records will also include any injuries, lost or damaged equipment, and extraordinary costs.

Town Attorney

Provide legal advice to Town departments concerning emergency administrative procedures to include review of disaster-related agreements, contracts and other documents.

Town Departments

Develop department policy and procedures for making and documenting emergency purchases and expenditures and for reporting information to the EOC.

Provide situation and damage assessment reports to the EOC or Incident Commander as soon as possible after an emergency or disaster.

Pierce County Department of Emergency Management

Provide communication and general assistance in the event of an emergency proclamation or Presidential declaration of an emergency or disaster. Pierce County DEM will provide further assistance during a Presidential declaration for the recovery of Eatonville emergency expenditures to the extent of Pierce County DEM's knowledge.

V. REFERENCES

Legal Mandates

VI. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VII. ATTACHMENTS

See – ESF 14, A-3 Damage Assessment Forms

DEM Form 129

DEM Form 130

EMD Form 140

See – ESF 7, A-1 - Resource Management Attachment Emergency Worker Standards

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

Annex 4: Training, Education and Public Preparedness	Effective Date:	Supersedes: Town of Eatonville, CEMP, 2002
Page 220 of 221	Approved by:	

PRIMARY AGENCIES

Eatonville Department of Emergency Management
Eatonville Departments
Pierce County Department of Emergency Management

I. INTRODUCTION

PURPOSE

To provide an adequate emergency management training and education program that ensures maximum readiness of the Town of Eatonville officials, employees, and volunteers who are assigned emergency responsibilities. To provide 7-day preparedness information and training, and business preparedness/recovery information for citizens and businesses. The training concepts will align with the four phases of emergency management: mitigation, preparedness, response and recovery.

II. CONCEPT OF OPERATIONS

The Eatonville Emergency Management Director will utilize all staff in designing, executing, and evaluating training, exercises and drills for the public and private sector. Pierce County DEM may assist with the development and execution of these exercises and drills.

Education and training of emergency response personnel takes place at all levels of government and in volunteer organizations to enhance decision-making capabilities and familiarity with operational concepts and procedures.

The Town of Eatonville will participate in county and state sponsored training and exercises, as appropriate.

The Town of Eatonville Comprehensive Plan and Hazard Mitigation Plan may be used in determining training needs. Intensified training and exercises with a specific focus may be presented in anticipation of predicted emergency or disastrous events.

All policies will be NIMS/ICS compliant.

III. RESPONSIBILITIES

Town of Eatonville Emergency Management Program

Provide recommendations to Pierce County DEM for emergency preparedness education to Town employees and to the Eatonville community, as resources allow.

Assist in the development of educational programs, drills and exercises in support of Pierce County DEM efforts.

Coordinate state and federal training opportunities with Pierce County DEM.

Ensure participation in professional development training by emergency management staff and associated unified command personnel.

Town Departments

Participate in training drills and exercises as appropriate.

Recommend hazard mitigation activities for the Town.

Pierce County Department of Emergency Management

Provide public education presentations on emergency preparedness issues.

Provide training for Town's personnel as appropriate.

Provide education programs for Town officials as necessary.

IV. REFERENCES

None

V. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VI. ATTACHMENTS

Annex 4, A-1 – Training Priorities

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

ANNEX 4

ATTACHMENT # 1

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TRAINING PRIORITIES

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ANNEX 4 – ATTACHMENT 1 TRAINING PRIORITIES

Training will be conducted on a continual basis as funding and staffing allows and will address the following categories as priority:

TOWN OF EATONVILLE STAFF AND MANAGEMENT

National Incident Management System (NIMS) Training

Entry-Level first responders and disaster workers who respond or support:

Emergency Medical Services, Firefighting, Law Enforcement, Public Information Officer (PIO), Public Works/Utilities, Schools, and other emergency management response, support, and volunteer personnel at all levels;

IS-700: National Incident Management System, An Introduction

ICS-100: Introduction to the Incident Command System

ICS-200: ICS for single Resources and Initial Action Incidents

First-Line Supervisors, Mid-Level and Upper Management:

All the above plus:

ICS-300: Intermediate ICS for Expanding Incidents (Classroom only)

ICS-400: Advanced ICS for Command and General Staff (Classroom only)

Public Information Officers

All the above plus:

IS-702.A: National Incident Management System (NIMS) Public Information Systems

Mayor, Town Administration, Council:

ICS-402: Incident Command System (ICS) Overview for Executives/Senior Officials
Suggested: IS-700, ICS-100, ICS-200

All the above Independent Study Exams can be done on-line, at <https://emilms.fema.gov>, except ICS 300 & 400; They are in a classroom setting. Independent Study Exams now require a FEMA Student Identification (SID) Number. If you do not yet have a SID, register for one today: <https://cdp.dhs.gov/femasid>.

