CITY OF NORTH BEND
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
2022

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Promulgation Statement

Washington State CEMP Review Letter

North Bend City Council Resolution – CEMP Adoption

Record of Distribution

The record of distribution will be used to verify that department leaders have acknowledged the acceptance of the CEMP.

Delivery Date	Name, Title & Dept/Agency of Receiver
12/13/2022	North Bend Public Health and Safety Committee
TBD	North Bend City Council Meeting

Record of Changes

From the date of adoption, North Bend Emergency Management Coordinator will track and record all changes made to the document.

Change Number	Section	Date of Change	Person Making the Change	Summary of Change

Resolution 2052, Exhibit A

BASIC PLAN

Executive Summary

The City of North Bend Comprehensive Emergency Management Plan (CEMP) is a comprehensive approach to the content and organization of all emergency management efforts for the City of North Bend Emergency Management Program. The City of North Bend CEMP describes the basic strategies, assumptions, operational objectives, and mechanisms through which the North Bend Emergency Management Program will organize resources and conduct operations to guide and support emergency management efforts through preparedness, response, recovery, and mitigation.

Additional plans and procedures within the North Bend Office of Emergency Management (OEM) supports the CEMP through OEM activities, policies, and procedures. The CEMP is designed to be flexible, adaptable, and scalable. It outlines the roles and responsibilities among local, state, and federal emergency officials.

The content in the North Bend 2022 CEMP supersedes all previous North Bend emergency plans. The CEMP includes the Basic Plan, Emergency Support Functions (ESF), functional Annexes (Winter Weather, Earthquake, and Flood) and Appendices that provide more detailed information to assist emergency management officials and others in implementing and utilizing the CEMP. The CEMP is a collection of strategic and operational documents. Strategic-level documents are supported by an assortment of operational-level documents, such as manuals, policies, and procedures that provide guidance for executing the responsibilities outlined in this Plan.

Introduction

Purpose
The Comprehensive Emergency Management Plan (CEMP) establishes an understanding of authority, responsibilities, and functions within City government for incident management. The CEMP, including its appendices, supporting documents, and annexes, provides for an all-hazard approach to incident management, that includes response, recovery, mitigation, preparedness, and community activities.

Scope
The CEMP addresses the responsibilities of City departments and the coordination of support of partner organizations before, during, and after an incident. The CEMP captures assumptions and policies, establishes a concept of operations, and identifies functional responsibilities of City departments, private sector partners, community-based organizations, and other governmental and non-governmental agencies. The CEMP supports and is compatible with the National Planning Framework, the National Disaster Recovery Framework, the King County CEMP, the King County Regional Coordination Framework, and the Washington State CEMP.

The CEMP may be implemented for any incident or event that affects the North Bend community.

NIMS Compliance

The City of North Bend has established the policy of following National Incident Management System (NIMS) guidance and organizing response efforts using the Incident Command System (ICS) in its all-hazard approach to incident management.

Authority and References

Authorities

The CEMP has been developed to support implementation and/or compliance with various codes, policies, and guidance that include the following:

Municipal
- North Bend Municipal Code
- North Ben Wastewater Systems Facility Plan

King County Code
- Chapter 15.52, Emergency Powers

State Revised Code of Washington State (RCW)
- 35.33, Budgets in Second and Third-Class Cities, Towns, and First-Class Cities Under Three Hundred Thousand
- 35.35.140, Emergency Expenditures – Nondebatable Emergencies
- 38.52, Emergency Management, including Limited English Proficiency (LEP)
- Requirements
- 38.56, Intrastate Mutual Aid System
- 39.34, Interlocal Cooperation Act
- 40.10, Essential Records
- 42.30, Open Public Meetings Act
- 42.56, Public Records Act
- 49.60.400, Discrimination, Preferential Treatment Prohibited
- 70.136, Hazardous Materials Incident

Washington Administrative Code (WAC)
- 118-04, Emergency Worker Program
- 118.30, Local Emergency Management/Services Organizations, Plans and Programs
- 296-62, General Occupational Health Standards
- 296-824, Emergency Response

Federal Public Law (PL)
- PL 92-318, Title IX of the Education Amendments of 1972
- PL 93-342, Disaster Relief Act of 1974, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- PL 96-342, Improved Civil Defense Act of 1980, as amended
- PL 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986
- PL 920, Federal Civil Defense Act of 1950, as amended
- PL 101-336, Americans with Disabilities Act (ADA) of 1990
- PL 113-2, Sandy Recovery Improvement Act (SRIA) of 2013

TETRA TECH

References

Municipal - City of North Bend
- North Bend Flood Management Plan
- North Bend Wastewater Systems Facility Plan
- North Bend Transportation Element
- North Bend Flood Management Plan

County – King County
- Office of Emergency Management (KCOEM)
- County's Comprehensive Emergency Management Plan
- Fire Resource Plan
- Zone 1 Regional Disaster Plan
- Comprehensive Emergency Management Plan
- Multiple Casualty Incident Guide
- Regional Disaster Coordination Framework
- Regional Hazard Mitigation Plan, including the City of North Bend Annex

State – State of Washington
- State Comprehensive Emergency Management Plan
- Mutual Aid System (WAMAS)
- Emergency Management Assistance Compact (EMAC)
- State Comprehensive Emergency Management Plan

Federal – U.S. Government
- Homeland Security Presidential Directive (HSPD)-5, 8
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- National Disaster Recovery Framework (NDRF)

Situation Overview

Community Profile

Location and History

North Bend is a city located in central King County along the Interstate 90 corridor between the City of Issaquah and Snoqualmie Pass on the western foothills of the Cascade Mountain Range about 30 miles from downtown Seattle.

The City of North Bend prides itself as being the gateway to the Cascades, with a recently adopted brand statement – "We are a highly livable small town that is the premier outdoor recreation destination in the Puget Sound Region." A logging town historically, North Bend saw slow growth throughout the last century. The recent past has seen an increase in population, as is the case in the entire region. People move here both as a community near outdoor recreation and mountain activities, as well as suburban enclave with reasonable access to the major economic centers to the west (Seattle, Bellevue, Issaquah). Most of North Bend is surrounded by rural and resource lands, except for the City of Snoqualmie directly to the west. Nearby lands include unincorporated King County, constituting parklands, resource lands and a handful of single-family residential

TETRA TECH

neighborhoods, as well as forested resource lands managed by both the Washington State Department of Natural Resources, and the United States Forest Service. This ring of green mountains around the City provides a natural feel not found in most other cities within King County. It also presents a unique suite of hazards. North Bend contains two rivers within its city limits, the South Fork and Middle Fork of the Snoqualmie River, making almost half the city regulated floodplain.


The Snoqualmie Native Tribe has occupied much of the area including the City of North Bend for hundreds of years. Samuel Hancock was one of the first American explores to travel to the area in 1851. Additional explorers, including Jeremiah Borst, started to settle in the region. In 1865, Matt Peterson homesteaded the area that eventually became North Bend. Peterson sold his property to Borst in 1879. Borst contacted Will Taylor who eventually homesteaded the area and developing it into a town. Taylor platted a town giving it the name of Snoqualmie Prairie. After several name disputes and changes, Taylor agreed to rename the community to North Bend because of its location near the large northward bend of the South and Middle Fork of the Snoqualmie River. North Bend was officially incorporated in 1909. The City annexed some nearby neighborhoods near Tanner and Stilson area in 2009. Today, the City has a total land area of 4.41 square miles.

Population

The 1910 Census listed North Bend's population at 299. Since then, there has been a progressive growth in residents with major increases of 72% in 1970 and 84.1% in 2000. The City's 2020 population was 7,461 (U.S. Census Bureau, 2020).
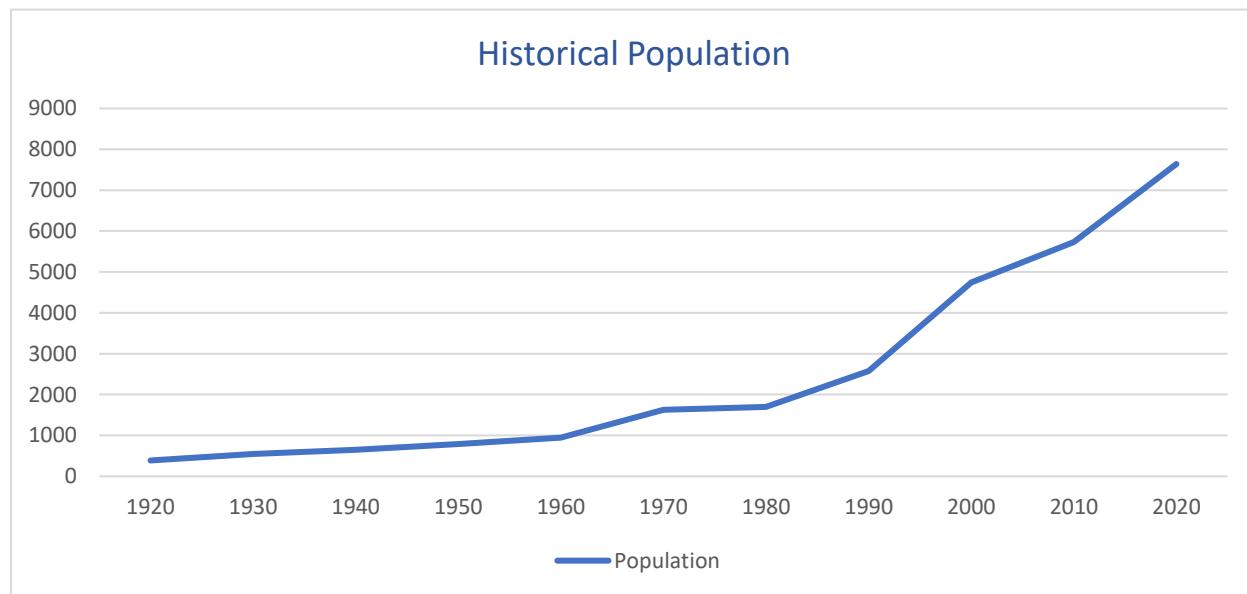
Government

North Bend operates a mayor-council style government. The mayor and city council are elected separately. The mayor is the chief executive and administrative officer of the city and serves as the official and ceremonial head of the city on ceremonial occasions. The seven member City Council is the legislative and policy making body of the City.

Collectively, they hire a city administrator who acts as the chief administrative officer (CAO) for day-to-day operations.

Demographics and Culture

Population	
Total (U.S. Census Bureau July 2021 est.)	7,695
Persons under 5 years	7.2%
Persons under 18 years	21.6%
Persons 65 years and older	13.8%
Foreign born persons, 2016 – 2020	11.4%
Veterans, 2016 – 2020	690
Race	
White alone	73.9%
Black or African American alone	0.5%
American Indian and Alaska native alone	0.0%
Asian alone	4.2%
Native Hawaiian and other Pacific Islander alone	0.0%
Two or more races	8.4%
Hispanic or Latino	18.8%
White alone, not Hispanic or Latino	71.0%
Family & Living Arrangements	
Households, 2016 – 2020	2,664
Persons per household, 2016 – 2020	2.67
Language other than English spoken at home (ages 5+) 2016 -2020	17.7%
Education	
High school graduate or higher 25+ years, 2016 – 2020	94.2%
Bachelor's degree or higher 25+ years, 2016 – 2020	49.2%
Health	
With a disability, under age 65 years, 2016 - 2020	5.3%
Persons without health insurance, under the age of 65 years	11.4%
Economy	
In civilian labor force, population age 16+ years, 2016-2020	69.3%
Computer and internet Use	
Households with a computer, 2016 – 2020	98%
Households with broadband internet subscription, 2016 – 2020	88.6%

Income	
Median household income (2020 dollars), 2016 – 2020	$119,392
Per capita income in past 12 months (2020 dollars), 2016 – 2020	$51,763
Language	
English	88.2%
Spanish	9.8%
Other Indo-European	1.4%
Asian and Pacific Islands	0.6%
Geography	
Population per square mile, 2020	1,716.0
Population per square mile, 2010	1,343.2
Land area in square miles, 2020	4.35
Land area in square miles, 2010	4.27
FIPS code	5349485

US Census Bureau, 2021

Neighborhoods

North Bend is divided into various neighborhoods as shown in the City's Comprehensive Neighborhood Map below.

Resolution 2052, Exhibit A
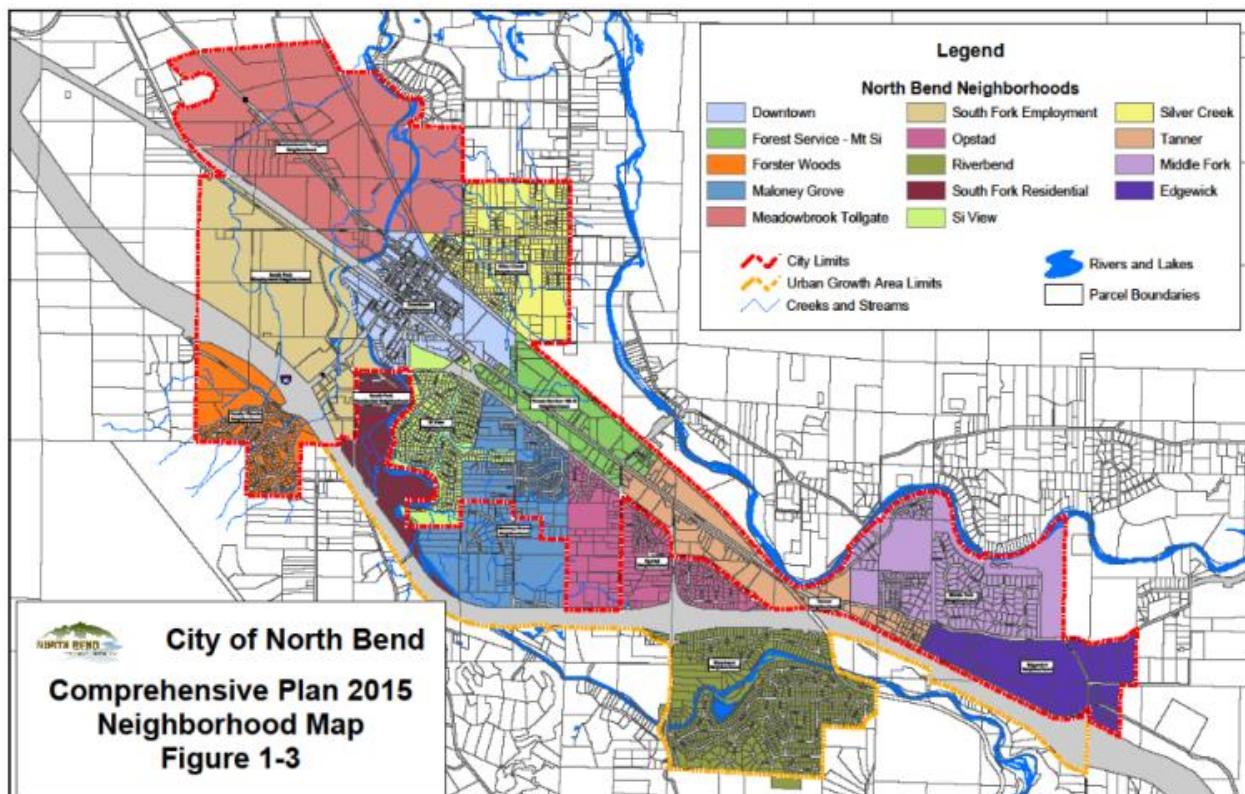
Parks and Trails

With its scenic surrounding and proximity to rivers, trails, and outdoor areas North Bend offers opportunities to enjoy various sporting activities such as team sports, hiking, fishing, climbing, river sports, walking, and biking among others, The City operates a number of parks and trails that are listed below:

- Dahlgren Family Park
- E.J. Roberts Park
- Future Tennant Trailhead Park
- Gardiner-Weeks Memorial Park
- Meadowbrook Farm
- Riverfront Park
- Si View Neighborhood Park
- Si View Park and Community Center

- Snoqualmie Valley Trai
- Tanner Trail
- Tannerwood Neighborhood Park
- Tollgate Farm
- Tollgate Farm Park
- Torguson Park
- William Henry Taylor Park

There are also a number of nearby county, state, and federal parks and recreation areas.

- King County Tanner Landing Park and Whitewater Access
- Mt. Si Natural Resource Conservation Area
- Olallie State Park
- Rattlesnake Lake
- USFS Mount Baker Snoqualmie National Forest
- Summit at Snoqualmie Ski Resort

Environmental Profile

Geography
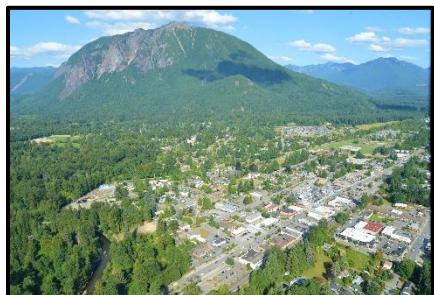
Located near the geographic center of King County, North Bend is situated slightly southeast of the confluence of the three forks of the Snoqualmie River. The south forks runs north south through the center of the City. The City is about 30 southeast of Seattle at the foothills of the Cascade Range. North Bend lies in the western shadow of Mount Si standing at 4,167 feet while the City's elevation is 440 feet. Just south of the City is Rattlesnake Ridge.

Climate

The City's climate tends to be warm and generally dry during the summer months with temperatures in the 70s and in the 30s and 40s during winter months. Because of its location in the western foothills, the areas can receiver higher winter precipitation than other area suburbs averaging about 67 inches of rain and 9 inches of snow per year. The wet season tends to occur from October through April.
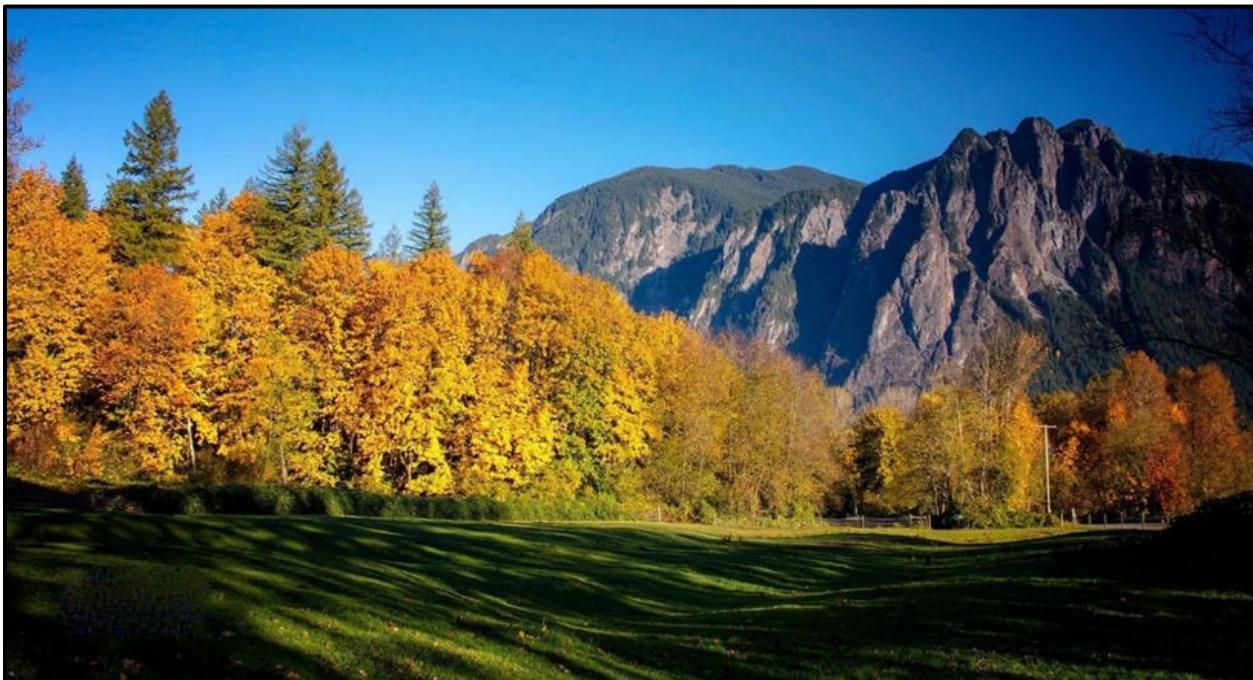
Utilities

North Bend utilities are provided by various public and private providers; additional information and details are provided in the Emergency Support Functions (ESFs).

Natural Gas

- Natural gas utilities is provided throughout the area by Puget Sound Energy (PSE).
    - https://www.pse.com/

Internet

- The two primary providers of internet service in the city are Century Link and Xfinity (a Comcast company).
    - https://www.centurylink.com/
    - https://www.xfinity.com/

Waste and Recycling

- Republic Services provides these services to city residents and businesses.
    - https://www.republicservices.com/municipality/north-bend-wa

Power

- There are two providers of electrical power to the city area – PSE and Tanner Electric Cooperative.
  - https://www.pse.com/
  - https://www.tannerelectric.coop/

Water

- Water is provided to city residents by the City through the Public Works Department and Sallal Water Association. Sallal is a non-profit, consumer owned corporation relying on drilled wells for its water supply.
  - https://northbendwa.gov/85/Water-System
  - https://sallal.com/

Wastewater / Sewer

- The City of North Bend provides residents and businesses with wastewater and sewer services and is managed by the Public Works Department
  - https://northbendwa.gov/299/Sewer-System

Hazard Assessment Summary

The King County Regional Hazard Mitigation Plan **(King County, WA, 2020)** and the City's Plan Annex provides a Hazard Risk and Vulnerability Summary that summarizes the various hazards that might impact the City. Further, it notes the change in vulnerability over the last five years and the some of the advances the City has made to mitigate identified hazards.

Notable hazards include:

Earthquake

| Hazard	Summary
Earthquake	*Risk* - North Bend is particularly exposed to earthquakes, due to adjacency to faults, and geologic characteristics similar to other valley bottoms in the Puget Sound Region. Several faults are located just west of the city limits, some within the southwestern edge of the City. These faults are almost completely within the Rattlesnake Mountain fault zone. Also, according to the FEMA RiskMap exercise, 93% of lands within the city limits are moderately or highly prone to liquefaction.
	Impact - Vulnerable populations are more likely to suffer during a severe earthquake event, due to the buildings to which they reside, lack of general resources, and lack of funding to bridge themselves financially if employment is stalled. One vulnerable area would be those living in the multi-family housing units in our High-Density Residential Zone near Si View Park. There are several locally owned small businesses that would be largely affected from lack of transportation and utilities for long periods of time. It is unknown currently how many businesses have continuity plans in case of a large disaster. More than half of North Bend's employees live outside the City. A disrupted transportation system means several businesses would not have employees temporarily. Reaching definitive medical care under two hours may not be possible during a large earthquake event, hence medical services akin to a wilderness setting. Basic government services are likely to be interrupted for several days to several weeks relative to the magnitude of the event.

Illustrated below is the City's earthquake zone map:

Flood

Hazard	Summary
Flood	*Risk* - There have been 15 damaging floods from the Snoqualmie River in the North Bend vicinity since 1975. The City of North Bend, like many other jurisdictions in King County, was founded close to the banks of a river because the river environment provided opportunities for navigation, commerce, fishing, logging, and agriculture. Thus, older and in some cases historical portions of the City, including North Bend's downtown core, are in areas that are vulnerable to flooding. Approximately 42 percent of North Bend's land area is mapped or identified as 100-year floodplain

Impact - Businesses that are disrupted by floods often must be closed (in 1990 some businesses closed for several days). A review of the 31 flood insurance claims concluded that businesses filed claims at about the same level. Public expenditures on flood fighting, sandbags, fire department calls, clean up and repairs to damaged public property affect all residents of North Bend. In 1990, 1995, 1996, 2003, 2006, February 2007, December 2007, December 2008 and January 2009, there were presidential disaster declarations that provided disaster assistance to local governments and nonprofit organizations in King County. Loss of road access is a major flood impact that can affect all residents and businesses in North Bend, not just those that own property in the floodplain. In 1990, Bendigo Boulevard at South Fork Avenue and Mt Si Boulevard were closed due to the amount of water flowing over the road. Many other local roads also had water flowing over them limiting access. This required detouring of traffic, and caused delays in the delivery of goods, and restricted access to some businesses and homes, etc. There are two assisted living facilities located in the floodplain, which would need assistance with evacuation in the case of a catastrophic flooding event. Details of these facilities is contained in the Sever Weather/Winter Weather section below. |

Shown below is the Snoqualmie Watershed map.
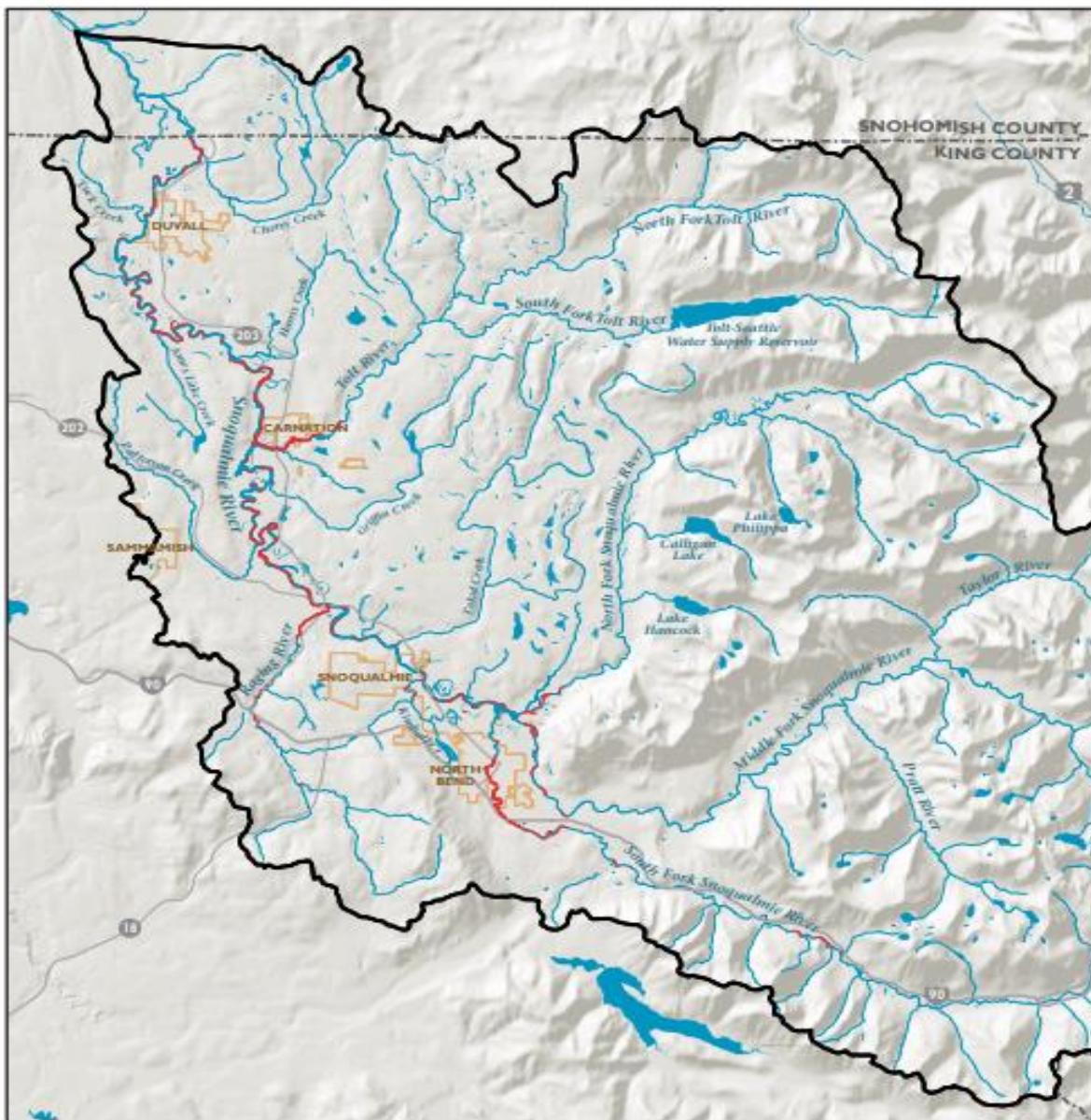
SNOQUALMIE WATERSHED

Figure 19

RIVER FACILITIES

- River Facility
- Watershed Boundary
- Stream
- Lake/River
- Incorporated Areas

The City's flood zone map is shown below:
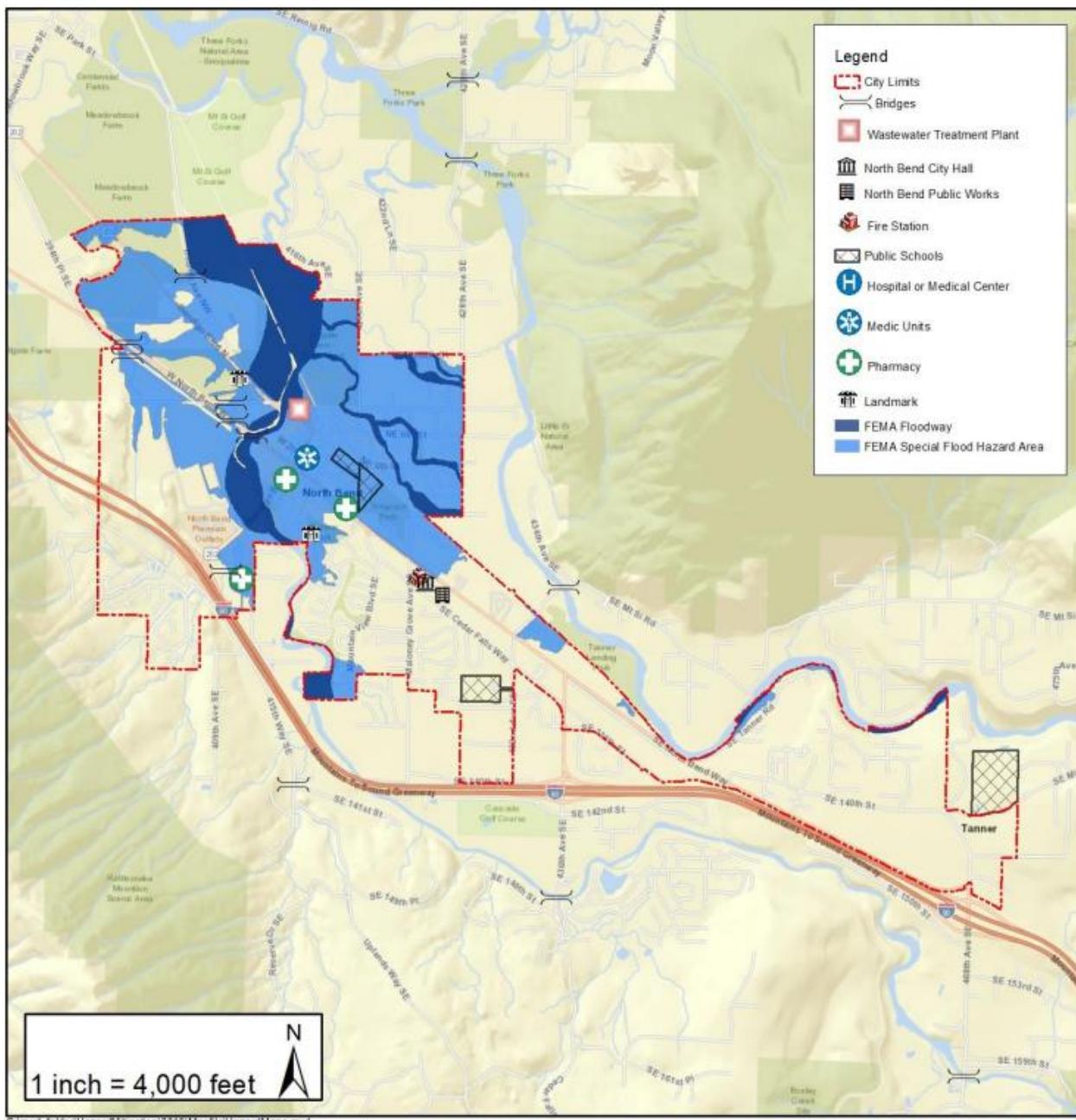
Severe Weather

Hazard	Summary
![wind icon] **Severe Weather / Winter Weather**	*Risk* - North Bend receives considerably more rain per annum than any other incorporated area in King County, with exception only to its neighbor Snoqualmie. Within the City Limits annual rainfall varies, with the western edge of town receiving approximately 60in per year, and the eastern edge closer to 90in per year. During severe weather events North Bend experiences blockages in its transportation network due to road flooding, as well as power outages. Occasionally precipitation comes in the form of snow. This past February 2019 saw an extraordinary snow event, where North Bend received 30 inches. This event followed three previous snowfall events the past week, totaling as much as 24 inches. Over $243,000 was spent on labor, contractor assistance, fuel, parts and materials, and damages. A city emergency was declared, but no funding assistance was available because the disaster was considered a snow removal event. In addition to precipitation events, heavy winds, extreme cold and ice, extreme heat, and drought are all potential hazards within North Bend. *Impact* - Resident impacts include property damage, interruption to daily activities, and injuries. Longer-term severe weather such as droughts take longer to materialize, but can lead to other hazards such as wildfire, thus affecting health through poor air quality. North Bend currently has two full-care nursing homes. Regency North Bend is a rehabilitation and nursing center located in the downtown core, and houses approximately 40 people. Red Oak Retirement Center, which houses approximately 50 residents, is located just east of downtown next to Torguson Park. Both facilities would need attention during a major weather event. Small businesses could have interrupted capital flows during multi-day storms. Also, several commercial areas, including North Bend's downtown, are within flood zones and could be interrupted. Impacts from urban flooding during long periods of rainfall cause property damage, especially in low-lying areas with a high groundwater table. Normal government operation would often be interrupted during severe storms, as was the case during the February 2019 snowstorm where normal operations halted for a week.

Wildfire

Hazard	Summary
Wildfire	*Risk* - North Bend has not been considered at risk for wildfires in the past. This has changed in recent years. Longer dryer summers have made the City more prone to a major wildfire event. The summers of 2017 and 2018 saw not only a larger fire presence on the western slope of the Cascade Range, but deteriorated air quality in North Bend and around the region not seen in recent history. For a sense of local wildfire risk to North Bend one can view the Washington State DNR's Wildland Urban Interface (WUI) study results. Specific to North Bend, high fire risk exists in the lands surrounding the City Limits. *Impact* - Communities adjacent to Rattlesnake Ridge, Mt. Si, Meadowbrook and Tollgate Farms, and other vegetated areas in the eastern portion of the City are at greater risk. Vulnerable populations, especially those with respiratory issues are at greater health risk during times of large regional wildfires and associated air quality declines. The economy of North Bend would suffer, because residents and visitors from neighboring communities would less likely leave their homes.

Listed below is North Bend's WUI (Wildland Urban Interface) Risk map:

Resolution 2052, Exhibit A
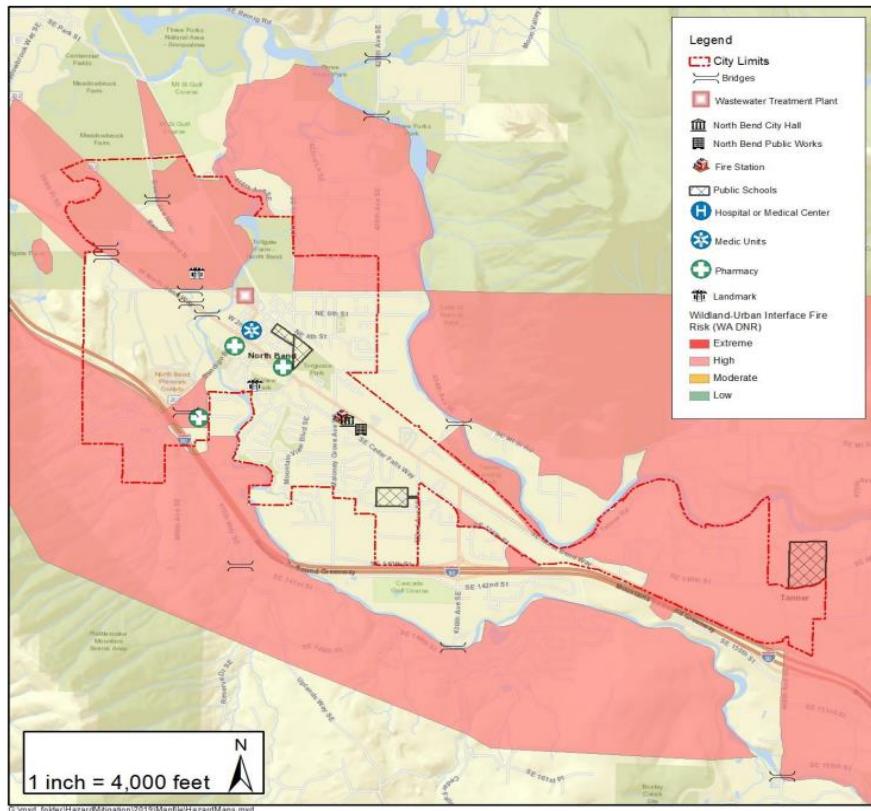
Concept of Operations

Incident Management

Incidents may occur in North Bend, that occur suddenly or develop over a longer period of time, that escalate and/or exceed the regular operational capacity of the City. These situations may require an increased level of response and/or management and support because of their size and/or complexity. City staff and/or incident leadership may make use of this CEMP for guidance and assistance.

The City's Emergency Management Division is part of the Public Works Department and responsible for overall orchestration of the program and management of the Emergency Operations Center (EOC). City code designates the City Administration as the Director of Emergency Services. (City of North Bend, 2021) Emergency Management will oversee and manage the various programs and related plans. The City utilizes National Incident Management System (NIMS) and Incident Command System (ICS) in its incident management operations.

Incident objectives are based in the following priorities:

- Life Safety
- Incident stabilization
- Protection of property
- Protection of the environment

To achieve these priorities, incident personnel implement components of the NIMS including, but not limited to, the use of ICS, in accordance with the guiding principles of flexibility, standardization, and unity of effort.

- *Flexibility* – allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.
- *Standardization* – defines standard organizational structures that improve integration and connectivity among jurisdictions to work together effectively and foster cohesion among the various organizations involved and includes common terminology to enable effective communication.
- *Unity of Effort* – coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

The desired outcome of an incident can be described as a "new normal". The City and community may not be able to return to pre-incident status but should be able to achieve delivery of services, with staff and community members performing their jobs and daily routines. It is the intent of City leadership that the CEMP, and other associated plans, be designed and implemented in a way to support the desired outcome.

Proclamation of an Emergency

If a circumstance necessitates the utilization of emergency powers granted by applicable State and local legislation, the Emergency Manager, or their designee, may request a Proclamation of Emergency from the City Administrator. The Emergency Manager drafts the Proclamation of Emergency in coordination with the City Attorney and delivers it to the City Administrator for signature and to be ratified by the City Council.

The proclamation will remain in effect until such a time when the City Administrator notifies the City Council that the incident has been resolved and the powers provided under the proclamation are no longer necessary to support incident response and or recovery efforts. The City Council will vote to end the proclamation, and subsequently the use of emergency powers by the City for incident management.

When the City proclaims an emergency, the Emergency Manager, or designee, will provide the King County Office of Emergency Management and the Washington State Emergency Management Division with a copy of the proclamation. The City may request that the County and/or State issue a Proclamation of Emergency on behalf of the City if additional support for incident management is required.

Whole Community

The City extends its commitment of inclusion to all-hazards incident management and describes the concept as "whole community involvement". This refers to a strategy where community members, civic leaders, and the local government purposely consider the unique needs of the community and work together to mitigate and plan for, respond to, and recover from incidents. In doing so, the City complies with all laws related to fair, equitable, and nondiscriminatory treatment and access to all services for all members of the community, regardless of race, ethnicity, national origin, religion, sex, gender expression or orientation, sexual orientation, economic status, age, ability, functional needs, or English proficiency status.

Successful implementation of this approach requires meaningful and ongoing engagement with the City's public, private, and non-profit partners. These partners include a wide spectrum of organizations and populations, such as volunteer groups, private businesses, faith and community-based organizations, and the general public.

Individuals with Disabilities / Access and Functional Needs (DAFN)

AFN is a broad term that describes individuals who may be especially vulnerable to or have additional needs during incidents; the determination of access and functional needs may vary depending on the nature and scope of an incident. In general, this grouping includes individuals with disabilities, living in congregate housing or assisted living facilities, elderly community members, children, persons in lower socio-economic classes, people experiencing homelessness, and those with LEP. The City recognizes that various populations may require specialized support during an incident; therefore, the City's approach to incident support assesses the wholistic North Bend population to identify needs, and based on finding for a given incident, creating plans to support the whole community, as resources allow.

Essential Needs of Children

Special considerations and accommodations may be necessary to address the essential needs of children during an incident. Areas of specialized support may include but are not limited to, reunification efforts for children that are or become separated from their parents or guardians, sheltering services or medical care for unaccompanied minors, mental/emotional health concerns, limited communication capabilities, educational sustainment, appropriate nutritional needs, and/or other identified unique aspects of supporting children during an incident.

Household Pets and Service Animals

City incident management objectives and mass care services incorporate the needs of individuals with trained service animals and/or household pets, as appropriate. Trained service animals, per the ADA, are defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability, the task(s) performed by the dog must be directly related to the person's disability. Trained service animals will be allowed to accompany their handler, consistent with daily ADA compliance. Accommodations for trained serviced animals and pets can be found in ESF 6: Mass Care, Housing, and Human Services.

The PETS Act 2006 (Pets Evacuation and Transportation Standards Act) amended the Stafford Act and through FEMA requires local emergency preparedness operational plans address the

needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency. (FEMA, 2006)

Direction, Control, and Coordination

The City Administrator directs and controls incident management and delegates to responsibility to department directors and Section Chiefs. Coordination among departments and agencies is done on a regular basis as well as during incidents through department participation and responsibilities.