Other All Staff Training:

7-Day Preparedness
Building Evacuation
EOC Activation
Post-Earthquake Safety Evaluation
Emergency Shelters & Evacuation Routes

Public & Business Training

7-Day Preparedness
Building Evacuation
Post-Earthquake Evaluation
Emergency Shelters & Evacuation

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Annex 5: Continuity of Government	Effective Date:	Supersedes: Town of Eatonville, CEMP, 2002
Page 224 of 227	Approved by:	

PRIMARY AGENCY

Town of Eatonville Elected & Appointed Officials

I. INTRODUCTION

PURPOSE

To ensure the continued operation of local government during and after emergencies or disasters, identify successors to elected and executive officials, and alternate locations for vital government operations.

II. CONCEPT OF OPERATIONS

GENERAL

Continuity of government relies heavily on the ability of the Town's elected and appointed officials to give appropriate emphasis and to commit the necessary resources to assure that departments and commissions can perform critical services and operations in a crisis. This can be a difficult undertaking as Town employees, facilities and other assets are subject to the same dangers and interruptions as the public-at-large, and Town employees may become victims too. It also presents the Town government with the risk of temporarily losing or encountering significant delays in the delivery of goods and services provided by the private sector.

As public servants, all Town officials and employees must be prepared to overcome the many potentially serious challenges that may suddenly face them – **so that any crisis can be stabilized at the earliest possible time, and the severity of adverse consequences and impacts can be minimized and eliminated.**

None of this is very likely to happen if there are not well thought out and rehearsed plans and procedures to affect an orderly restoration and recovery of government services to normal levels.

Essential Elements

In today's environment with the threat of terrorism, there are five essential elements for maintaining continuity of government. These are individual preparedness, family preparedness, physical security, survivable operations, and sustainable command and control.

Individual Preparedness

The backbone for any emergency response is the people who must be available to perform those duties considered essential to respond to, support and manage an emergency or disaster. Individual preparedness means that all the Towns work force, particularly those that have been designated by their department as essential workers are:

Able to quickly recognize a direct threat to himself or herself or react to a warning of a direct threat.

Take the correct protective actions to ensure their personal safety and to minimize the loss of property in their workspace.

Knowledgeable of their department's emergency plan and procedures.

Equipped with essential supplies for basic comfort and, if necessary to enable them to remain in or near or rehabilitate from their workplace for at least 96 hours.

Family Preparedness

In any crisis that affects the community, it is human nature to immediately think about the safety and welfare of family members. Having a family plan is important in lowering anxiety levels and giving workers a sense of confidence that their families know how and are prepared to take care of themselves.

Physical Security

Some of the Towns infrastructure and assets are more critical or valuable and some facilities more densely occupied or trafficked than others, it is important that every department assess the range of vulnerabilities that pose direct or indirect risk exposures to their employees, property and work place environment. All potential hazards, including those that could result from criminal activity and terrorism, should be considered.

It should be the purpose of these assessments to allow department heads and managers to make prudent decisions on how to provide the best level of protection without unduly interfering with the conduct of Town business. Whenever departments invest in new technology or equipment, relocate operations, or make capital improvements they need to reassess how they can eliminate or minimize any former or new vulnerability that may be created.

Employees are an essential part of physical security, and they must be careful not to act in a way that could compromise or disable the physical measures that are put in place.

Critical Infrastructures (Resource List – Confidential Information – Annex 5 A-1)

Survivable Operations

Because of the purpose and nature of Town government and unalterable requirements for convenient public access, it is essential that we:

Make security as unobtrusive as possible.

Ensure the loss of a vital capability in one location will not cripple the Town's ability to sustain essential operations.

All departments should look for ways to add redundancy to critical systems and disperse critical operations and assets in more than one location. Redundancy can include but not be limited to having backup power and on-site fuel tanks, transfer switches, uninterruptible power supplies, hot sites, mirrored server sites, multiple communications links, alternate command and control facilities, laminated windows, caches of emergency supplies and water, etc. Critical assets and spare equipment and parts should be stored in different facilities and whenever possible be secured and protected.

Departments should think through and practice plans and procedures for using backup systems and for relocating operations to secondary sites.

While first responders are mindful of the job risks they face, the incidence of terrorism has added a new dimension of danger. When approaching and “sizing up” a scene, responders must recognize the potential of a terrorist attack. With this new level of threat, comes a new set of hazards posed by secondary devices that are intended to make responders as well as those being rescued part of the casualty count. Besides inflicting injuries or worse, the secondary devices have been purposely situated and concealed and timed, so they interrupt, delay and damage emergency operations.

Sustainable Command and Control

In the Eatonville Emergency Operations Center, each responder position is staffed three deep when possible so the chance of people not being available is minimized. It is also necessary to have multiple alternates to adequately staff the EOC on an around the clock basis for any crisis that last longer than eight hours. To ensure this is always possible the Emergency Management Director will validate responder names and numbers on a regular basis to maintain the reliability of the EOC call out roster.