Shown below is the City's organization Chart:
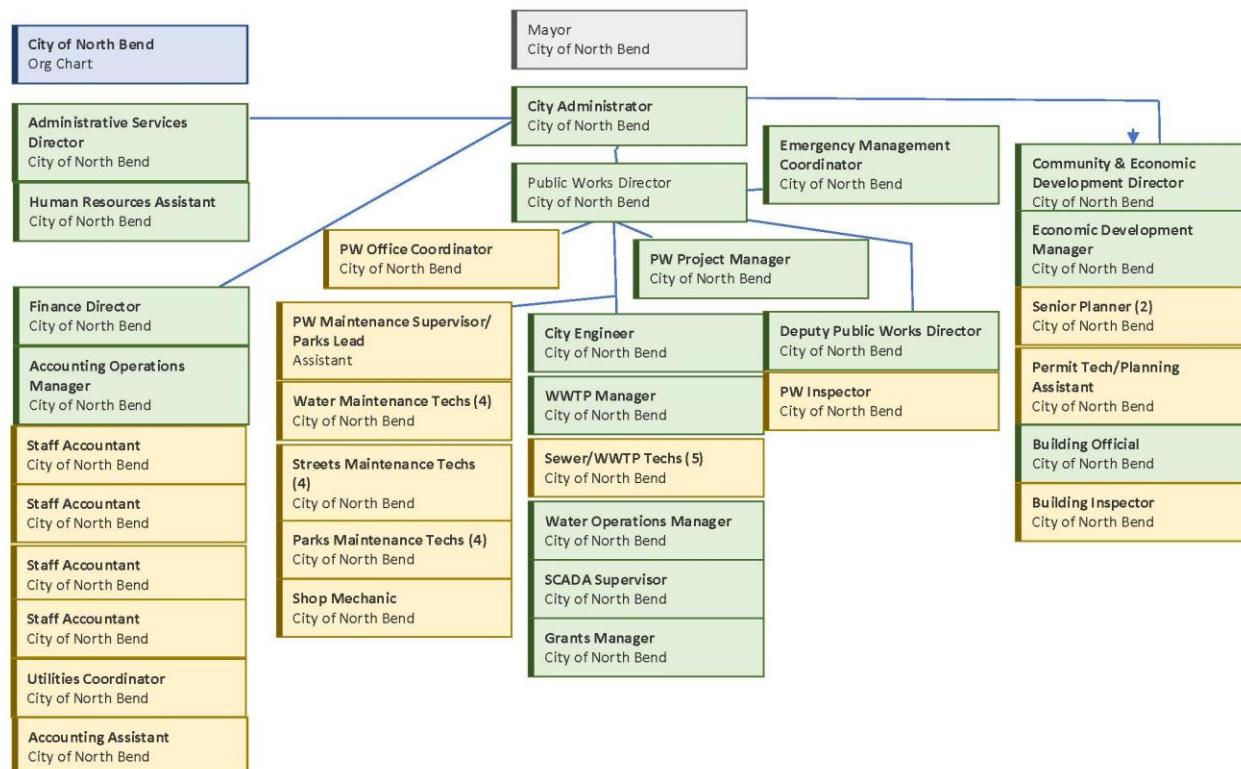
City Department Structure

The city government organization structures its department as outlined below:

- Building Division
- City Administrator
- City Clerk
- City Council (elected)
- Community and Economic Development Department
- Finance Department
- Fire Service (Eastside Fire and Rescue)
- Mayor (elected)
- Police Services (Snoqualmie Police Department)

- Public Works Department
  - o Parks Division
  - o Water Division
  - o Sewer Division
  - o Streets / Stormwater Division

City Administrator's Office

The City Administrator (CAO), under the general direction of the Mayor, acts as the chief administrative officer of the city for day-to-day operations. The city administrator also directs, administers, an coordinates the activities and functions of the various city offices, departments, and boards in implementing the requirements of city ordinances and policies of the City Council.
- Responsible for overall City incident management
- Responsible for internal and external public information related to the City
- Leads intergovernmental relations and recovery efforts during incidents

Mayor

The mayor is the chief executive and administrative officer of the city and serves as the official and ceremonial head of the city on ceremonial occasions.

City Council

The City Council is the legislative and policy making body of the City.
- Responsible for adjustments and/or changes to City governance during an incident
- Ratify proclamation of emergency drafted by CAO
- Makes necessary budgetary allocations in support of emergency incidents
- Serve as City representatives sharing approved incident messaging and information throughout the various North Bend communities

City Clerk

The City Clerk is an appointed official who serves as the clerk of the City Council and public information officer providing public access to city records, the administration, and policy-making processes. The clerk preserves the legislative history of the city, serves as the custodian of the city seal and official city documents, and serves as a conduit between the City Council, administration, and public by providing information on actions of the council.
- Assists as City PIO during major incidents overseeing citywide messaging and alerts

Fire Service

Fire Services is provided to the City by Eastside Fire and Rescue as a result of a joined consolidation of several fire departments. A member of North Bend's City Council represents the City on Eastside Fire's Board of Directors.
- Coordinates and provides fire service, technical rescue, hazmat, inspection, fire investigation, special operations, swift water rescue, and emergency medical operations related to an emergency incident.

Below is a map showing Eastside Fire and Rescue response areas.

Resolution 2052, Exhibit A
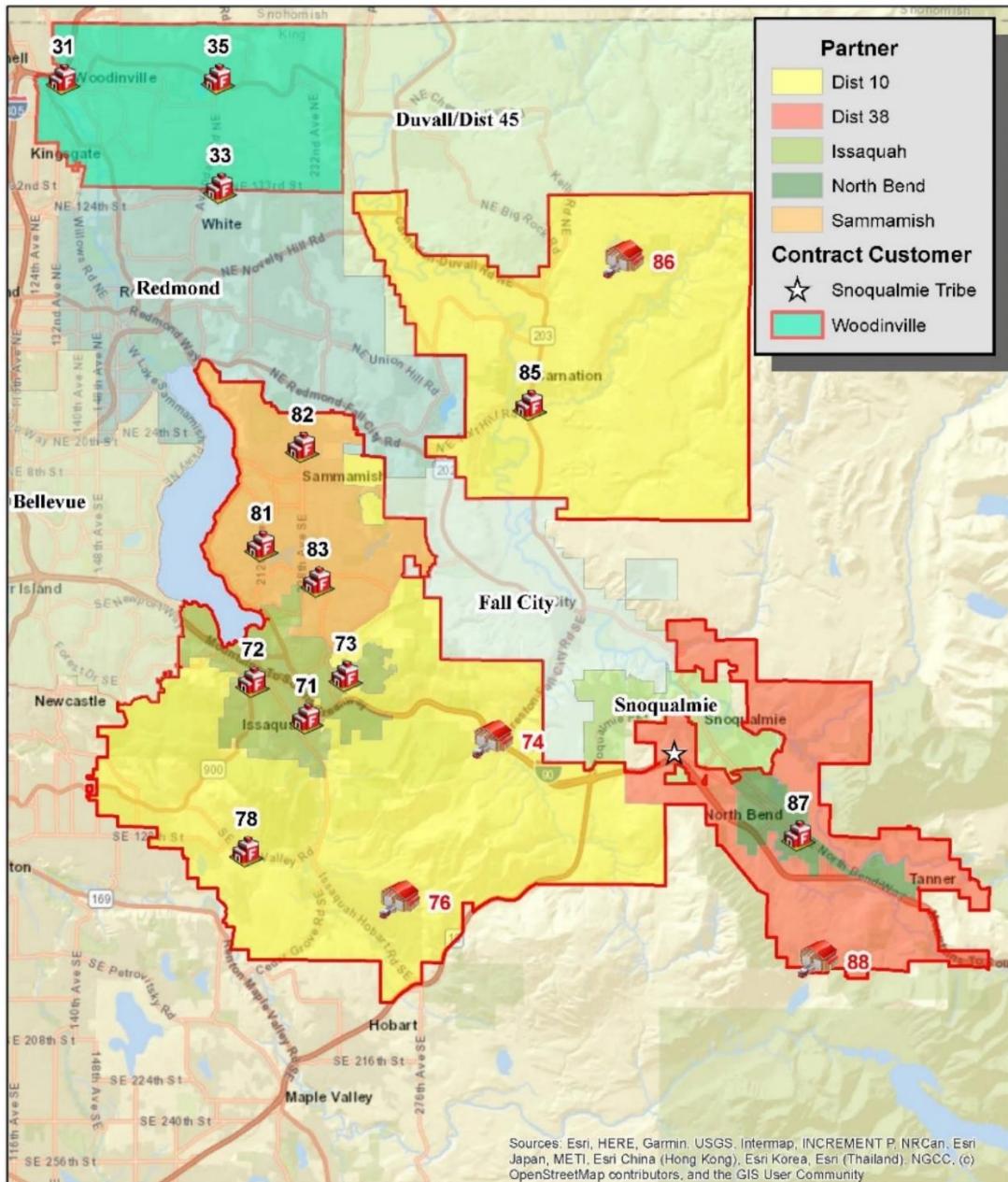
Police Services

The Snoqualmie Police Department provides law enforcement for the Cities of Snoqualmie and North Bend, serving approximately 22,000 upper Snoqualmie Valley residents, as well as visitors and businesses. The Department also provides public education on topics that support community safety, sponsors community events, and offers various youth programs.

- Conducts law enforcement related to the incident, including but not limited to, responding to crimes in progress, traffic management, investigations, intelligence collecting, crowd management, security assessment, and other law enforcement related activities.
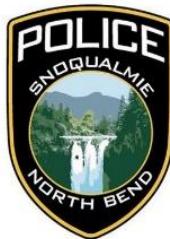
Public Works

The Public Works Department is responsible for a wide range of services, whether it is a damaged water line, new traffic signal, needed sewer line, new development proposal, or testing of the city's water supply.

Additional services include:

- Capital facilities planning
- Maintain City's public buildings, fleet of vehicles and equipment; maintenance and operation of City's park systems
- Design and construction administration of transportation system, stormwater collection system, water supply and distribution system, sanitary sewer collection, and park improvements
- Maintain environmental services including enhancement to waterways and water quality, water conservation, solid waste recycling and collection, floodplain management programs

Emergency Management services include:

- Orchestrate the emergency management program
- Maintain the CEMP
- Maintain and facilitate the City's EOC locations
- Permit and inspect of repairs and construction on City property, City buildings, and City roadways
- Maintain and coordinate City utilities and services

Emergency Management Organization

Responsibility by Emergency Management Phase

All City departments share common responsibilities aligned with emergency management phases as part of the implementation of NIMS and incident management. These phases create a continuous holistic cycle of emergency management.

Emergency management is organized into four phases to facilitate an overall incident management capacity. These phases include:

- Preparedness – preparing for hazards that cannot be prevented or lessened
- Response – responding to incidents
- Recovery – recovering from incidents and establishing a new normal
- Mitigation – developing strategies and actions the attempt to minizine or eliminate risks from hazards, damage, or disruption

Preparedness Phase

Preparedness activities are steps taken to increase the ability to respond when an incident occurs. City-wide preparedness activities include:

- Training staff in their incident-specific roles, including participating in EOC training and exercises.
- Developing Standard Operating Procedures (SOPs) and continuity plans intended to reestablish or maintain department operations during an incident, including notification of critical personnel, assessment of damage and resources, and the identification of critical department functions.
- Educating staff on incident procedures and preparedness, including NIMS-mandated training for all benefitted employees.
- Participating in training, drills, and exercises to test department and City emergency plans and procedures.
- Assisting and coordinating in the development of plans, operating procedures, and other guidance to be utilized during an incident.
- Training the department line of succession on their role during incidents.
- Maintaining an updated inventory of key department personnel, facilities, and equipment resources.
- Maintaining current contact information for employees.

Response Phase

Response activities are actions taken to achieve incident stabilization. City-wide response activities include:

- Facilitating incident management and communications across City departments and with partner agencies.
- Staffing the EOC.
- Conducting operational impact assessments and monitoring departmental operational capability for changes.
- Maintaining detailed documentation of response activities including personnel and resource costs.
- Utilizing continuity plans to prioritize the restoration of essential City functions.

Recovery Phase

Recovery activities assist the City and/or community in moving to the "new normal" and regaining the desired level of societal, governmental, and/or commercial activity and stability. The recovery phase may last weeks to years depending on incident impacts. City-wide recovery activities include:

- Establishing City post-incident operational levels.
- Preparing damage assessment information.

Mitigation Phase

Mitigation activities are proactive steps taken to reduce the impact of incidents. Department- specific mitigation strategies are outlined in the City of North Bend annex to the King County Hazard Mitigation plan (King County, WA, 2020). City-wide mitigation activities include:

- Considering resiliency, redundancy, and risk reduction strategies in all projects and operations.
- Establishing a line of succession for key department positions.
- Cross-training staff to fill identified critical continuity operation positions.
- Maintaining a surplus of basic operational and emergency supplies at City facilities.
- Working with residents to understand hazards and potential impacts to communities.

Emergency Operations Organization

During all phases of emergency management, the operations begin at the local level and, when needed, expand to include the County, state, or federal resources as the affected jurisdiction requires additional support.

This model of responding at the local level then bringing defines operational systems that guide how personnel work in the next tier of support aligns together during incidents. One of the main components of with the National Incident Management System (NIMS) (FEMA, 2017). NIMS provides stakeholder agencies across the NIMS is the utilization of ICS. The NIMS represents a core whole community with a shared vocabulary, systems, and set of doctrine, principles, terminology, and organizational processes to successfully deliver the capabilities described processes to enable effective, efficient, and collaborative in the National Preparedness System (FEMA, 2019). The NIMS framework incident management at all levels.

Response – Incident Management

National Incident Management System

In response to the events of September 11, 2001, President George W. Bush issued Homeland Security Presidential Directive 5 (FEMA - U.S. Government, 2003) which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

Incident Command System

The Incident Command System (ICS) is a standardized approach to incident management that allows coordination among various jurisdictions and agencies. ICS establishes common practices and terminology for planning and managing resources. It allows for the integration of facilities, equipment, personnel, procedures, and communications within a common organizational structure. This allows for a quicker and smoother response, sharing information quickly between partners, with more accountability. ICS allows for a flexible, dynamic response structure. The coordination of objectives, information, and resources is efficient and protects the safety of responders, community members, and others. ICS can be used to respond to any type of natural or human caused incident requiring multi-agency support. In ICS, communication is critical. Once

a response reaches a level of multi-agency response, an incident commander takes responsibility for managing the on-scene incident. Any additional agencies will be incorporated into this response and will all be organized under one incident commander. This allows for the consolidation of decision making regarding objectives, assignments, and resource allocation. It removes redundancies and miscommunications. The established chain of command allows for information flow up and down the chain. Authority and responsibilities given in the ICS in an incident supersede the protocol for an individual department; for instance, one would report to their superior under the incident commander rather than their typical day-to-day supervisor. The ICS organization is unique to the incident and does not reflect an administrative structure. Transfer of command is another vital aspect of ICS. When the response expands or someone more qualified for a position arrives, a transfer of command occurs. This allows for smooth continuity of responsibility and management. In this transfer, the incoming responder receives a command briefing of the situation. This briefing can be written, oral, or a combination of both. This transfer ensures those delegated the authority are fully aware of the situation, limitations, and decisions that have been made so far.

Unity of Effort

It is the policy of the City that incident management activities be conducted in accordance with NIMS as directed by the HSPD – 5, NIMS (FEMA - U.S. Government, 2003). NIMS components that the City prioritizes for implementation include ICS, Emergency Operation Centers, and Mutual Aid. The use of NIMS facilitates a standard approach to incident management allowing for inclusion and coordination of internal and external responders to operate in a defined unified organizational structure.

Multi-Jurisdictional Coordination

During routine operations, the City coordinates emergency management programs with other jurisdictions through peer interaction, cooperative agreements, and joint efforts. In addition, the OEM participates in meetings, workgroups, and projects facilitated by the King County Office of Emergency Management, and/or the Washington State Emergency Management Division.

During an incident, the City coordinates incident management efforts and requests with neighboring jurisdictions and/or partner agencies through mutual aid agreements, the use of Unified Command, direct verbal or written contact, and/or sharing of situation reports. The City participates in multi-agency coordination groups, at the incident command and/or EOC levels, and regional stakeholder conference calls, often facilitated by the King County Office of Emergency Management (KCOEM) and/or the Washington State EMD.

Emergency Operation Center

The EOC coordinates and supports incident management for the City. This role includes connection with government and non-government local, federal, state, and county agencies.

The primary functions of the EOC are to support field operations through the coordination and dissemination of incident information; the identification, procurement, and allocation of requested resources implementation of continuity planning efforts; and the provision of guidance on incident priorities and policy decisions as provided to and received from the Policy Group. The EOC coordinates City operations and response partners responding to the consequences of an incident, as needed and given available resources. Additionally, the EOC serves as a coordination point for local, federal, state, and county support and/or assistance.

EOC functions include:

- Facilitate support and coordination of incident activities.
- Coordinate with departments, agencies, and jurisdictions.
- Facilitate coordination of outside resources.
- Establish and maintain resource management.
- Establish and maintain situational awareness.
- Collect, evaluate, and disseminate incident information.
- Coordinate short-term recovery activities.
- Facilitate and support operational communications.
- Support continuity of operations and continuity of government actions.
- Brief City leadership on incident status.
- Implement policy decisions.

EOC Organization

Shown below is a sample ICS chart that can be expanded and condensed as necessary and warranted.
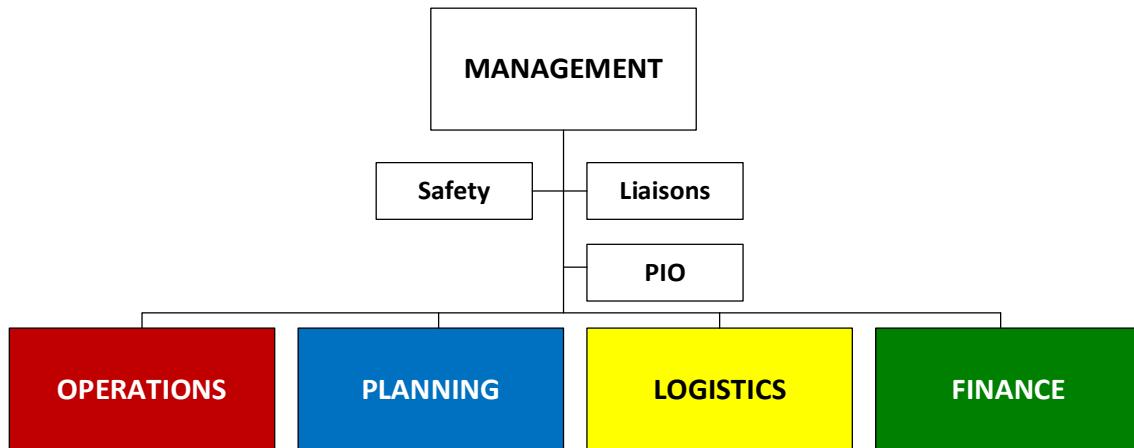
As part of the workings of the EOC, the Planning P shown on the right can be a useful operational tool.

EOC Location

The primary EOC location is:
- Public Works Break Room
- 1155 E. North Bend Way, North Bend, WA

The alternate EOC location is:
- Public Works Administration Building | 1155 E North Bend Way, North Bend, WA

EOC Activation

Activation of the EOC is authorized by:
- CAO
- Public Works Director (or designee)

The EOC may be activated because of an escalating (e.g., flood) or forecasted (e.g., winter storm) incident or a planned event such as a citywide Independence Day activity. The incident commander of an escalating filed incident should be keeping city staff informed of the changing status.

If the City activates the EOC for an incident, City EOC staff should notify King County OEM. When informing Washington Emergency Division of an EOC activation, a State mission number will be requested for incident documentation and tracking purposes.

Resolution 2052, Exhibit A
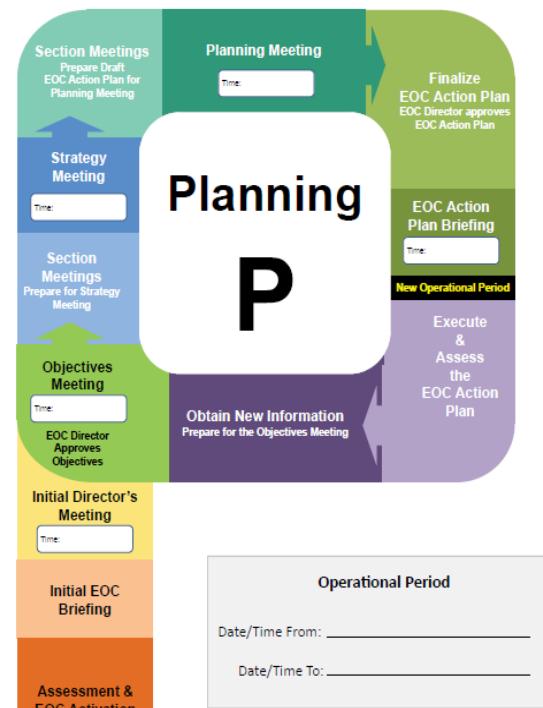
EOC Activation Levels

Illustrated in the chart below are common activation levels, EOC staffing options, incident triggers and associated activities:

EOC Level	Operational Status (Minimum Positions)	Trigger Event/Situation (examples include but not limited to)	Activities
Not Activated	Daily Operations		Normal daily operations including OEM staff monitoring conditions and addressing short-term or narrow-scope requests for assistance, in addition to regular work.

Level 3 Minimal Staffing	Emergency Services Coordinator	• Small incident or event
		• One site
		• Potential threat of:
		  o Flood
		  o Severe storm
		• Escalating incident
			• Situational Analysis
			• Public Information
			• Response Coordination
			• Resource Coordination
			• Reporting to State

Level 2 Partial Staffing	Management, EOC Section Coordinators Branches/Divisions/Units Liaison/Agency reps	• Large scale evacuations • 2+ incident sites • Severe Weather Warning • Earthquake with minor damage • Major scheduled event	• Situational Analysis • Public Information • Response Coordination • Resource Coordination • Logistics Support • Reporting to State
Level 1 Full Staffing as needed	All positions (as required)	• Large Winter Storm • Terrorist incident • Major Earthquake • Regional Disaster • Major Wildland Fire in Urban interface	• Situational Analysis • Public Information • Response Coordination • Resource Coordination • Logistics Support • Recovery Operations • Sustained Operations • Reporting to State

EOC Demobilization

The decision to demobilize the EOC is made by the EM in coordination with the City Administrator and, if established, field command. The EOC will begin demobilization planning when incident stabilization has been established. The EOC Manager position will be the last of the EOC staff to demobilize, verifying that the EOC is at pre-activation operational readiness before closing the facility. Included in closing the EOC is the notification to King County Emergency Management and Washington State Emergency Management Division of the date and time of closure. Demobilization may be a phased process based on incident recovery efforts..

Information Collection, Analysis, and Distribution

The City endeavors to maintain situational awareness and distribution of accurate information before, during, and after an incident.

Information Collection

The EOC collects information to establish and maintain situational awareness, form a common operating picture, and inform incident management objectives and actions.

Under routine operating conditions, the OEM monitors and gathers information as it relates to potential incidents. This information is collected from various sources, including, but not limited to, the following:

- City departments (e.g. road closures)
- National Weather Service (NWS)
- Washington State Fusion Center (WSFC)
- Neighboring jurisdictions, King County Office of Emergency Management (OEM), and Washington Emergency Management Division (WAEMD)
- Puget Sound Energy (PSE)
- Utility Providers
- Digital and broadcast media
- Public reports

During an incident, collecting information may include reports from the incident command post, incident action plans, response partners messages, reports from volunteer and community groups, among others. Incident information assists with response planning, allocation of resources, community assistance, and long-term planning for response and recovery.

Information Analysis

When the EOC is activated, the EOC Planning Section will collect, validate, and compile incident information. Information received from trusted and/or official sources will be accepted as verified. All other information will be verified by City staff before being accepted as valid; this information may be included but tagged as awaiting validation.

The EOC may receive sensitive or classified information depending on a situation or incident. The EOC Director may establish a section or group tasked with authenticating and managing such information or intelligence.

Alert and Warning

The City will utilize existing communication and warning systems as much as possible during an incident to notify City residents and others.

Information Distribution

While the City strives to keep staff and stakeholders apprised of situations with updated information, not all information is appropriate for distribution. During routine situations emergency

management will distribute necessary situational awareness to city officials and leaders and response partners through normal/usual methods of communication.

When the EOC has been activated, the EOC will assigned a staff member or members, potentially the PIO (Public Information Officer) to develop and distribute any public messaging. For area wide incidents or ones that affect neighboring jurisdictions, a Joint Information Center (JIC) might be established to coordinate consistent and accurate area messaging. The PIO and JIC may utilize ESF 2 and ESF 15.

The Planning Section is tasked with maintaining the situational awareness (Sit Stat Unit) of the incident or incidents affecting the City. The Sit Stat Unit may be tasked with providing regular reports as directed by the EOC Director or Planning Section Chief. At least one situational report will be generated every operational period. The Planning Section will record and document all generated reports during the Response and Recovery Phases.

Situation Reports will be distributed to appropriate EOC and city staff as determined by the EOC Director. The Sit Stat Unit may provide periodic updates as conditions and situations change or as warranted.

Communications

The City utilizes a variety of communication systems that includes regular desktop telephones, cellular phones, radios, emails, social media, distribution lists, digital media, among others. North Bend intends to use routine communication technology, to the extent possible, during an incident.

During an incident, or when routine communications methods are not in service, amateur radio operators may be leveraged as a backup form of communications for City operations. Mobile amateur radio equipment is staged at various city locations of need based on the incident.

For larger or countywide incidents, the City may participate in a Joint Information Center (JIC) to provide consistent and timely informational updates to affected people and others. King County Office of Emergency Management (KCOEM) may facilitate and or coordinate JIC efforts.

Administration, Finance and Logistics

Administration and Documentation

EOC activation related documentation will be maintained and archived for at least 10 years according to the City's archiving policies and in compliance with RCW 40.10.010 regarding the protection of essential records. The EOC Planning Section, with assistance from the City Clerk's Office, is responsible for organizing and maintaining incident documentation. Retention items include physical and electronic EOC documents, maps or visual displays, and incident-related

emails. Records of incident operational activities are kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records.

When appropriate, incident reports and expenditure are coordinated, and documentation for state and/or federal reimbursement and/or assistance programs are prepared and submitted to the appropriate state and federal agencies by F&A with support from Emergency Management.

Finance

The City will follow routine financial practices whenever possible during incident management; however, approval procedures for expenditures may be modified based on incident needs. Incident-related obligations and expenditures may be incurred in accordance with Chapter 3.20 KMC and RCW 38.52.070, RCW 35.33.080, and RCW 35.34.140, which outline emergency expenditures. Financial records are kept in a manner that distinguishes between day-to-day operations and incident expenses and alternate methods of payment/payroll processing may be established if necessary.

The EOC Resourcing Section coordinates the documentation and reporting of citywide incident financial records, leveraging an established resource management process to document incident-related expenses. Pre-incident, F&A establishes one or more budget project codes for tracking EOC and department incident-related expenses to facilitate the delivery of actual and projected incident costs to the EM and/or City Manager as requested.

Incident-related expenditures may be reimbursed through local, county, state, and/or federal programs. The City uses the ICS Resource Request Form 213 (213-RR) to document, approve, and track purchases to facilitate cost recovery if that opportunity is presented. Depending on the nature and scope of an incident, the City may qualify for federal disaster relief. There most common FEMA relief grant programs are Public and Individual assistance. Eligibility for these programs is contingent upon having a Presidential Declared Disaster:

- **Public Assistance:** Provides funds to aid communities who are responding to and recovering from an incident that has resulted in a Presidential Disaster Declaration. The program provides temporary emergency assistance to help save lives and protect property, as well as to help restore community infrastructure that may have been damaged or otherwise disrupted by the federally declared incident.
- **Individual Assistance:** Federal assistance to individuals, families, and businesses. These programs are designed to help meet disaster applicants' needs, which may include disaster housing assistance (temporary housing, repair, replacement, etc.) and other needs assistance including medical, funeral, clean-up, moving, and other expenses.

In addition to Public and Individual Assistance, the federal government offers Other Needs Assistance, through FEMA, to support individuals and facilitates the Small Business Administration program for businesses impacted by an incident.

During response and recovery efforts, City departments are responsible for tacking potentially reimbursable incident costs related to emergency actions and damages incurred to public facilities and infrastructure as a result of the incident. If incident impacts are perceived to potentially be eligible for support, the KCOEM sends instructions to the City for completing an official preliminary damage assessment (PDA) worksheet. The PDA is compiled by Finance, acting as the Applicant Agent, with coordination and support from OEM and affected City departments.

Logistics and Resource Management

City departments facilitate resource management at the department level, until such a point that the operational need may exceed the department's capability and/or supply. This situation initiates contact by the department to Emergency Management and/or EOC if activated, to request additional resource support. Emergency Management may work directly with the department to provide support or (if the EOC is activated) the EOC Resourcing Section will provide resource management, including logistics support, following established resource requesting procedures to the department. Every effort will be made to source necessary resources from City departments, through City mutual aid agreements and contracts, and from City-based commercial providers before seeking support from other sources. Additional information can be found in ESF 7: Logistics Management and Resource Support for additional information.

If the City is unable to meet the resource needs of an incident, the City may request resources and/or support through the KCOEM. Assistance may be requested of neighboring cities according to the Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County and/or the Washington State Intrastate Mutual Aid System (WAMAS). If KCOEM is unable to support the City's resource request or if out-of-state resources are needed, KCOEM may forward the City's request to WAEMD for assistance and/or the implementation of the Emergency Management Assistance Compact (EMAC).

Incident volunteers will be registered in accordance with Washington Administrative Code (WAC) 118-04 (Washington, 2000) Emergency Workers Program and City volunteer guidelines.

Plan Development and Maintenance

North Bend Emergency Management is responsible for overall CEMP development and maintenance. To support a collaborative and holistic planning process, the OEM engages internal and external partners during CEMP reviews and update efforts. In addition to City staff participation, the OEM leverages After Action Reports/Improvement Plans to inform the development and maintenance of the CEMP and its supporting documents.

Public Engagement

Community input to the CEMP is encouraged and typically occurs through public discussions and engagement events. During the review process, the ongoing COVID-19 pandemic limited many community engagement opportunities. Portions of the document were provided to specific stakeholders for input through video conferencing, however. The intent for the next planning process is to be able to host public engagement sessions to facilitate a whole community approach more fully to planning. The CEMP is available on the City's website for public review.

After Action Reports

After Action Reports (AARs) capture observations and identified gaps during exercises and incidents and assist the City in identifying issues for correction prior to future incidents. The OEM will conduct an After-Action review process following incidents and exercises by inviting representatives from City departments and involved partner organizations to provide feedback

regarding the exercise or incident. The information provided related to what went well and areas for improvement will be incorporated into the AAR and guide the development of recommended improvement actions. Improvements will be integrated into the OEM's CEMP planning and review process as appropriate.

Planning and Approval Process

The Emergency Management Assistance Team (EMAT) representatives may provide input into the CEMP, ESFs, associated annexes, procedures, and department level plans. The OEM facilitates meetings with City staff responsible for CEMP and/or ESF content and provides guidance, templates, and requirements for ESF development.

The OEM reviews and edits submitted CEMP and ESF content to produce a comprehensive draft document. The draft is provided to department directors/Chiefs, the City Attorney, the City Administrator, and the City Council for review, input, and agreement prior to submission to the WAEMD for review and approval. After State approval, the emergency manager presents the State approved CEMP to the City Council for formal adoption.

CEMP Maintenance Schedule

The City completes a formal holistic CEMP review and update at least every 5 years per the requirements of RCW 38.52; however, the City recognizes that AARs may identify opportunities to update and/or change the CEMP within the 5-year revision process.

Changes to the plan may be administrative (minor edits with limited impact to incident management processes and/or roles and responsibilities) or substantive (significant modifications that change incident management processes and/or roles and responsibilities) in nature. Administrative changes may occur throughout the 5-year revision process and are approved by the Emergency Manager. Substantive changes will be submitted through the full approval process, including to WAEMD and the Council, regardless of where the CEMP is in the 5-year revision process.

The status of the CEMP in the 5-year revision process as of December 2022 is outlined in the table below:

Section	Year Reviewed	Year Updated	Year Approved	Next Review	Next Update
CEMP		2022	2022	2024	2027

Training and Exercise Program

The City, facilitated by Emergency Management, will train and exercise staff regularly to validate plans and improve readiness to prevent, mitigate, respond to, and recover from incidents.

Training

Emergency Management provides public outreach and education to train the whole community on emergency preparedness through printed material, community programs, public classes, presentations to community and neighborhood groups, hosting forums, staffing booths at public events, and taking advantage of other outreach opportunities as they are presented.

Emergency Management conducts employee preparedness programs intended to educate employees on personal preparedness at home and work. These programs include new employee orientation, new director/Chief/Councilmember orientation to emergency and incident management, participation in the Great Shake-Out, testing of the employee notification system, and engagement in regional, state, or federal preparedness programs and exercises when appropriate.

Emergency Management facilitates and/or conducts an annual training session with city leaders and senior officials and invited participants, on emergency management topics, including but not limited to, City plans, their role in an incident, and crisis communications.

Emergency Management will maintain emergency management training records for city staff members. Staff will be informed of their responsibilities during an incident upon their employment and promotion. At a minimum, all City staff members are required to complete IS 100 and IS 700 independent study course upon completion.

- IS 100 – Introduction to Incident Command System
- IS 700 – Introduction to National Incident Management System

Courses may be taken through FEMA's Independent Study program (training.fema.gov). Staff are encouraged to take additional FEMA courses related to their incident roles and responsibilities.

Exercise

Emergency Management designs, develops, and conducts exercises to test EOC equipment, processes, staff, and Policy Group capabilities. At least one functional EOC exercise occurs annually, except in years when one or more actual EOC incident activations occur. During years with real-world activations, exercises may be altered or suspended to allow for the implementation of and training on AAR identified improvements. Emergency Management conducts full-scale exercises for City staff and stakeholders and may invite City volunteers and/or community members to participate in these exercises. Exercises are designed and conducted using Homeland Security Exercise and Evaluation Program (HSEEP) guidance.

Glossary

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

ADA: American with Disabilities Act

After Action Report (AAR): A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) which offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility of incident mitigation); or assisting by providing resources.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC.

American Red Cross: A nationwide volunteer agency that provides disaster relief to individuals and families.

Available Resources: Incident-based resources that are available for immediate assignment.

CAO: City Administrative Officer

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

CBO: Community based organization

CEMP: Comprehensive Emergency Management Plan

CERT: Community Emergency Response Team – a volunteer group organized by a local government to assist during an emergency and/or disaster.

Chain of Command: A series of management positions in order of authority.

Continuity of Government (COG): All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers.

COOP: Continuity of Operations Plan

Coordination: The process of systematically analyzing a situation, developing relevant information and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Cultural competence: The ability to understand, value, communicate with, and effectively interact with people across cultures in order to ensure that the needs of all community members are addressed, with priority given to "culturally diverse communities." "Cultural competence" includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

Culturally diverse communities: Includes, but is not limited to, race and ethnicity, including indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low-income individuals and the unhoused; education level; people with no or

limited or no English language proficiency; as well as geographic location.

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

DSW: Disaster Service Worker

EF&R: Eastside Fire & Rescue

EMAC: Emergency Management Assistance Compact

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material

incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions.

EMS: Emergency Medical Service

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to relevant threats and hazards that defines the emergency management organization, structure and coordination.

ESF: Emergency Support Function

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall wellbeing of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

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

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

FBO: Faith based organization

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Emergency Management Agency (FEMA): This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

First Responder: This term refers to individuals whose organizations specific and primary responsibility is to respond to life safety incidents.

Hazard: Natural or man-made source of danger or difficulty to people or property.

Hazardous Material (Hazmat): A substance or combination of substances, which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazard Mitigation: A cost-effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Plan (HMP): The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards, including the actions needed to minimize future vulnerability to identified hazards.

HSEEP: Homeland Security Exercise and Evaluation Program

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

Incident Action Plan (IAP): The plan developed at the field response level that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander (IC): The individual responsible for the command of all functions at the field response level.

Incident Command System (ICS): The nationally used 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. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

IPAWS: Integrated Public Alert and Warning System

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

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system

for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

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/ geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.)

KCOEM: King County Office of Emergency Management

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Logistics: Providing resources and other services to support incident management.

MACS: Multi-Agency Coordination System

Mitigation: Pre-event planning and actions that aim to lessen the effects of potential disaster.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

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, tribal, and local 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.

National Response Framework (NRF): A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all- discipline, all-hazards plan.

NB: North Bend, City of

NWS: National Weather Service

Nongovernmental 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.

PDA: Preliminary Damage Assessment

Plan: As used by OEM, a document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

PPD | HSPD: Presidential Policy Directive; Homeland Security Presidential Directive

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 NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

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

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

Public Information Officer (PIO): The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

RCW: Revised Code of Washington

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources area described by kind and type and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Response: Activities to address the immediate and short- term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and the environment, stabilize communities and meet basic human needs following an incident. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected Emergency Support Functions (ESF) or full activation of all ESF to meet the needs of the situation.

Risk: Potential for an unwanted outcome resulting from an incident, even, or occurrence,

as determined by its likelihood and associated consequences.

SAR: Search and Rescue

SPD: Snoqualmie Police Department

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, and the Sandy Recovery Improvement Act of 2013.

Standard Operating Procedures (SOP): A set of instructions having the force of a directive, covering those features of operations that lends themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular will be carried out.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property

within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot,

TEP: Training and Exercise Plan – a plan that outlines a schedule of emergency management and related training courses for EOC and other support staff as well as a calendar of scheduled EOC and similar exercises

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

Vulnerability: Physical feature or operational attribute that renders and entity open to exploitation or susceptible to a given hazard.

WAC: Washington Administrative Code

WAEMD: State of Washington Emergency Management Division

WASMAS: Washington State Intrastate Mutual Aid System

WMD: Washington Military Department or weapons of mass destruction

EMERGENCY SUPPORT FUNCTIONS

Emergency Support Functions

Emergency Support Functions (ESF) bring together the capabilities of various City department, support agencies, and other entities that work on and support incident response efforts during a major emergency and/or disaster. Listed below is information that outlines information regarding coordination and operational endeavors.

ESF	Lead Department
ESF 1: Transportation	NB Public Works
ESF 2: Communications	NB Communications
ESF 3: Public Works and Engineering	NB Public Works
ESF 4: Firefighting	Eastside Fire & Rescue
ESF 5: Information and Planning	NB Emergency Management
ESF 6: Mass Care, Housing and Human Services	NB Public Works
ESF 7: Logistics (Management and Resource Support)	NB Emergency Management
ESF 8: Public Health and Medical Services	King County Public Health
ESF 9: Search and Rescue	Snoqualime Police / King County SAR
ESF 10: Hazardous Materials	Eastside Fire & Rescue
ESF 11: Agriculture and Natural Resources	NB Public Works
ESF 12: Energy and Utilities	NB Public Works
ESF 13: Public Safety and Security (Law enforcement)	Snoqualime Police
ESF 14: Cross-Sector Business and Infrastructure	NB Community & Economic Development
ESF 15: External Affairs	NB Communications
ESF 20: Defense Support of Civil Authorities	Snoqualime Police

Purpose

This document is a supporting annex of the Comprehensive Emergency Management Plan (CEMP) and operates in conjunction with all its annexes. The North Bend CEMP applies a functional approach that groups the capabilities of county and municipal departments and some volunteer and non-governmental organizations into ESFs) to provide the planning, support, resources, program implementation and emergency services that are most likely to be needed during disaster or emergency incidents. The ESFs serve as the coordination mechanism to provide assistance to county departments or municipal governments or agencies conducting missions for response to an incident.

Introduction

The Federal Government and the State of Washington organize their response resources and capabilities under the Emergency Support Function construct. ESFs have proven to be an effective way to bundle and manage resources to deliver core capabilities.

Scope

Not all disaster or emergency incidents result in the activation of all ESFs, or even all agencies within a particular ESF. It is possible that an incident can be adequately addressed through activation of certain EOP elements without the activation of ESFs. Local ESFs will coordinate with respective Federal ESFs for support as required.

Situation Overview

Emergency Support Functions are not solely attributed to any one organization. Each ESF is composed of a department or agency that has been designated as the ESF Coordinator along with a number of primary and support agencies. Primary agencies, if required, are designated on the basis of their authorities, resources and capabilities. Support agencies are assigned based on resources or capabilities in a given functional area.

Planning Assumptions

Planning assumptions identify what the planning team assumes to be facts for planning purposes to make it possible to execute the EOP. During operations, the assumptions indicate areas to adjust in the plan as the facts of the incident become known.

- A local declaration of emergency has been made by the Mayor of North Bend or their official designee.
- The incident requires deviation from normal operations and an implementation of an emergency support function structure will address the needs of the community more effectively and efficiently.
- Mutual aid is available from outside of North Bend to assist the city if possible when requested.
- All activities within each ESF will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and use the Incident Command System (ICS).
- As a signatory of the King County Regional Disaster Plan and through local mutual aid

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agreements, the City will make resources available to other jurisdictions through the Zone 1 ECC and KC ECC, whenever possible.

Organization and Assignment of Responsibilities

Primary Agencies

ESF Primary Agencies have significant authorities, roles, resources and capabilities for a particular function within an ESF. Primary agencies are responsible for:
- Coordination before, during, and after an incident, including pre-incident planning
- Maintaining ongoing contact with ESF support agencies through conference calls, meetings, training activities, and exercises
- Coordinating efforts with corresponding private-sector, non-governmental organizations and Federal partners
- Monitoring the ESF's progress in meeting the targets of the core capabilities it supports
- Ensuring the ESF is engaged in appropriate planning and preparedness activities
- Coordinating with public information officials to provide emergency information to the public
- Orchestrating support within their functional area for the appropriate response core capabilities
- Notifying and requesting assistance from support agencies
- Managing incident assignments and coordinating with the EOC, support agencies, and other stakeholders

Support Agencies

Support agencies are those entities with specific capabilities or resources that support the coordinating and primary agencies in executing the mission of the ESF. Support agencies are responsible for:
- Furnishing available personnel, equipment, or other resource support as requested
- Providing input to periodic readiness assessments
- Maintaining trained personnel to support interagency emergency response

Common Tasks

Each ESF will be assigned unique duties that relate to the capabilities they have been assigned to provide. However, there are some common tasks that all ESFs are expected to complete. The following is a list of some of the more vital common tasks.
- Participate in exercises and training
- Designate agency and organization personnel with emergency authority to work on planning, mitigation, preparedness, and response issues and commit resources.
- Ensure agencies maintain appropriate records of costs incurred during the event
- Recruit, train and designate personnel to staff the EOC
- Document equipment or personnel accidents, loss, damage, injuries or fatalities
- Maintain appropriate listings of staff members to notify for response activities
- Maintain inventories and resource directories of equipment, supplies and personnel required to sustain emergency operations
- Conducting operations consistent with their own authority and resources
- Participating in planning for short- and long-term incident management
- Assisting in the development of operational plans, SOPs, checklists, or other job aids
- Assisting in the conduct of situational assessments

ESF / Primary and Supporting Agencies

ESF	Primary / Supporting Agencies	
1- Transportation	North Bend Public Works Department	- Snoqualmie Valley Transportation (SVT) - Snoqualmie Police Department - Eastside Fire & Rescue
2- Communications	North Bend Communications Department	-Emergency Operations Center - Eastside Public Safety Communications Agency - Snoqualmie Emergency Communications & Support Team - King County Emergency Coordination Center - Zone 1 Emergency Coordination Center - Washington Emergency Management Division
3- Public Works & Engineering	North Bend Public Works Department	- Emergency Operations Center - Eastside Fire & Rescue - Snoqualmie Police Department - Zone 1 Emergency Coordination Center - King County Emergency Coordination Center - Washington Emergency Management Division - Community & Economic Development Department - Engineering Department
4- Firefighting	Eastside Fire & Rescue	- Snoqualmie Fire Department - Snoqualmie Police Department - North Bend Public Works Department - Mutual Aid Fire Departments - King County Fire Service Coordinators - Zone 1 Emergency Coordination Center - King County Emergency Coordination Center - Washington State Emergency Management Division - South Puget Sound Regional Fire Resources Coordinator - Federal Emergency Management Agency
5- Information & Planning (Emergency Management)	North Bend Public Works Department	- Eastside Fire & Rescue - Snoqualmie Police Department
6- Mass Care, Emergency Assistance, Temporary Housing, and Human Services	North Bend Public Works Department	- Metropolitan Park Department - Food Banks - Human Services Organizations - North Bend Parks Department - North Bend Public Works Department -Si View Metropolitan Parks Department - Mt. Si Senior Center

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ESF	Primary / Supporting Agencies	
7- Logistics	North Bend Public Works Department	- Emergency Operations Center - Zone 1 Emergency Coordination Center - King County Emergency Coordination Center - North Bend Finance Department - Human Resources Department - IT Department
8- Public Health and Medical Services	Seattle & King County Public Health	- Emergency Operations Center - Snoqualmie Police Department - King County Sheriff's Office - Snoqualmie Fire Department - Eastside Fire & Rescue (ESF&R) - Local Hospitals - Local Morticians - King County Medical Examiner - Puget Sound Blood Center - Washington State Emergency Management Division
9- Search and Rescue	King County Search and Rescue (KCSAR)	- Eastside Fire & Rescue
10- Oil & Hazardous Materials Response	North Bend Public Works Department	- Eastside Fire & Rescue - North Bend Emergency Management - Snoqualmie Police Department - King County Emergency Coordination Center - Washington State Dept. of Fish and Wildlife - State and Federal Agencies
11- Agriculture and Natural Resources Annex	North Bend Public Works Department	- Snoqualmie Police Department - North Bend Parks Department -Community & Economic Development Department - North Bend Finance Department - Seattle/King County Public Health - Zone 1 Emergency Coordination Center - King County Emergency Coordination Center
12- Energy	North Bend Public Works Department	- Emergency Operations Center - Zone 1 Emergency Coordination Center - King County Emergency Coordination Center - Puget Sound Energy - Tanner Electric
13- Public Safety & Security	Snoqualmie Police Department	- Eastside Fire & Rescue - King County Sheriff's Department - Snoqualmie Fire Department
14- Cross-Sector Business and Infrastructure	Community & Economic Development Department	- Zone 1 Regional Emergency Coordination Center -King County Emergency Coordination Center -Washington Emergency Management Division
15- External Affairs	North Bend Communications	- Eastside Fire & Rescue - Public Information Officer

ESF	Primary / Supporting Agencies	
		- Snoqualmie Police Department - Public Information Officer - City of Snoqualmie - Public Information Officer - School District - Public Information Officer
16- Evacuation	Snoqualmie Police Department	- Eastside Fire & Rescue - Washington State Department of Transportation - Washington State Patrol - King County, - Snohomish County - Snoqualmie Valley School District
20- Defense Support of Civil Authorities	Snoqualmie Police Department	Washington Military Department

Emergency Support Function Summaries

Emergency Support Functions have proven to be an effective way to bundle and manage resources to deliver core capabilities and support an effective response. ESFs are expected to support one another in carrying out their respective roles and responsibilities. All emergency support functions involve direction and coordination, operations and follow-through during an emergency or disaster.