Like the EOC, departments are expected to determine what duties are essential in an emergency. These duties need to be linked to positions and functions and those person's best qualified to assume those roles must be identified as essential personnel. These positions must have sufficient depth to ensure they can be staffed in an emergency and that staffing levels can be sustained for extended operations. Department emergency preparedness plans / SOPs must be kept current and must address how the department will function in an emergency.

For operational departments especially, it is of utmost importance that their first responders and field crews be prepared to use the Incident Command System, to include the ability of integrating responders from mutual aid and supporting organizations and where necessary forming a Unified or Area Command.

Lines of Succession (Resource Lists – Confidential Information)

Mayor: In case of the absence of the Mayor from the Town, or if he or she from any cause be incapacitated from acting, or in case of his or her disability of absence, the acting Mayor Pro-Tem shall for the time being exercise all his or her powers pertaining to the event.

In case of the absence of the Mayor Pro-Tem, his or her legal designated successor for the time being exercise all his or her powers pertaining to the event.

The Mayor and successors shall be familiar with their emergency responsibilities.

The director of each department shall designate two successors.

The director and all successors shall be familiar with their emergency responsibilities.

III. RESPONSIBILITIES

The Mayor and department directors will ensure that the five essential elements for maintaining continuity of government will be implemented (Lines of Succession).

The Mayor and department directors will ensure that essential records are identified, preserved and adequately protected.

The Mayor and department directors will identify essential services and develop and maintain plans for alternate locations for vital government operations.

The Mayor and department directors will identify in writing their successors with procedures for twenty-four (24) hour notification.

IV. REFERENCES

US Fire Administration Critical Infrastructure Protection Information Center (CIPIC)

Jane's Facility Security Handbook

V. TERMS AND DEFINITIONS

See Appendix 1 & 2 – Definitions Glossary & Acronyms

VI. ATTACHMENTS

Annex 5 – Attachment 1 – Confidential Resource List

<p><u>See Confidential Resource List:</u> Critical Infrastructures Mayor & Department Directors Lines of Succession</p>

**TOWN OF EATONVILLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

ANNEX 5

ATTACHMENT # 1

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CRITICAL INFRASTRUCTURES

ALSO - SEE ESF 14 A-4, CRITICAL FACILITIES, Pg. 176-177

CONFIDENTIAL LIST

TOWN OF EATONVILLE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Annex 5 – Attachment # 1

CRITICAL INFRASTRUCTURES

Critical Infrastructures defined: The people, physical assets, and communication/cyber systems that must be intact and operational 24 X 7 to ensure survivability, continuity of operations and mission success.

I. PRIMARY

Eatonville Town Hall
(Town government, Emergency Operations Center, Police Department, Fire Department)
Location:
201 Center Street West

Eatonville Community Center
(Back-up Emergency Operations Center, Eatonville Food Bank)
305 Center Street West

Utilities:

Eatonville Pump Station
(Finish water pumps, pumps fresh water to reservoirs.)
Location:
351 Madison Avenue South

Reservoirs (3)
(Finish water tanks, gravity feed to Town residents)
Location:
(1) 580 Prospect Street West (500 gallons)
(2) 208 Pennsylvania Avenue South (300 gallons)
(3) 360 Down Ridge Drive North (250 gallons)

Water Treatment Plant
(Treats raw water to potable water)
Location:
480 Weyerhaeuser Road South

Waste Water Treatment Plant
(Treats waste water)
Location:

402 Mashell Ave South

Lift Stations (4)

(Areas too low to gravity feed waste water to treatment plant; lifts waste water to a level to gravity feed.)

Location:

- (1) 134 Curtis Lane (Riverside Estates)
- (2) 120 Eagle Glen Court North (Eagle Glen)
- (3) 320 Center Street East (Mill Village Park)
- (4) 117 Washington Avenue North (Associated Petroleum)

Rainier Group / Mashell Telecom
(Communications)

Location:

100 – 104 Washington Ave North
595 Eatonville Highway West

Shelters:

Eatonville Middle School
207 Carter Street East

Eatonville Elementary School
209 Washington Avenue North

Eatonville High School
302 Mashell Avenue North

Eagles Hall
100 Weyerhaeuser Road

Pierce County Library
205 Center St W

Transportation:

Eatonville School District
203 Lynch Street West

Food Sources:

Plaza Market
201 Center Street East

Eatonville Food Bank
305 Center Street West

II. SECONDARY

Fuel Stations:

Associated Petroleum
117 Washington Ave North

Malcom Mill Village Grocery/Shell Fuel Station
360 Center Street East

Pharmacy / Medical Supplies

Kirk's Pharmacy
104 Mashell Avenue North

Good Samaritan Family Medical Clinic
115 Orchard Avenue North

Airport

Swanson Field
FAA ID 2W3
North East Eatonville