ESF #1 - Transportation

Key Response Core Capability: Critical Transportation

The Emergency Support Function of Transportation includes the mass transportation of citizens, emergency personnel, equipment and supplies as dictated by the scope of the emergency or disaster. Functions include, but are not limited to:
- Support and assist municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential disaster or emergency
- Assist city and county agencies and other ESFs with the emergency efforts to transport people.
- Evacuating persons from immediate peril.
- Transporting personnel for the support of emergency activities.
- Transporting relief personnel necessary for recovery from the emergency.

ESF #2 - Communications

Key Response Core Capability: Operational Communications

The Emergency Support Function of Communications and Warning has been established to assure the provision of communications support to municipal, county, and private-sector response efforts during a disaster or emergency. Functions include, but are not limited to:
- Identification of communications facilities, equipment and personnel that could be made available to support disaster recovery efforts.
- Identification of planned actions of telecommunications companies to restore services.
- Will coordinate the acquisition and deployment of communications equipment, personnel and resources to establish temporary communications capabilities following a disaster.

ESF #3 – Public Works and Engineering

Key Response Core Capability: Infrastructure Systems, Damage Assessment, Debris Management

The Emergency Support Function of Public Works and Engineering has been established to remove debris from streets, eliminate hazards, manage storm damage, provide rapid restoration of water/sewer services, repair essential services, immediately provide damage assessment information and cooperate with other emergency agencies. Functions include, but are not limited to:
- technical evaluation and infrastructure inspection
- damage assessment evaluation
- debris clearance and disposal
- restoration of transportation facilities
- flood control associated with a catastrophic disaster

ESF #4 - Firefighting

Key Response Core Capability: Fire Fighting, Public Health and Medical Services

The Emergency Support Function of Firefighting Services involves providing a comprehensive mechanism to ensure appropriate utilization of local fire resources before and after the impact of a disaster. Functions include, but are not limited to:
- Support to wildland, rural and urban firefighting operations

ESF #5 – Emergency Management

Key Response Core Capability: Situational Assessment, Planning, Public Information and Warning

The Emergency Support Function of Emergency Management Services facilitates and coordinates the overall activities of response and recovery to a disaster including the operation of the Emergency Operations Center. Functions include, but are not limited to:
- Incident Action Planning
- Information collection, analysis and dissemination

ESF #6 – Mass Care and Shelter

Key Response Core Capability: Mass Care Services

The emergency Support Function of Mass Care, Housing and Human Services involves the coordination of activities involved with the emergency provision of temporary non-medical shelters, housing, and human services to include emergency mass feeding and disaster welfare information of individuals and/or families impacted by a disaster or emergency. Functions include, but are not limited to:
- Mass Care
- Emergency Assistance
- Disaster Housing
- Human Services

ESF #7 – Logistics Management and Resource Support

Key Response Core Capability: Public and Private Services and Resources

The Emergency Support Function of Resource Support Services has been established to provide logistical and resource support networks to entities that are engaged in response and recovery efforts during an emergency or disaster. This includes managing vendor contracts and implementing a system of resource request and delivery. Functions include, but are not limited to:

- Plan, coordinate and manage resource support and delivery
- Provide supplies and equipment from county and municipal stocks, commercial sources and donated goods.

ESF # 8 – Public Health and Medical Services

Key Response Core Capability: Public Health and Medical Services, Fatality Management, Mass Care Services

The Emergency Support Function of Health and Medical Services provides for coordinated assistance and resource support in response to public health and medical care needs; develops procedures for the identification, recording, transportation, sheltering and care of persons requiring special needs in anticipation of or during an emergency or disaster. Functions include, but are not limited to:

- Public health
- Medical surge support including patient movement
- Behavioral health services
- Mass fatality coordination

ESF # 9 – Search and Rescue

Key Response Core Capability: Mass Search and Rescue Operations

The Emergency Support Function of Search and Rescue coordinates the rapid deployment of search and rescue resources to provide specialized lifesaving assistance. Functions include, but are not limited to:

- Structural collapse (Urban) search and rescue
- Land search and rescue
- Maritime/waterborne search and rescue
- Locating, extricating and providing immediate medical assistance

ESF # 10 – Oil and Hazardous Material Response

Key Response Core Capability: Environmental Response

The Emergency Support Function of Hazardous Materials ensures a coordinated response by local resources and initiates requests for state and federal resources when necessary to minimize adverse effects on the population and environment resulting from the release of or exposure to hazardous or radiological materials. Functions include, but are not limited to:

- Environmental assessment if the nature and extent of contamination
- Coordination of environmental decontamination and cleanup

ESF # 11 – Agriculture and Natural Resources

Key Response Core Capability: Animals, Animal Industry and Wildlife

The Emergency Support Function of Agriculture and Natural Resources has been established to oversee all operations involving animals and wildlife, agriculture and the food sector, highly infectious/contagious animal or plant disease or pest infestation. Functions include, but are not limited to:

- Nutrition assistance
- Management of diseases
- Food safety
- Protection of historically significant properties.

ESF # 12 – Energy

Key Response Core Capability: Infrastructure Systems

The Emergency Support Function of Energy Services mission is to coordinate the response activities of energy and utility organizations in responding to and recovering from fuel shortages, power outages and capacity shortages that impact or threaten to impact citizens during and after a potential or actual disaster or emergency. Functions include, but are not limited to:

- Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted.
- Maintain communication with utility representatives to determine emergency response and recovery needs.
- Coordinate with schools and other critical facilities to identify emergency shelter power generation status/needs
- Maintain lists of energy-centric critical assets and infrastructures, and continuously monitor those resources to identify and correct vulnerabilities to energy facilities.
- Address significant disruptions in energy supplies for any reason

ESF # 13 – Public Safety and Security

Key Response Core Capability: On-scene Security and Protection

The Emergency Support Function of Public Safety and Security Services provides public safety and security capabilities and resources to support the full range of law enforcement, victim recovery, and deceased identification and mortuary services. Functions include, but are not limited to:

- Facility and resource security
- Security planning and technical resource assistance
- Public safety and security support
- Support to access, traffic and crowd control

ESF # 14 – Long Term Community Recovery

Key Response Core Capability: Community Recovery

The Emergency Support Function of Long Term Community Recovery supports governmental entities, nongovernmental organizations, and the private sector to enable long-term community recovery from the consequences of a disaster or emergency. Functions include, but are not limited to:

- Address impacts on housing, business and employment, community infrastructure and social services

ESF # 15 – External Affairs

Key Response Core Capability: Public Information and Warning

The Emergency Support Function of External Affairs includes direction, policies, responsibilities, and procedures for disseminating timely, accurate, and easily understood information to the public before, during, and after a disaster or emergency situation. Functions include, but are not limited to:

- Public affairs, the Joint Information System and a Joint Information Center if necessary
- Private sector outreach
- Community relations

ESF # 20 – Defense Support of Civil Authorities

Key Response Core Capability: Public Information and Warning

Defense Support of Civil Authorities (DSCA) describes the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide Defense Support of Civil Authorities (DSCA).

- Liaison with the assigned military officer during major emergency and disaster operations.
- Equipment staging and personnel encampment.
- Liaison with EOC.

ESF 1: Transportation

PRIMARY AGENCY: North Bend Public Works Department

SUPPORT AGENCIES: Snoqualmie Police Department
Eastside Fire & Rescue
Snoqualmie Valley Transportation
North Bend Finance Department

Introduction

This purpose of this ESF annex is to address the following activities: assessment and reporting of damage to all transportation systems within the City; requesting and coordinating assistance from the County, State and Federal governments; coordinating alternate Transportation services; and coordinating the restoration and recovery of the City's Transportation infrastructure.

Concept of Operations

Implementation of this ESF will be the mechanism through which logistical and resource support is coordinated between all emergency operations plan partners. Actions undertaken in conjunction with this ESF will be coordinated with local jurisdictions, agencies and organizations through the North Bend Emergency Operations Center.

ESF Actions

Mitigation and Preparedness
1. Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures, detour route markings, etc. in the case of an emergency.
2. Plan and coordinate with support agencies and organizations
3. Maintain a current inventory of transportation resources
4. Establish policies, procedures, plans and programs to effectively address transportation needs
5. Maintain liaison with the state, adjacent county and municipal transportation officials
6. Participate in training exercises designed to validate this annex and supporting Standard Operating Guidelines.

Response
1. Coordinate ESF 1 activities with appropriate agencies and jurisdictions.
2. Facilitate the initial assessment of all Transportation routes and report information to the EOC.
3. Take action to appropriately close or adjust routes deemed unsafe and identify alternate routes.
4. Coordinate with the surrounding jurisdictions' Police Departments to provide temporary traffic control measures/devices and operational control of traffic signals.
5. Immediately notify Metro Transit, Community Transit, Snoqualmie Valley Transportation, Snoqualmie Valley School District, police, fire and other agencies of routes affected by partial or total road closures and detours.
6. Whenever possible, make temporary emergency repairs, bypasses or alterations to critical Transportation routes to ensure movement of emergency responders.
7. Provide for the safe and effective operation of streets and walkways through the removal of debris.

Recovery

1. Through close coordination with the EOC, decide when to reopen roads that have been closed and coordinate activities required in accomplishing this task.
2. Conduct minor street and structure repair after the decision to perform such services in-house has been made or whenever immediate restoration is critical and possible.
3. Coordinate the use of alternative Transportation routes and assist with the restoration and recovery of the Transportation infrastructure.

Responsibilities

Primary Agency

North Bend Public Works Department

1. Provide personnel to staff the EOC.
2. The North Bend Public Works Department is the lead agency to coordinate ESF 1 transportation functions during an EOC activation.

Support Agencies

Snoqualmie Police Department

1. Notify the North Bend Emergency Management, the EOC, and the North Bend Public Works Department of system deficiencies as soon as possible and make recommendations to reduce the impact of these damages on emergency responders and residents.
2. Provide support for traffic control and damage assessment operations.
3. Work with North Bend Public Works Department to identify and resolve high hazard vehicle accident locations and other safety concerns.
4. Coordinate with North Bend Public Works Department on the movement of equipment, personnel and additional assets to ensure the arrivals for these assets in a timely manner.
5. Provide security for critical Transportation routes.
6. Assist with the dissemination of Transportation information to the public, as appropriate.

Eastside Fire & Rescue

1. Notify the EOC of any damage to Transportation services and make recommendations to reduce the impact of these damages on emergency responders and residents.
2. Provide support for hazardous material incidents.
3. Whenever possible, assist North Bend Public Works Department in the initial assessment of Public Works routes.

North Bend Finance Department

1. Coordinate with other Local, County, State, and Federal agencies, through the EOC, to ensure that resources are accurately accounted for throughout the disaster.
2. Track disaster expenditure and facilitate the completion and submission of appropriate forms required for State and Federal assistance relating to the reimbursement of expenses incurred by the City during a disaster.

Washington Emergency Management Division

1. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
2. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).

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3. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

Washington State Department of Transportation (WSDOT)

1. Provide damage assessment, emergency repairs and periodic status reports of state highways and bridges, as appropriate.
2. Coordinate emergency transportation resources, as appropriate.

Appendices

North Bend Public Works Department- Standard Operating Procedures

ESF 2: Communications

PRIMARY AGENCY: North Bend Communications Department

SUPPORT AGENCIES: Eastside Public Safety Communications Agency
Snoqualmie Emergency Communications & Support Team
Washington Emergency Management Division

Introduction

The purpose of this ESF is to organize, establish and maintain the communications capabilities necessary to meet the operational requirements to respond to disasters and emergencies and to provide guidance regarding the dissemination of warning information.

Concept of Operations

Communications is the transfer of information and involves the technology associated with the representation, transfer, interpretation and processing of data among persons, places and machines. It includes transmission, emission or reception of signs, signals, writings, images and sounds or intelligence of any nature by wire, radio, optical or other electromagnetic systems.

Agencies and organizations operating in conjunction with ESF 2 will plan, coordinate and assist with the provision of communication support to county disaster response elements. Additionally, these agencies and organizations will coordinate the delivery of alerts, notifications, and warnings utilizing communications equipment and services from local, county and state agencies, volunteer groups and the telecommunications industry. ESF 2 serves as the focal point of contingency response communications activity in North Bend before, during and after the activation of the EOC.

ESF Actions

Mitigation and Preparedness

1. Tests of the warning system will be conducted periodically to familiarize government and the Citizens and employees with the system.
2. Develop and maintain warning procedures for the City and the city thru the EOC
3. Maintain all available emergency services and EOC communication equipment in serviceable and ready condition.
4. Assure proper working order of all equipment and frequencies through tests or normal day-to-day operations.
5. Be prepared to activate a 9-1-1 transfer to the County's backup 911 service operator, should the County's 9-1-1 lines fail.
6. Establish communications capabilities with all Tribal departments and outside agencies as necessary.
7. Develop and maintain an inventory of departmental communications capabilities and resources.
8. Provide communications support as requested.

Response

1. Implement response communications interoperability plans and protocols.
2. Identify actual actions of commercial telecommunications companies to restore services.

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3. Communicate internal incident response information.
4. Verify immediately that critical communication links among first responders are functioning.
5. Establish communication capability between and among the EOC, agencies and organizations with ESF responsibilities, and other jurisdictions.
6. Coordinate communications with response operations, shelters, lodging and food facilities.
7. In conjunction with ESF 15, provide a system for designated officials to communicate with the public, including the vulnerable population.

Recovery

1. Continue to coordinate communications to achieve a rapid recovery.

Responsibilities

Primary Agency

North Bend Communications Department

1. Identify staff to report to the EOC
2. Disseminate warning information received through NWS or NAWAS to local emergency officials in accordance with Dispatch/ Communication Center standard operating procedures.
3. Arrange for additional or alternate communications capabilities as necessary.
4. Activate staff of primary communications center.
5. Provide assistance with dissemination of warning information through all available communication systems.
6. Direct emergency communications support activities of the EOC.
7. Advise EOC on the status and capabilities of whole emergency communications system.
8. Activate North Bend ARES Team (NBAT)

Support Agencies

Washington State Emergency Management Division

1. Maintain overall responsibility for planning and coordinating the emergency communications program within the state as identified in the Washington State Comprehensive Emergency Management Plan and the Washington State Emergency Communication Development Plan.
2. May facilitate emergency communications through other state communications assets.
3. Operate the WA State alert and warning center 24 hours a day as the primary warning point for the FEMA National Warning System (NAWAS), with operational assistance provided by the Washington State Patrol.
4. May activate the EAS to disseminate emergency information to the public.
5. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
6. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
7. Request and coordinate Federal resources through the FEMA.

Appendix

1. SECAST Plan

ESF 3: Public Works and Engineering

PRIMARY AGENCY: North Bend Public Works Department

SUPPORT AGENCIES: Washington Emergency Management Division
Community & Economic Development Department (CED)
Engineering Department

Introduction

The purpose of this ESF is to provide for the coordination and organization of capabilities and resources to ensure the delivery of services, technical assistance, engineering expertise, construction management, and other support to prevent, prepare for, respond to and recover from natural and human-made disasters within North Bend.

Concept of Operations

The North Bend Public Works Department will serve as the primary agency for the Public Works and Engineering function. Agencies with ESF 3 support responsibilities will provide technical advice and evaluations on the status of critical infrastructure and key resource restoration.

ESF Actions

Mitigation and Preparedness

1. Identify sources and develop appropriate agreements for obtaining the chemicals necessary to maintain a potable water supply
2. Develop and maintain a listing of commercial and industrial suppliers of services and products associated with the public works and engineering function
3. Establish and maintain an alerting list to include points of contact and telephone numbers of the county and municipal agencies and private organizations that support the public works and engineering function
4. Using WebEOC, maintain a current inventory of equipment and supplies required to sustain emergency operations
5. Plan engineering, contracting and procurement assistance for emergency debris, snow or ice clearance, demolition, public works repair, maintenance of potable water supply and wastewater management

Response

1. Conduct an immediate damage assessment to identify the requirements for the restoration of water and sewer services, repair of critical infrastructure and debris management.
2. Coordinate with ESF 12 for public utility damage assessment information
3. Coordinate with ESF 5 for assistance regarding initial disaster debris quantification
4. Evaluate the status of support resources
5. Establish priorities to clear roads, repair damaged water/sewer systems in coordination with ESF 12
6. Procure equipment, specialized labor and transportation to repair or restore public works systems
7. Coordinate through ESF 5 for the use of state resources
8. Coordinate with ESF 8 and ESF 11 regarding the disposal of debris containing animal carcasses
9. Coordinate with ESF 10 for assistance regarding the disposal of hazardous materials
10. Coordinate with ESF 4 regarding the water supply for firefighting operations

Responsibilities

Primary Agency

North Bend Public Works Department

1. Identify staff to report to the EOC.
2. Maintain operation of the City storm drain and street systems.
3. Coordinate with regional water and sewer departments as appropriate to identify and resolve issues where regional and local facility operations could affect one another. The department will communicate health and environmental hazards to the EOC and other appropriate agencies.
4. Provide damage assessment of facilities, transportation routes and essential City owned and leased buildings. The department will provide for emergency repair and restoration of City owned facilities.
5. Provide debris removal, emergency protective measures, emergency temporary repairs and/construction to:
   a. Maintain passable vehicular circulation on priority routes;
   b. control flooding on City drainage ways or resulting from the failure of City drainage ways;
   c. Mitigate damage to City utilities;
   d. Mitigate damage to any facility, City or private, resulting from the failure of City utilities.
6. Coordinate with private utility companies and other private Non-Governmental organization (NGO) organizations responsible for drinking water, sanitary sewer, electricity, natural gas, telephone and solid waste collection services to ensure all response and recovery operations within the City are done in an efficient and effective manner.
7. Coordinate the containment and recovery efforts of leaks and spills that are determined to be of a non-emergent nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots. Eastside Fire & Rescue will coordinate efforts that are determined to be of an emergency nature (i.e. hazards to life or property).
8. Perform and/or contract for major recovery work as appropriate for City-owned buildings and City Facilities infrastructure.
9. Provide expertise and recommendations for stability of slopes and sensitive areas.
10. Coordinate all operations and resources in the field from the incident command post during response and recovery efforts
11. Provide personnel to operate back-up communication equipment from the EOC when requested by the EOC Manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of resources.

Support Agencies

Community & Economic Development and Engineering Departments

1. Support initial inspection of structural conditions and safety as requested.
2. Provide building inspections of City owned and City leased buildings as requested.
3. Provide planners and technical staff to support fire, public works, and NBEMD with assessment, mapping and technical support.
4. Assist Police with enforcement actions: closing buildings, limiting entry, etc. (as requested)
5. Coordinate with the EOC and PIO on warnings, closures, and other Tribal information.
6. Provide expertise and recommendations for reconstruction, demolition and mitigation during the recovery period including stability of slopes and sensitive areas.

7. Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.
8. Assess and make recommendations for environmental damage to streams, bluffs, shorelines, and riverbanks.
9. Review repair, reconstruction and replacement of structures for compliance with building, land use, and environmental regulations.
10. Where necessary and appropriate, issue emergency permits to protect threatened Tribal and private improvements.
11. Document damages and costs.

Washington Emergency Management Division

1. Provide coordination of State resources to provide support, when all local, regional and county resources have been expended, as appropriate.
2. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
3. Request and coordinate Federal resources through the FEMA.

Appendices

1. City Facilities Checklist
2. EOC Checklist
3. Utility Emergency Contact Information

ESF 4: Firefighting

PRIMARY AGENCY: Eastside Fire & Rescue (ESF&R**)**

SUPPORT AGENCIES: Snoqualmie Police Department
North Bend Public Works Department
King County Fire Service Coordinators
Washington State Emergency Management Division
South Puget Sound Regional Fire Resources Coordinator

Introduction

This document is designed to provide guidance to qualified personnel for activities including; firefighting, rescue, and emergency medical services and to effectively coordinate fire response resources within the North Bend.

Concept of Operations

Eastside Fire & Rescue will coordinate with appropriate agencies and organizations to facilitate operational readiness.

ESF Actions

Mitigation and Preparedness

1. Develop plans, programs, and agreements on fire-related public safety protection activities, including region-wide or interstate mutual aid response protocols
2. Organize and train fire service emergency teams to rapidly respond to requests for assistance
3. Conduct fire code inspections and coordinate with appropriate personnel for building inspections and compliance strategies
4. Conduct fire education and life safety training and education programs
5. Develop plans for establishing alternative water supply
6. Conduct building plan reviews to reduce or eliminate hazards
7. Performs detection and monitoring activities for hazardous material releases

Response

1. Establish and implement on-scene management for firefighting utilizing ICS
2. Establish objectives, assess resource requirements and request additional resources as needed
3. Establish initial Rapid Intervention Team as necessary
4. Coordinate victim rescue with fire attack and suppression operations
5. Initiate or request treatment for victims

Recovery

1. Provide for responder safety and maintain personnel accountability system
2. Complete responder rehabilitation
3. Conduct overhaul operations while preserving incident scene for investigators
4. Collect and preserve evidence and investigate fires

Responsibilities

Lead Agency

Eastside Fire & Rescue

1. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRP.
2. Provide fire suppression and control, and immediate life safety services for the City, city facilities and fire service contract areas.
3. Maintain a list of resources, which includes apparatus, equipment, personnel and supply sources.
4. Implement the King County Fire Resource Plan when appropriate. (separately published documents)
5. Develop and maintain departmental standard operating procedures (SOPs) for use during major emergencies and disasters.
6. Provide regular status reports and information regarding operational and resource needs to the North Bend EOC.
7. Provide a representative to the EOC to assist in the prioritization and coordination of citywide response efforts as well as regional coordination with the Zone1 ECC and/or KCECC, when appropriate.
8. Provide Basic Life Support and Advance Life Support with medical units located at the North Bend ESF&R Fire Station.
9. Assist coordination of private ambulance and EMS resources.
10. Coordinate with the Incident Commander and the EOC.
11. Provide death and injury assessment information to the EOC.

Support Agencies

Snoqualmie Police Department

1. Provide support for firefighting activities including security, traffic control, and crime scene support.
2. Provide evacuation coordination, assist in door-to-door notifications, and provide security to evacuated property.

North Bend Public Works Department

1. Utilize the ICS for all emergency/disaster response activities in accordance with the NIMS and NRF.
2. Coordinate with local water purveyors to ensure adequate water supply for fire suppression.
3. Assist with technical rescue, if requested.
4. Manage debris removal.

Washington State Emergency Management Division

1. Provide coordination of State resources to provide support when local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
2. Facilitate the requisition of resources from other states through the EMAC.
3. Request and coordinate Federal resources through the FEMA.

South Puget Sound Regional Fire Resources Coordinator

1. Coordinate mobilized resource assistance to regional jurisdictions per the *Washington State Mobilization Plan* and the Regional Fire Defense Plan.

Resolution 2052, Exhibit A

Appendices

1. Mutual Aid Resources

Resolution 2052, Exhibit A

ESF 5: Information and Planning

PRIMARY AGENCY: North Bend Emergency Management

SUPPORT AGENCIES: IT Department
North Bend Public Works Department

Introduction

ESF# 5 Emergency Management is responsible for supporting overall activities of North Bend relating to large scale incident management. North Bend Emergency Management provides the core management and administrative functions in support of the EOC and the City's CEMP.

Concept of Operations

The North Bend Emergency Management will coordinate with appropriate agencies and organizations to facilitate direction, control and coordination, along with operational readiness.

ESF Actions

Mitigation and Preparedness
1. Develop and maintain the North Bend CEMP using an all-hazards approach, to include annexes for hazard specific responses where required
2. Identify, develop coordination among, and convene local preparedness planning organizations and integrate all response/recovery agencies and organizations in the planning process
3. Coordinate and provide direction for administration and finance activities for emergency management functions. Define and implement the responsibilities for a standardized emergency management program
4. Coordinate and integrate nongovernmental organizations and private sector entities into the emergency management planning and decision-making process
5. Develop and maintain scalable strategic plans to prevent, prepare, mitigate, respond to and recover from natural and man-made disasters
6. Develop a preparedness planning and review cycle that encompasses planning, training, exercising, evaluation and the incorporation of after action reviews and lessons learned
7. Conduct a hazard analysis to identify threats, vulnerabilities and consequences to be addressed by emergency management and/or preparedness plans
8. Develop and execute mutual aid assistance agreements and compacts
9. Ensure that trained, exercised and equipped personnel are available to execute all planning requirements
10. Develop an exercise and training program that is compliant with the Homeland Security Exercise and Evaluation Program (HSEEP) standards
11. Develop NIMS-compliant plans and standard operating procedures for emergency response operations
12. Assist agencies/organizations with ESF responsibilities in developing emergency plans, Continuity of Operations Plans and Standard Operating Procedures that are compatible and integrate support for unified command during emergency operations
13. Pre-identify resources available to supplement command and control capabilities
14. Develop processes to order, track and assign incident resources
15. Incorporate NIMS in all training and exercises
16. Coordinate appropriate NIMS training all for agencies/organizations with ESF responsibilities
17. Establish and maintain the primary and alternate EOC

18. Conduct EOC training for all agencies/organizations with ESF responsibilities
19. Coordinate information collection, analysis and distribution to appropriate channels

Response

1. Activate the EOC
2. Alert EOC personnel and ensure appropriate staffing for all functional areas
3. Coordinate county emergency management operations
4. Coordinate with ESF 2 and determine the status of communication links between the EOC and all participating communication centers
5. Coordinate with county and municipal agencies and NGOs to collect/share data on the incident
6. Collect, analyze and disseminate information to appropriate channels
7. Assist agencies/organizations with ESF responsibilities in following their standard departmental administration and finance procedures during and after response operations.
8. Assist in coordination and implementation of North Bend's Continuity of Operations/Continuity of Government Plan
9. Coordinate the activation of mutual aid agreements to obtain resources
10. Provide direction, information and/or support as appropriate to the incident command
11. Support incident response operations by providing resources requested by the Incident Management Team through the EOC
12. Coordinate resource logistics and distribution
13. Coordinate damage assessment activities

Recovery

1. Facilitate demobilization plans and procedures
2. Re-assess and implement EOC demobilization and deactivation plans
3. Rehabilitate and re-supply the EOC and return to a state of readiness

Responsibilities

Primary Agency

North Bend Emergency Management

1. Activates and convenes City assets and capabilities to prevent and respond to a disaster and coordinates with regional, county, state and federal emergency management organizations as needed.
2. Coordinate planning activities including immediate, short-term and long-term planning. The response planning and operations implementation priorities are development in coordination with the Incident Commander (IC).
3. Coordinate the overall staffing of the EOC and field, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the EOC, incident command post, and response personnel.

Appendices

1. EOC Activation/Call Out Information
2. Department Lines of Succession

ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services

PRIMARY AGENCY: Community and Economic Development Department (CED)

SUPPORT AGENCIES: American Red Cross
    North Bend Parks Department
    North Bend Public Works Department
    North Bend Finance and IT Departments
    Mt. Si Senior Center
    Snoqualmie Valley School District #410

Introduction

This document has been developed to provide for the coordination of efforts to address the non-medical mass care, housing and human services needs of citizens and employees following an emergency or disaster.

Concept of Operations

This ESF is structured to promote the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual disasters or emergencies. This includes the economic assistance and other services for individuals impacted by the incident.

ESF Actions

Mitigation and Preparedness

1. Develop plans, procedures and protocols to manage evacuations and sheltering-in-place.
2. Coordinate with ESF 1 to develop evacuation procedures for populations and locations at risk (including high density areas, neighborhoods, high-rise buildings, special event venues, etc.) and institutions that should begin evacuations early (e.g., hospitals, nursing homes, long-term care facilities, and correctional facilities)
3. Coordinate with ESF 15 to develop and distribute public education materials on evacuation/shelter-in-place preparation, plans and procedures
4. Participate in the establishment of public information announcements to be issued as part of evacuation/shelter-in-place orders
5. Develop and implement plans and procedures to identify, in advance, vulnerable populations that may require assistance during evacuation/shelter-in-place
6. Coordinate with ESF 1 and ESF 8 to identify and arrange for transportation to accommodate immobilized individuals or others requiring special assistance during transportation
7. Develop plans and procedures for vulnerable populations with evacuation during an incident, including the identification of the type of assistance required
8. Develop plans and procedures to get resources to those who have sheltered in place
9. Coordinate with ESF 11 to develop plans and procedures for the evacuation/shelter-in-place of domestic (companion) animals

Response

1. Identify at risk populations, institutions (e.g. hospitals, nursing homes, correctional facilities) and locations to be evacuated or sheltered in place
2. Re-assess the location of pre-identified evacuation collection points and staging areas and make any necessary adjustments
3. Coordinate with mass care services for the opening of shelter facilities
4. Coordinate with mass care agencies for the feeding of evacuees
5. Coordinate medical assistance for functional and access needs evacuees
6. Notify appropriate agencies to coordinate for the medical assistance needs of evacuees upon arrival at temporary shelter locations
7. Coordinate with ESF 10 for the decontamination of evacuees with HAZMAT exposure
8. Coordinate with ESF 8 to monitor conditions at shelter locations

RESPONSIBILITIES

Primary Agency

Community & Economic Development (CED) Department

1. Develop plans for and coordinate the utilization of City facilities and park sites for use as reception centers/staging areas or shelters and provide staffing, as available.
2. Coordinate with the ARC and other human services organizations in the development of plans for and coordinate the utilization of other public and private facilities for use as reception centers/staging areas or shelters and provide staffing as available.
3. Provide coordination of agencies and activities to ensure adequate shelter needs are met. Use the ARC Shelter Operations Workbook (separately published document) as CED's standard operating procedure (SOP) to set up temporary emergency shelter until the ARC can take over if they are able.
4. Coordinate with the City's EOC to determine mass care needs. Coordinate with Z1 ECC and KC ECC for outside agency/organization support.
5. Provide staff, supplies, equipment and facilities to assist ARC or other support organizations to provide emergency reception, sheltering and feeding operations.
6. Coordinate resources of other providers such as other human service agencies, churches, schools and private businesses who can or want to assist in relief efforts.

North Bend Parks Department

1. Coordinate the implementation of social services programs, as appropriate, during emergency operations.
2. Coordinate with social service organizations, relief agencies, the Red Cross, etc.
3. Maintain liaison with organizations that outreach to at risk populations; Seniors, people with disabilities, and/or those who do not speak English to identify ways to meet their needs during an emergency.

Support Agencies

Eastside Fire & Rescue

1. Provide fire suppression and coordinate emergency medical services at shelters and assist as needed.

Snoqualmie Police Department

1. Establish security, maintain law and order at shelters.

2. Provide crowd and traffic control at public shelters.
3. Assist in providing emergency communication between shelters and EOC.
4. Assist in identifying safe routes to shelters.

Human Resources Department

1. Work in coordination with CED to provide sheltering for City employees and their families as, if needed.
2. Coordinate registrations and use of City staff and temporary emergency workers at City operated shelter facilities.
3. Assist in locating suitable sites for Disaster Assistance Centers when requested.
4. Provide support to CED for mass care, housing and human services operations as requested.
5. Identify sites for collection, storage and distribution of donated goods.

North Bend Finance and IT Departments

1. Coordinate private donations and community offers of assistance.
2. Assist with computer and/or telephone services in shelters when appropriate.
3. Develop system for the tracking of necessary financial expenditures such as manpower, vehicles, food, water, etc.
4. Provide for installation and maintenance of computer, telephone, and other office equipment in the event that the Disaster Assistance Centers are activated.
5. Provide support to Parks, Public Works and CED in mass care, housing, and human services operations as requested.
6. Develop system for the tracking of necessary financial expenditures such as manpower, vehicles, food, water, etc.
7. Coordinates distribution of donated goods.

North Bend Public Works Department and Parks Department

1. Coordinate disposal of solid waste from shelters.
2. Assist in emergency repairs at shelters as appropriate.
3. Assist in crowd control operations with signing and barricades.
4. Assist in identifying safe routes of travel for shelter staff and for the transportation of supplies.
5. Assist in providing emergency radio communication between temporary shelters and EOC.
6. When requested and prior to opening of a shelter, provide building safety inspections of the pre-designated building that will serve as shelters.

American Red Cross (ARC)

1. Act as the lead support agency for emergency shelter operations, when available.
2. Coordinate with the City, specifically the Parks, Public Works and CED on all mass care operations.
3. Provide food, clothing, temporary housing, mobile canteen service, medical service and other necessities to disaster victims, when available.
4. Provide health and welfare inquiry services, when available.

Snoqualmie Valley School District #410

1. Through agreements with the City of ARC, provide school facilities for shelters and feeding.

Washington Emergency Management Division

1. Coordinate requests from local and county governments for state agencies and private organizations having emergency mass care capabilities local and regional resources have been expended.
2. Provide overall coordination for the provision of individual recovery assistance programs implemented within the state.
3. Alerts those tribal, state and local agencies with individual recovery assistance program responsibilities in the event of a large scale disaster that will expend the resources available within the affected communities.

Washington State Department of Health

1. Supplements local health agencies in the regulation and inspection of consumable foods at the point of consumption.

Appendices

1. Standard Operating Procedure for Temporary Shelter
2. Location of Shelter Supply Kits
3. Shelter Manger's Responsibilities/Initial and Ongoing Actions
4. Mass Care Forms

TETRA TECH

ESF 7: Logistics

PRIMARY AGENCY:	North Bend Public Works Department
SUPPORT AGENCIES:	
	North Bend Finance Department
	Human Resources Department
	IT Department

Introduction

The purpose of ESF #7 – Resource Support is to assist the North Bend EOC, City Departments, and other organizations requiring administrative resource support prior to, during and/or after a disaster or emergency situation.

Concept of operations

Resource management involves the provision of logistical and resource support during the response and recovery phases of an emergency or disaster. Agencies and organizations assigned to ESF 7 will identify and locate resources and facilitate the deployment of those resources during an emergency or disaster.

ESF Actions

Mitigation and Preparedness

1. In coordination with ESF 5, maintain a list of volunteer services, private organizations, local businesses and individuals available to provide resources and donated goods
2. Maintain NIMS-compliant inventory of resources across county agencies and municipalities
3. Identify and develop plans for logistical staging areas for the collection, storage and distribution of supplies, donated goods and volunteers
4. Identify, type and categorize, by material or services, all resources (facilities, equipment, personnel and systems) available to support emergency operations
5. Execute MOUs between King County and the supporting agencies and organizations
6. Notify Volunteer organizations when an emergency or disaster is threatening or underway
7. Alert and request assistance as appropriate

Response

1. Implement plans, procedures and protocols for resource acquisition and management in accordance with NIMS
2. Develop methods and procedures for responding to and complying with requests for resources
3. Provide facilities, transportation, supplies, equipment/equipment maintenance, fueling, food service and communications
4. Track and record the movement of resources
5. Coordinate the transportation for the distribution of resources with ESF 1

Recovery

1. Facilitate the rehabilitation and re-supply efforts of expendable and nonexpendable resources
2. Support the recovery of all deployed resources
3. Account for all resource use and expenditure
4. Implement demobilization and deactivation procedures

5. Develop procedures for reimbursing private vendors for services rendered

Responsibilities

Lead Agency

Community & Economic Development Department (CED)

1. Provide, direct, and coordinate ESF #7 operations.
2. Locate and procure resources for the EOC and field operations to support emergency response and recovery or to promote Citizen and employee safety;
3. Coordinate the transfer of excess personal property and assist in its disposal when requested;
4. Locate and coordinate the use of available space for incident management activities;
5. Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and supply centers when available.
6. Procure required stock from vendors or suppliers when City resources are unavailable or have been expended
7. Coordinate the procurement of communications equipment and services
8. Provide support to the EOC for all ESF #7 Resource Support activities
9. Provide for the procurement of contractors services when necessary
10. Estimate the cost of providing resources, record purchases and track expenditures.

Human Resources Department

1. Provide technical personnel to assist in the identification and recruitment of individuals with specialized occupations needed to support incident response and recovery operations.
2. Coordinate human resource activities during a disaster including, but not limited to; hiring temporary workers and registering temporary emergency workers.
3. Provide a representative to the EOC, as needed, to monitor human resources and volunteer status.
4. Develop a process for the completion and tracking of claims for injuries or invoices (for gas, equipment, among others) of volunteers, for submission to King County ECC, WA EMD, and/or FEMA.

ESF 8: Public Health and Medical Services

PRIMARY AGENCY: North Bend Emergency Management

SUPPORT AGENCIES: Snoqualmie Police Department
King County Sheriff's Office
Snoqualmie Fire Department
Eastside Fire & Rescue (ESF&R)
Seattle-King County Public Health Department
King County Medical Examiner
Puget Sound Blood Center
Washington State Emergency Management Division

Introduction

To coordinate the organization and mobilization of medical, health and mortuary services for emergency management activities within North Bend which may include veterinary and/or animal health issues when appropriate.

Concept of Operations

The Seattle-King County Health Department will coordinate with appropriate agencies and organizations to facilitate operational readiness. Implementing processes and procedures will be developed to support the operation of this ESF. Upon request, ESF 8 will assess emergency health and medical service needs and coordinate assistance. Personnel, supplies, equipment, vehicles and facilities will be provided in accordance with established MOUs/MOAs.

ESF Actions

Mitigation and Preparedness

1. Develop plans, procedures, and protocols for the investigation and control of potential disease outbreaks
2. Develop plans, procedures, and protocols to inventory and provide medical personnel, equipment, laboratories, and pharmaceuticals and supplies
3. Identify, establish and maintain working collaboration with Laboratory Response Network (LRN) Sentinel and LRN Clinical Chemistry laboratories
4. Develop plans, procedures, and programs for environmental health support of response operations
5. Develop plans, policies, and procedures for implementing isolation and quarantine
6. Develop plans for establishing staging areas for internal and external medical response personnel, equipment, and supplies
7. Create plans and systems for mass prophylaxis patient movement and tracking

Response

1. Conduct detection and monitoring epidemiological surveillance activities to identify potential exposure and disease
2. Coordinate laboratory activities with the Laboratory Response Network (LRN)
3. Identify environmental health specialties and mobilize personnel and equipment required to assess and support response.
4. Coordinate environmental health assessments of mass care and shelter operations
5. Identify community sites suitable for quarantine and disseminate guidelines for isolation and quarantine restrictions

6. Coordinate and integrate triage and pre-hospital treatment operations with the National Disaster Medical System (NDMS)
7. Assess need for additional medical resources/mutual aid
8. Provide consistent, accurate and relevant public health and medical information to clinicians, other responders, and the public in a timely manner
9. Activate medical surge plans, procedures, and protocols to ensure medical treatment for vulnerable populations requiring specialized assistance
10. Activate alternative care sites and overflow emergency medical care facilities to manage hospital surge capacity
11. Request Strategic National Stockpile (SNS) assets from Centers for Disease Control (CDC) through appropriate channels

Recovery

1. Monitor supply usage and stockpile levels of health facilities, mass prophylaxis sites, and other critical care venues
2. Coordinate dispensing and administration of mass prophylaxis
3. Coordinate with ESF 13 to facilitate fatality management and mortuary services

Responsibilities

Primary Agency

North Bend Emergency Management

1. Provide personnel to respond to the Emergency Operations Center as requested.
2. Coordinate with the EOC regarding requests for County, State and Federal health and medical resources.

Support Agencies

Snoqualmie Police Department

1. Coordinate initial mortuary activities
2. Provide assistance to the medical examiner in the identification of the deceased.
3. Provide security to field morgue operations and facilities.
4. Provide perimeter control at incident scenes when requested.

Seattle/King County Public Health Department

1. Organize and mobilize public health services during an emergency.
2. Monitor potential causes of communicable diseases and environmental health hazards.
3. Identify and coordinate activation of additional mental health professionals when needed.
4. Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate.
5. Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation and food.
6. Provide inoculation of individuals if warranted by threat of disease.
7. Provide information on health department activities to the EOC.
8. Serve as the lead agency across the county for the development and release of health messages to response partners, the media, and the public.
9. Implement and direct public health response actions including isolation and quarantine or patients, when needed.
10. Maintain critical public health functions (continuity of operations).
11. Support the response and recovery of health care system partners.
12. Lead mass fatalities planning and response efforts.

King County Medical Examiner

1. Coordinate with the local/regional morticians to expand mortuary services as appropriate for the situation.
2. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses.
3. Coordinate activities with the EOC, morticians, police, and incident commander.
4. Coordinate activities associated with the identification of victims with County, State and Federal agencies.
5. Provide liaison at the EOC to assist in coordination activities when appropriate.

Puget Sound Blood Center

1. Coordinate operations relative to collecting and distributing blood, based on local hospital and clinic facility needs.
2. Provide adequate planning for maintaining emergency capabilities under disaster conditions or other episodes of utility services interruption.
3. During a disaster situation, assure adequate blood supply to meet demand and coordinate acquisition of additional resources if necessary.

Washington State Emergency Management Division

1. Coordinates supplemental emergency medical and logistics support as requested by local political subdivisions.
2. Emergency Medical Services are partially funded, licensed, and basically controlled by the State Department of Health, Emergency Medical Services/Trauma Division.

Washington State Department of Public Health

1. Coordinates with Eastside Fire all public health and medical assistance efforts within the City.
2. Requests the activation of the Federal Emergency Support Function #8 – Public Health and Medical Services through the Homeland Security Operations Center (HSOC) as necessary.
3. Requests the deployment or pre-deployment of the Strategic National Stockpile (SNS) as deemed appropriate by State requirements.

Seattle/King County Public Health Medical Reserve Corp

1. To provide trained volunteer medical support

Appendices

1. Guidelines for Handling and Care of Human Remains

ESF 9: Search and Rescue

PRIMARY AGENCY:	Snoqualmie Police Department
SUPPORT AGENCIES:	Eastside Fire & Rescue King County Search and Rescue (KCSAR) Community & Economic Development Department (CED) North Bend Public Works Department

Introduction

This ESF #9 Search and Rescue (SAR) provides guidance for urban search and rescue operations during or following natural or humanmade disasters.

Concept of Operations

North Bend Emergency Management will coordinate with appropriate agencies and organizations to facilitate operational readiness. The purpose of this ESF is to provide the structure to rapidly deploy local search and rescue components to provide specialized life-saving assistance during an emergency or disaster.

ESF Actions

Mitigation and Preparedness

1. Develop plans and procedures for all-terrain search and rescue operations including, urban, light wilderness, and water
2. Identify and integrate resources from all agencies that may assist with search and rescue
3. Develop plans to incorporate nationally certified SAR volunteers and manage uncertified volunteers

Response

1. Establish and implement on-scene management for SAR utilizing ICS
2. Establish objectives, assess resource requirements and request additional resources as needed
3. Conduct search for victims using physical, electronic, aviation and canine resources
4. Identify and record potential/actual victim locations
5. Initiate or request treatment for victims
6. Coordinate extrication strategy with medical personnel
7. Provide for responder safety and maintain personnel accountability system

Responsibilities

Primary Agency

Snoqualmie Police Department

1. Coordinates the City's USAR activities, including, pre-incident activities such as training, equipment purchases, and evaluation of operational readiness.
2. Provide support to specialty rescue operations when appropriate.
3. Develops policies and procedures for USAR activities within the City.
4. Provides status reports to the City's EOC on USAR operations throughout the City.

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5. Coordinates logistical supports for USAR assets during field operations.
6. Manages USAR team deployment to, employment in, and deployment from an affected area of the City.

Support Agency

Eastside Fire & Rescue

1. Provide operational support for USAR activities.
2. Provide trained staff and resources for USAR activities as appropriate.

North Bend Public Works Department

1. Provide trained staff and resources for USAR activities as appropriate.

Community & Economic Development Department (CED)

1. Provide technical expertise in the evaluation of damaged structures.
2. Provide resources for USAR activities when requested.
3. Facilitate communication with Z1 ECC, WA EMD, and local jurisdictions, as needed.

Washington State Emergency Management Division

1. Alerts appropriate state agencies of the possible requirement to assistant with USAR activities.
2. Coordinates incoming resources for deployment within the State, as needed.

Appendices

1. WAC 118.04.120 Urban Search and Rescue Volunteer Emergency Workers

ESF 10: Oil and Hazardous Materials Response

PRIMARY AGENCY: North Bend Public Works Department

SUPPORT AGENCIES: North Bend Emergency Management
Snoqualmie Police Department

Introduction

This ESF provides for the response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials (HazMat) during a disaster within the North Bend. (NOTE: For the purpose of this ESF, HazMat is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

Concept of Operations

The North Bend Public Works Department will coordinate with appropriate agencies and organizations to facilitate operational readiness. It includes testing and identifying all likely hazardous substances onsite; ensuring that responders have protective clothing and equipment; conducting rescue operations to remove affected victims from the hazardous environment; conducting geographical survey searches of suspected sources or contamination spreads and establishing isolation perimeters; mitigating the effects of hazardous materials; decontaminating on-site victims, responders, and equipment; coordinating off-site decontamination with relevant agencies; and notifying environmental, health, and law enforcement agencies having jurisdiction for the incident to begin implementation of their standard evidence collection and investigation procedures.

ESF Actions

Mitigation and Preparedness

1. Develop plans, programs, and agreements for responding to hazardous material incidents
2. Develop plans and protocols for conducting decontamination
3. Assist in developing decontamination plans for self-presenting contaminated victims off-site (e.g., hospitals)
4. Assist in developing health guidance and educational materials to be used in a communications plan for hazardous materials incidents

Response

1. Establish and implement on-scene management for hazmat response utilizing ICS
2. Establish objectives, assess resource requirements and request additional resources as needed
3. Analyze weather conditions and establish perimeter and hazmat zones
4. Provide required Personal Protection Equipment to hazmat responders
5. Develop a site safety plan
6. Conduct contamination surveys and assess hazmat release situation
7. Identify, classify, and verify suspected hazmat samples
8. Monitor movement of hazardous releases and formulate predictions on dispersion
9. Determine the nature and priority of rescue operations and the numbers involved
10. Implement safe and effective tactics to accomplish rescue operation objectives
11. Coordinate on-site and support off-site decontamination activities

12. Implement tactics to accomplish product/agent control objectives
13. Provide for responder safety and maintain personnel accountability system
14. Implement emergency decontamination operations
15. Conduct technical decontamination operations for injured or contaminated victims

Recovery

1. Conduct technical decontamination operations for injured or contaminated victims
2. Coordinate with environmental authorities to ensure the appropriate decontamination area clean-up and disposal of waste materials
3. Work through IC/UC to ensure that incident specific evidence collection and investigation protocols are clearly understood and communicated to all responders

Responsibilities

Lead Agency

North Bend Public Works Department

1. Provide individuals to report to the EOC as requested.

Supporting Agencies

Snoqualmie Police Department

1. Provide perimeter and traffic control at HazMat scenes.
2. Coordinate with the ESF&R for evacuation, as necessary.
3. Provide incident command (as part of Unified Command) in the event of an intentional release or spill and coordinate crime scene operations.

Private Facilities

1. Each facility will appoint a facility emergency coordinator, who:
   a. Notify appropriate local, state, and federal entities in a reliable, effective, and timely manner of a release of HazMat (consistent with the emergency notification requirements of SARA Title HI, Section 304 and other state and federal regulations governing hazardous material incidents).
   a. Inform the City of any relevant changes taking place at their facility as the changes occur or are anticipated to occur.
   b. Promptly provide information to responders that may be needed for developing and implementing the emergency plan, upon request.

Appendices

1. Vulnerability to Hazardous Materials and Waste
2. Hazardous Materials Incident Response Levels and Action Classifications
3. Dispatch Criteria for Fire Units

ESF 11: Agriculture and Natural Resources Annex

PRIMARY AGENCY: North Bend Public Works Department
    King County Agriculture Program

SUPPORT AGENCIES: Snoqualmie Police Department
    North Bend Parks Department
    Community & Economic Development Department
    North Bend Finance Department
    Public Health-Seattle/King County
    American Red Cross
    Salvation Army

Introduction

The purpose of this ESF is to coordinate efforts to provide nutrition assistance; control and eradicate an outbreak of highly contagious or economically devastating animal/zoonotic or plant disease or plant pest infestation; assure food safety and security; and protect natural and cultural resources and historic properties prior to, during, and after a disaster. Agencies operating under this support function will coordinate the mitigation, preparation, operation, and recovery of such events occurring within the county, its municipalities, and surrounding agencies.

Concept of Operations

The identified primary agencies will coordinate with appropriate agencies and organizations to facilitate operational readiness.

ESF Actions

Mitigation and Preparedness

1. Identify high density areas of food production and distribution (animal and crop)
2. Establish a predetermined Community point of distribution (C-POD) site within the City's jurisdiction for the distribution of food and water, i.e. recreation center, schools, neighboring faith based facilities, etc.
3. Identify large containment areas for companion and livestock animals
4. Implement a volunteer aid training program specific to Agriculture, Animal, and Food Disasters
5. Identify support groups willing to donate medical aid, service, and supplies for injured animals.
6. Continue awareness and training programs for farmers, growers, and consumers.
7. Develop a list of contacts within State Agencies who can provide additional support should local support be depleted
8. Promote PETS ACT for companion animal owners
9. Preparation for quarantine, if necessary, with assistance from ESF 10 and ESF 13.
10. Coordinate with ESF 1 and ESF 10 in removal, disposal, and decontamination of large amounts of animal, property, and agricultural waste.
11. Identify areas and methods for mass disposal and containment.
12. Identify all historical and cultural properties and those listed in the National Historical Register
13. Locate repair and rebuilding guidelines for historical properties and develop a list of qualified contractors
14. Continue educational exercises for primary, support, and volunteers groups

Response

1. Activate trained volunteers and medical support (Veterinarian and Epidemiologist) to assist primary and secondary agencies responding to the animal, plant, or food disasters
2. Remove / Place companion and livestock animals
3. Distribute health and food supplies for animal and humans
4. Access food and medical supplies at various storage sites
5. Reunite animals and owners as soon as possible

Recovery

1. Ensure volunteers and medical aids are located at shelters and individuals are ready to replace them if needed
2. Obtain necessary permits for animal burial or disposal
3. Activate awareness plans for historical and cultural properties (especially those on the Historical Register)
4. Follow historical guidelines during reconstruction and rebuilding of historical and cultural properties

Responsibilities

Lead Agency

North Bend Public Works Department
King County Agriculture Program

1. Provide an individual to report to the North Bend EOC as requested

Support Agencies

North Bend Parks Department

1. In coordination with the CA and EMD, provide or distribution of food and water to City employees.

North Bend Finance Department

1. Provide for the procurement of food and water.
2. Develop system for the tracking of necessary financial expenditures such
   a. as staffing, vehicles, food, water, etc.

King County Office of Emergency Management

1. Coordinate food and water distribution needs with appropriate county, state, federal and volunteer agencies.

American Red Cross (ARC)

1. Whenever possible, the ARC may assist the City to provide disaster victims and first responders with food, clothing, shelter, first aid and supplementary medical/nursing care and assist the City to meet other urgent immediate needs.
2. Will maintain a list of ARC shelters within the City jurisdiction and surrounding communities and will open shelters in or around the area as needed.
3. May certify additional shelters as needed during a disaster depending on the size and significance of the disaster.
4. Assess and maintain ARC equipment and supplies staged within the City.
5. Provide training related to mass care and sheltering to citizens and employees.
6. Provide a liaison to KC ECC during disasters and exercises, whenever possible.

Salvation Army

1. May provide mobile canteen services, as resources allow.
2. May provide emergency feeding services, as resources allow.
3. Whenever possible, will coordinate with ARC and the City EOC to collect and distribute food, clothing and other supplies.
4. Maintain a resource listing of equipment, supplies and facilities and their availability.
5. Provide a copy of the resource listing to the Emergency Management office upon request.
6. Assesses equipment and training needs.
7. Coordinates activities with the City EOC.

Public Health- Seattle-King County

1. Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.
2. Develops procedures to notify the members and employees of the Tribe how to treat contaminated food and water.
3. Inspects (if available) donated goods with the Department of Agriculture.
4. Oversees the safe distribution of food, water and donated goods.

Washington State Emergency Management

1. Requests the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.
2. Provides overall logistical support of nationally donated goods by managing the State Logistics Center 72 hours following its activation.
3. Alerts those state and local agencies that have the expertise needed with managing food (Agriculture), water (Department of Health), and donated goods (Government Surplus Administration).

Washington State Department of Health

1. Supplements local health agencies in the regulation and inspection of consumable foods at the point of preparation.
2. If available, coordinates and inspects appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).

Appendices

1. Points of Distribution and Staging Areas

ESF 12: Energy

PRIMARY AGENCY: North Bend Public Works Department

SUPPORT AGENCIES: Puget Sound Energy
Tanner Electric
Eastside Fire & Rescue
Snoqualmie Police Department

Introduction

ESF #12 - Energy is intended to restore damaged energy systems and components during a potential or actual disaster and to provide for the effective utilization of available electric power and natural gas, as required, to meet essential needs in North Bend during a disaster. This ESF provides for electricity and natural gas systems only. Other utilities such as water and sewer are coordinated through ESF # 3 Public Works and Engineering.

Concept of operations

Upon activation, ESF 12 will assess public utility needs and serve as liaison between various providers and emergency responders. ESF 12 will continue to provide operational support throughout the response and recovery phases. The mission of this ESF is to coordinate response activities of energy and utility organizations in responding to and recovering from fuel shortages, power outages, and capacity shortages which impact or threaten to impact North Bend citizens and visitors during and after a potential of actual disaster or emergency.

ESF Actions

Mitigation and Preparedness

1. Develop procedures and protocols in conjunction with utility providers to facilitate a coordinated rapid response to an emergency or disaster
2. Establish liaison with support agencies and energy-related organizations.
3. Prepare damage assessment, repair and restoration procedures and reporting mechanisms
4. Recommend actions to conserve energy and provide conservation guidance
5. Develop procedures to notify Emergency Management staff when utilities have been restored in an area.

Response

1. Assess the condition of the utilities' infrastructure
2. Prioritize the restoration needs of utilities' infrastructure
3. Coordinate utilities restoration operations to critical facilities
4. Notify Emergency Management when utilities have been restored in an area
5. Determine the critical energy supply needs of vulnerable population
6. Gather, assess and share information on energy system damage as well as estimate repair and restoration times

Recovery

i. Conduct repair and maintenance operations until all utility services are restored

Responsibilities

Lead Agency

North Bend Public Works Department

1. The PW Director or designee will designate at least one EOC representative to coordinate communications, field operations, and resources for maintenance crews from the EOC when it is activated.
2. PW will provide damage assessments of public utility facilities. The department will also provide for emergency repairs and restoration of all city-owned facilities. Priority shall be given to facilities which provide critical and essential services.
3. Coordinate repair operations with outside agencies and private utility field representatives as appropriate.
4. Provide or contract major recovery work and/or services, as appropriate.
5. Provide debris removal, emergency protective measures, emergency temporary repairs and/or construction to (a) maintain passable vehicular circulation on priority routes, (b) control flooding on public drainage ways or resulting from failure of public drainage ways, (c) mitigate damage to public utilities caused by ground movement, and/or (d) mitigate damage to any facility, public or private, resulting from ground movement caused by the failure of public utilities.
6. Provide emergency public information through the EOC regarding matters of public health hazards related to damaged facilities.
7. Develop coordination mechanisms (i.e., franchise agreements, letters of understanding, contracts, and other formal documents) with private utilities and other private businesses responsible for electricity and natural gas services to ensure all response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.

Tanner Electric and PSE – Electricity

1. Provide for the rapid restoration of infrastructure-related electrical services after an incident occurs.
2. Coordinate with the City on matters relating to ESF #12 planning and decision-making processes.
3. Participate in disaster related training and exercise activities, when requested.
4. Provide for the continuation of service and energy resources will be used to meet immediate local needs, whenever possible.
5. Coordinate with the PW department and the EOC to ensure an effective, efficient response during a disaster.

Puget Sound Energy – Natural Gas

1. Provide for the rapid restoration of infrastructure-related natural gas services after an incident occurs. Coordinate with the City on matters relating to ESF #12 planning and decision-making processes.
2. Participate in disaster related training and exercise activities, when requested.
3. Provide for the continuation of service and energy resources will be used to meet immediate local needs, whenever possible.
4. Coordinate with the PW department and the EOC to ensure an effective, efficient response during a disaster.

Support Agencies

Eastside Fire & Rescue

1. Provide support in debris removal, emergency protective measures, and utility restoration when appropriate.
2. Provide support in establishing an ICP.

Snoqualmie Police Department

1. Provide assistance in implementing road closures and detours for roadways.
2. Provide support in field operations as appropriate.
3. Provide perimeter control due to unsafe conditions.

Appendices

1. Energy Services Emergency Contact Information

Resolution 2052, Exhibit A

ESF 13: Public Safety and Security

PRIMARY AGENCY: Snoqualmie Police Department

SUPPORT AGENCIES: Eastside Fire & Rescue
                           Snoqualmie Fire Department

Introduction

This document has been developed to coordinate public safety and security capabilities and resources to support the full range of incident management activities associated with a potential or actual natural or man-made disaster.

Concept of Operations

The Snoqualmie Police Department will coordinate with county and municipal law enforcement agencies to facilitate operational readiness.

ESF Actions

Mitigation and Preparedness

1. Identify all local authorities, to include non-law enforcement organizations, to participate in the information sharing process
2. Develop and maintain procedures, systems, and/or technology to process the inflow of gathered information from all sources in a timely fashion
3. Support incident management requirements including force and critical infrastructure protection, security, planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations.
4. Establish procedure/protocol for providing intelligence products or relevant information to appropriate stakeholders
5. Develop coordination strategies for managing and possibly relocating incarcerated persons during a crisis response
6. Analyze hazards and determine law enforcement requirements
7. Train regular and support personnel in emergency duties
8. Establish and maintain standards and reporting procedures for the recovery of human remains
9. Develop plans for recovery, transportation, examination, identification and disposition of deceased victims
10. Coordinate with ESF 8 to facilitate fatality management and mortuary services
11. Coordinate with ESF 15 to establish a communications center for information regarding possible victims
12. Identify agencies, organizations and individuals capable of providing support services for the above capabilities

Response

1. Share information and/or intelligence at the Federal, State and local levels by using clearly defined mechanisms/processes
2. Coordinate and provide security for critical facilities
3. Support evacuation plans with traffic control, communications, area patrols and shelter security
4. Provide entry/exit control to emergency or disaster areas
5. Control access to restricted areas
6. Provide security at Mass Care & Shelter locations

TETRA TECH

Resolution 2052, Exhibit A

7. Continue daily operations necessary to protect life and property
8. Coordinate public information with ESF 15 (External Affairs)
9. Support search and rescue operations
10. Document location and assist in the removal of bodies from disaster area
11. Facilitate notification of next-of-kin
12. Provide release or final disposition of bodies
13. Provide final fatality assessment
14. Coordinate with Medical Examiner's office for issuance of death certificates
15. Receive required death reports
16. Support the notification of local businesses of the declared emergency and price gouging laws
17. Provide information/assistance to the Governor's Office of Consumer Affairs in regard to assessment of price gouging claims

Responsibilities

Lead Agency

Snoqualmie Police Department

1. Provide support to the Director of Emergency Management in the dissemination of emergency warning information to the public and in the operation of the EOC. (See ESF #2)
2. Provide command and control for field operations through established command posts as appropriate.
3. Provide law enforcement activities within the City that includes the enforcement of any special emergency orders issued.
4. Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.
5. Provide emergency traffic control.
6. Assist and support North Bend Public Works Department in determining satisfactory evacuation routes. (See evacuation appendix)
7. Provide direction and control for evacuation efforts as appropriate. (See evacuation appendix)
8. Provide direction and control for urban search and rescue activities. (See ESF # 9 Urban Search and Rescue)
9. Assist the Fire Department(s) in locating and setting up possible temporary morgue sites and provide site security. (See ESF #8 Medical, Health, and Mortuary Services)
10. Conduct windshield surveys and initial City-wide damage assessments in coordination with the Eastside Fire & Rescue (ESF&R), as appropriate.
11. Document costs and activities.
12. Develop emergency and evacuation plans for facilities under department management.
13. Provide for the identification and preservation of essential department records.
14. Develop and maintain resource lists for equipment, personnel and supply sources.
15. Develop and maintain departmental plans and standard operating procedures for emergency operations.
16. Coordinate with the ESF&R to develop and maintain a public warning system for the Cities. (See ESF #2 Communications, Information Systems, and Warning)

Support Agencies

Eastside Fire & Rescue

1. ESF&R will assist and support the PD as needed with activities within this ESF.

Appendices

1. Police Department Disaster Incident Checklist
2. Fire and Law Enforcement Warning/Evacuation Instructions
3. King County Medical Examiner's Office Multiple Fatality Incident
4. Guidelines Handling and Care of Human Remains

Resolution 2052, Exhibit A

ESF 14: Cross-Sector Business and Infrastructure

PRIMARY AGENCY: Community & Economic Development Department (CED)

SUPPORT AGENCIES: Washington Emergency Management Division
                             American Red Cross
                             The Salvation Army

Introduction

The purpose of this ESF is to provide guidance for the implementation of federal, state, county, local, and private resources to enable the long-term recovery of the City and its and to Citizen's reduce or eliminate risk from future incidents, whenever possible.

Concept of Operations

The North Bend Office of Emergency Management will coordinate with appropriate agencies and organizations to estimate the economic impact, set priorities for recovery activities, minimize business disruption, and provide individuals and families with appropriate levels and types of relief with minimal delay. The mission of this ESF is to provide a framework for North Bend Emergency Management support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of a disaster or emergency.

ESF Actions

Mitigation and Preparedness

1. Develop and maintain resumption, restoration, and recovery plans
2. Develop systems to use predictive modeling to determine vulnerable critical facilities as a basis for identifying recovery activities
3. Develop standards and procedures to identify qualified contractors offering recovery and/or restoration services
4. Develop damage assessment procedures
5. Develop mitigation plans and procedures
6. Develop a preliminary temporary housing strategy

Recovery

1. Participate in post-incident assessments of structures, public works and infrastructure to develop cost estimates, complete written project worksheets, determine priority or repair/reconstruction projects, and help to prioritize engineering and construction resources
2. Recommend prioritization schedule of critical infrastructure services, facilities, and asset restoration based on structural damage and mitigation assessments
3. Report and document the incident by completing and submitting required forms, reports, documentation, and follow-up notation
4. Determine need for Public or Individual Assistance recovery programs and implement as necessary.
5. Provide economic stabilization, community recovery, and mitigation support and/or financial restitution to key service sectors (e.g., medical, financial, public health and safety)

Responsibilities

Lead Agencies

City Planning Department

1. Coordinate the development of ESF 14 operational procedures.
2. Lead long term recovery planning efforts within the City.
3. Coordinate the post-incident assistance efforts within the City.
4. Coordinate with the EOC for the transition from response activities to long term recovery activities.
5. Coordinate with federal, state, county, local and private organizations involved in the long-term recovery activities.

ESF 15: External Affairs

PRIMARY AGENCY: North Bend Communications Department

SUPPORT AGENCIES: **Eastside Fire & Rescue**
Snoqualmie Police Department
Snoqualmie Valley School District #410

Introduction

To provide guidance for the development and delivery of accurate, coordinated, and timely incident-related information to affected audiences, including the Citizens of North Bend, City personnel (and families), government and public agencies, the media and the private sector.

Concept of Operations

North Bend Communications will coordinate with appropriate agencies and organizations to facilitate operational readiness. A Joint Information System (JIS) will be used to disseminate emergency public information and instructions through direct contact, briefings, news releases, and response to public and news media inquiries.

ESF Actions

Mitigation and Preparedness

1. Identify all pertinent stakeholders across all disciplines and incorporate them into the information flow through a clearly defined information sharing system
2. Develop plans, procedures, and policies for coordinating, managing, and disseminating public information effectively under all hazards and conditions
3. Develop crisis and emergency risk communication plan
4. Develop plans to coordinate with international, national, state and local news media for emergency operations, before, during and after emergency situations
5. Develop a public information program to educate the public regarding the effects of common, emergency, and disaster situations
6. Develop emergency plans that take into account vulnerable populations to include the provision of information to the public in the dominant languages of the community
7. Develop and maintain pre-scripted EAS messages, news releases, and public service announcements, for all hazards to include hurricane and coastal storm, rainwater flooding, storm surge and tornado.
8. Encourage development of disaster plans and kits for the public

Response

1. Activate plans, procedures, and policies for coordinating, managing, and disseminating public information
2. Activate and deploy public information/affairs personnel
3. Identify public information needs and media types and utilization of the affected area
4. Coordinate with EOC for public safety concerns that need to be disseminated
5. Activate Joint Information Center (JIC), to include nongovernmental and private-sector partners as appropriate
6. Disseminate prompt, accurate information to the public in appropriate languages and formats that take into account demographics and special needs/disabilities
7. Provide periodic updates and conduct regularly scheduled media conferences and monitor media coverage of event to ensure that information is accurately relayed

Appendices

1. Public Information Officer Checklist
2. Public Information Officer Press Release Worksheet
3. Media Contact List

ESF 16: Evacuation

PRIMARY AGENCY: Snoqualmie Police Department

SUPPORT AGENCIES: Eastside Fire & Rescue
North Bend Public Works Department
Washington State Department of Transportation
Washington State Patrol
King County, Snohomish County

Introduction

This ESF has been developed to provide guidance to the City of North Bend (City) to affect an evacuation should a major disaster threaten or occur in the City. Evacuations may result from naturally occurring events such as earthquakes, mudslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism or illegal activities like drug labs and waste dumping. This ESF addresses evacuation activities to ensure an efficient and effective evacuation of people within the City and the authorization, direction, routing and relocation of people from their homes, schools and places of business.

Concept of Operations

The Snoqualmie Police Department will coordinate with county and municipal law enforcement agencies to facilitate operational readiness.

ESF Actions

Mitigation and Preparedness

1. Plan and coordinate with support agencies and organizations
2. Maintain a current inventory of transportation resources
3. Establish policies, procedures, plans and programs to effectively address transportation needs
4. Maintain liaison with the state, adjacent county and municipal transportation officials
5. Plan for supporting all types of evacuations that could necessitate the suspension of normal operations
6. Estimate logistical requirements (e.g. personnel, supplies, equipment, facilities and communications) during the planning process and through exercises. Develop appropriate transportation packages to support likely scenarios identified in the county hazardous incident risk assessment

Response

1. Identify transportation needs required to respond to the emergency
2. Identify, obtain, prioritize and allocate available transportation resources
3. Report the locations of damage to transportation infrastructure, degree of damage and other available information
4. Assist emergency operations by determining the most viable transportation routes to, from and within the disaster area. Regulate the use of such routes as appropriate
5. Plan for transportation support of mobilization sites, staging areas and distribution points
6. Continue to render transportation support as long as emergency conditions exist

Responsibilities

Lead Agency

Snoqualmie Police Department

1. Provide direction and control for evacuation efforts.
2. Coordinate ESF #16 activities with appropriate agencies and jurisdictions.
3. Provide internal and perimeter security of evacuation zone.
4. Provide emergency traffic control in and around the evacuation zone.
5. Coordinate evacuation activities with police from adjacent jurisdictions and the State Patrol as appropriate.
6. Provide dissemination of evacuation information to the public as appropriate.
7. Coordinate with King County Sheriff's Office to obtain marine and/or air assets to support response and recovery, if needed.

Support Agencies

North Bend Public Works Department

1. Working in conjunction, provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals.
2. Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including Metro Transit, Snoqualmie Valley Transportation, Community Transit, School Districts, etc., through the EOC. Discussions on how to access transportation resources and any necessary written agreements should be in place prior to an event that would necessitate their need.
3. Provide for the removal of debris and vehicles abandoned or having mechanical problems from evacuation routes as requested.
4. Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to staging areas when requested.

Eastside Fire & Rescue

1. Provide support to the EOC in dissemination of evacuation information to the public.
2. Provide assistance, as possible, during the evacuation efforts.

Washington Emergency Management Division

1. Provide coordination of State resources to provide support to local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
2. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
3. Request and coordinate Federal resources through FEMA

Washington Department of Transportation

1. Provide damage assessment, emergency repairs and periodic status reports of state highways and bridges, as appropriate to ensure efficient and effective evacuation activities.
2. Coordinate emergency transportation resources, as appropriate.

Appendices

1. Evacuation Confirmation Instructions
2. Staging Areas and Evacuation Sites
3. Citizen's Pre-printed Evacuation Instructions

TETRA TECH

Resolution 2052, Exhibit A

ESF 20: Defense Support of Civil Authorities (DSCA)

PRIMARY AGENCIES: Snoqualmie Police Department

SUPPORT AGENCIES: Washington Military Department

Introduction

Emergency Support Function (ESF) 20 - Defense Support of Civil Authorities (DSCA) describes the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide Defense Support of Civil Authorities (DSCA).

Concept of Operations

The Snoqualmie Police Department will coordinate with county and municipal law enforcement agencies to facilitate operational readiness.

ESF Actions

Mitigation and Preparedness

1. Plan and coordinate with support agencies and organizations
2. Establish policies, procedures, plans and programs to effectively address civil defense needs
3. Maintain liaison with the state, adjacent county and municipal defense officials
4. Participate in training exercises designed to validate this annex and supporting Standard Operating Guidelines.

Responsibilities

Lead Agencies

Snoqualmie Police Department

1. Act as liaison with the assigned military officer during major emergency and disaster operations.
2. Assist military in locating suitable space for equipment staging and personnel encampment.
3. Identify a liaison to report to the EOC as requested.

Support Agencies

Washington Military Department - National Guard

1. Establish and maintain ongoing liaison for emergencies and planning purposes with military bases and units.
2. Provide support to civil authorities consistent with their designated mission and capabilities, whenever possible.
3. Control and direct the use of state military resources employed in state active service.
4. Establish appropriate readiness levels for the WNG.

Washington Military Department - Emergency Management Division

1. Train and educate civil authorities in the appropriate use of military support and the procedures for requesting military assistance.
2. Coordinate emergency plans for military support to civil   authorities
3. Coordinate requests for military support to state and federal agencies as appropriate.
4. Alert the WNG for possible military support requests.

TETRA TECH

Resolution 2052, Exhibit A

ANNEXES

Winter Weather Annex

Introduction

The Winter Weather Incident Annex to the North Bend Comprehensive Emergency Management Plan (CEMP) provides guidance and support to facilitate the response to inclement winter weather incidents that impact transportation, schools and/or the provision of services and utilities in North Bend.

Purpose

The Winter Weather Incident Annex to the CEMP provides overarching guidance for preparing for, responding to, and recovering from winter weather incidents. The guidance provided is based upon best practices that have been identified in the county as well as Standard Operating Guidelines (SOG's) that translate organizational tasks into specific action-oriented checklists for use in emergency operations.

Scope

This incident annex provides the overarching structure for implementing response actions and operational coordination during winter weather emergencies.

Situations and Assumptions

The action items that follow are grouped by Emergency Support Function (ESF) as listed in the ESF Annex to the CEMP. The ESF's are defined by the National Response Framework and the Washington Emergency Operations Plan.

The extent and impact of winter weather incidents will vary considerably. The timelines identified in this annex are estimates based upon lessons learned and best practices. All times are subject to change depending on the forecast notice time and duration of incident and extent of the impacts experienced by North Bend.

Impact Analysis

The extent of extreme cold temperatures is generally measured through the Wind Chill Temperature (WCT) Index. WCT is the temperature that people and animals feel when outside and it is based on the rate of heat loss from exposed skin by the effects of wind and cold. As the wind increases, the body is cooled at a faster rate causing the skin's temperature to drop (National Weather Service 2022). On November 1, 2001, the NWS implemented a new WCT Index designed to more accurately calculate how cold air feels on human skin. The WCT Index includes a frostbite indicator, showing the temperature, wind speed, and exposure time that will produce frostbite to humans, as shown on Figure 0-1 (National Weather Service 2022).
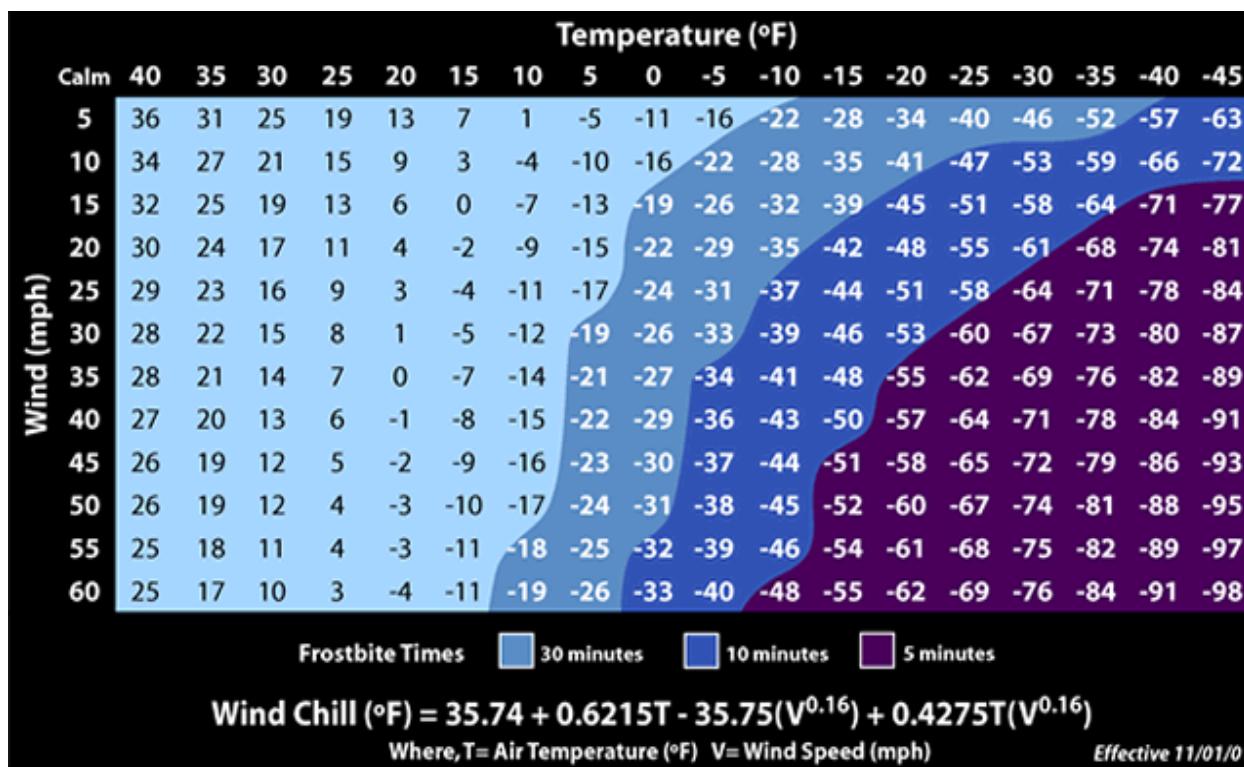
Figure 0-1. NWS Wind Chill Index

Severity and Warning Time

Meteorologists can accurately forecast extreme temperature event development and the severity of the associated conditions with several days lead time. These forecasts provide an opportunity for public health and other officials to notify vulnerable populations. Winter temperatures may fall to extreme cold readings with no wind occurring. Currently, the only way to headline very cold temperatures is with the use of the NWS-designated Wind Chill Advisory or Warning products. When actual temperatures reach Wind Chill Warning criteria with little to no wind, extreme cold warnings may be issued (NWS 2021).

Secondary Hazards

Extreme cold and freeze hazards can lead to many secondary hazards to buildings, infrastructure, and people. Cold temperatures can freeze pipes causing them to burst and create water leaks and water supply issues. Infrastructure such as roads and utilities are also at risk to freezing temperatures, causing failures and hazardous road conditions (Center for Disaster Philanthropy 2022). Exposure to cold temperatures, whether indoors or outside, can also cause other serious or life-threatening health problems, including hypothermia and frostbite. Infants and the elderly are particularly at risk, but anyone can be affected (Centers for Disease Control and Prevention 2005)

Concept of Operations

The Winter Weather Incident Annex is designed to be a phased task guide to assist the city in its preparation for, response to and recovery from winter weather incidents. The focus of this annex is approximately 5 days before the incident impacts the city and for approximately five days afterwards. Each has a list of the county ESF's along with guidance for the actions to take by that point in time. Many of the specific action items or lengthy details are captured in existing plans or standard operating procedures. In these instances, the existing documents will be listed as reference but not the individual steps contained within.

Roles and Responsibilities

Effective response depends upon all partners executing their specific roles and responsibilities. The standard operating procedures and supporting annexes referenced in this annex outline the roles, responsibilities and capabilities required for that particular response action.

Coordinating Agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operations functions at fixed and field facilities.
- Notifying and sub tasking support agencies.
- Managing tasks with support agencies, as well as liaison to county through FCO.
- Working with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of annex activities.
- Planning for short- and long-term support to incident management and recovery operations.
- Conducting preparedness activities such as training and exercises to maintain personnel who can provide appropriate support.

Support agencies are responsible for:

- Conducting operations consistent with their own authority and resources, and when requested by the coordinating agency.
- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing standards.
- Furnishing available personnel, equipment, or other resource support as requested by the coordinating agency.
- Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.

Agencies and their Emergency Support Functions

ESF	Primary / Supporting Agencies	
1- Transportation	North Bend Public Works	-Snoqualmie Valley Transportation (SVT) -Snoqualmie Police Department -Eastside Fire & Rescue
2- Communications	Communications	-Eastside Public Safety Communications Agency -Snoqualmie Emergency Communications & Support Team -Washington Emergency Management Division
3- Public Works & Engineering	North Bend Public Works	-Eastside Fire & Rescue -Snoqualmie Police Department -Washington Emergency Management Division -Community Development Department -Engineering Department
4- Firefighting	Eastside Fire & Rescue	-Snoqualmie Fire Department -Snoqualmie Police Department -North Bend Public Works -Mutual Aid Fire Departments -King County Fire Service Coordinators -Washington State Emergency Management Division -South Puget Sound Regional Fire Resources Coordinator
5- Information & Planning (Emergency Management)	Emergency Management	-North Bend Public Works Department
6- Mass Care, Emergency Assistance, Temporary Housing, and Human Services	North Bend Public Works	-Food Banks -Human Services Organizations -Parks and Trails Department -North Bend Public Works -Mt. Si Senior Center (NGO)
7- Logistics	North Bend Public Works	-Finance Department -Human Resources Department -IT Department
8- Public Health and Medical Services	King County Public Health	-Snoqualmie Police Department -King County Sheriff's Office -Snoqualmie Fire Department -Eastside Fire and Rescue (ESF&R) -Seattle-King County Public Health Department -King County Medical Examiner -Puget Sound Blood Center -Washington State Emergency Management Division
9- Search and Rescue	King County Search and Rescue (KCSAR)	-Eastside Fire & Rescue
10- Oil & Hazardous	North Bend	-North Bend Emergency Management

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ESF	Primary / Supporting Agencies	
Materials Response	Public Works	Department -Snoqualmie Police Department -North Bend Public Works
11- Agriculture and Natural Resources Annex	North Bend Public Works / King County Agriculture Program	-Snoqualmie Police Department -Parks Department (?) -Community & Economic Development Department -Finance Department -Public Health-Seattle/King County
12- Energy	North Bend Public Works	
13- Public Safety & Security	Snoqualmie Police Department	-Eastside Fire & Rescue -King County Sheriff's Department -Snoqualmie Fire Department
14- Cross-Sector Business and Infrastructure	Community & Economic Development (CED)	-Washington Emergency Management Division
15- External Affairs	Communications	-Eastside Fire & Rescue -Snoqualmie Police Department -City of Snoqualmie -School District

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Synchronization Matrix of Actions by ESF: Pre and Post Impact

This displays condensed references to the activities performed by each ESF in coordination with one another. More detailed descriptions of activities follow in the Daily Action Items.

	5 days before	3 days before	2 days before	1 day before	Day of incident	Days after
ESF 1	Equipment: Plows and Spreaders De-icing plan Staffing Fuel Review Debris Management Annex	Equipment Staffing Fuel Communicate with Vendors	Equipment Staffing Fuel	Brining operations Equipment staging Staffing Fuel	Response Sustain crews Fuel De-icing	Debris Management
ESF 2	Staffing Generators and Fuel				Mobility support from ESF 3	
ESF 3	Plows and Spreaders De-icing plan Staffing Support to Fire EMS and 911 Review Debris Management Annex	Equipment Staffing Fuel Communicate with Vendors	Equipment Staffing Fuel	Equipment staging Staffing Fuel Support to Fire EMS and 911	Response Sustain crews Fuel De-icing Support to Fire EMS and 911	Debris Management
ESF 4	Apparatus Staffing Support of EOC Activation Generators and Fuel	Prepare IAP Develop PSAs		De-icing Staffing for EOC Activation Mobility support from ESF 3	Response Generators and Fuel Mobility support from ESF 3	Demobilize
ESF 5	Situational Awareness Staffing Coordination	EOC Activation schedule Situational Awareness	Review CEMP and relevant Support Annexes	Develop IAP Consider EOC Activation	Activate EOC	Debris Management Demobilization Recovery

	5 days before	3 days before	2 days before	1 day before	Day of incident	Days after
		EOC staffing Coordination				Mitigation
ESF 6	Outreach to AFN population Staffing Review Mass Care Annex	Shelter Coordination Team Coordinate with ESF 8 and 11	Shelter staffing	Stage at Shelters if necessary	Support Incident	Demobilize
ESF 7	Consolidate resources	Solicit requests	Fulfil requests	Stage resources	Support Incident	Demobilize
ESF 8	Outreach to health care facilities Staffing Review MCS Annex	Coordinate with ESF 6 and 11		Staffing for EOC Activation	Support Incident	Demobilize
ESF 9	see ESF 4				Support Incident	Demobilize
ESF 10	see ESF 4				Support Incident	Demobilize
ESF 11	Review Mass Care Annex	Coordinate with ESF 6 and 8	Shelter staffing	Stage at Shelters if necessary	Support Incident	Demobilize
ESF 12	Equipment Staffing Review Debris Management Annex	Communicate with ESF 5		Equipment staging Staffing	Response Coordinate with ESF 1, 3, 4, 5 and 13	Demobilize
ESF 13	Consolidate resources Staffing Support of EOC Activation Coordination between Agencies Generators and Fuel	Equipment: snow chains		De-icing Staffing for EOC Activation Sustain staff	Response Generators and Fuel Mobility support coordination	Demobilization

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	5 days before	3 days before	2 days before	1 day before	Day of incident	Days after
ESF 14	Recovery and mitigation projects				Document needs and gaps	Recovery
ESF 15	Public Information PSAs Staffing Support of EOC Activation	Resolve communication needs PSAs Coordinate Commercial Media	Staffing for JIC	Media briefings Staffing for EOC Activation Mobility support from ESF 3	JIC activities	Demobilize

Daily Action Items

The tables in this section are designed to highlight specific winter weather preparedness, response, and recovery action items for each Emergency Support Function (ESF). It is important to note that additional actions may be required. The charts begin with the assumption there is a five (5) to seven (7) day advance notice as this is a typical timeframe for the initial forecasts of a winter weather incident in the region. It is also the longest amount of preparation time identified during the planning process. Local forecasts may change rapidly leading up to the actual incident. If less time is available to prepare, county personnel should use the charts to identify what day they are currently on and ensure all items identified on the previous days get accomplished as well.

At the completion of a set of Daily Action Items, return to the Synchronization Matrix to reestablish situational awareness of the preparation, response, and recovery effort as a whole.

Resources Available to Assist with Road Clearance

Resources integral to North Bend should be requested through WebEOC as a resource request, to ensure proper accounting and coordination. The below gives a snapshot of resources available and should not be used as an inventory.

	Chain Saws	Salt Spreader (Road)	Salt Spreader (Facilities)	Plow	Grader	Brine Truck	Backhoe	Skid Steer
King County Agriculture Program	✓		✓					✓
Eastside Fire & Rescue	✓							
Snoqualmie Police Department	✓							
North Bend Public Works	✓	✓		✓	✓	✓	✓	✓

Logistics Support and Resource Requirements

Execution of this annex requires that the logistics system anticipates the needs of the responders and the community to ensure a continuity of supply. Resources are defined as the supplies, materials, equipment and personnel necessary to support the community before, during and after an event. This includes but is not limited to supplies, facilities, office equipment, fuel, contracting services, personnel, and heavy equipment. Trained personnel must be available at all times to provide logistics support and meet resource requirements when prescribed criteria have been met.

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Evaluation

Plans and procedures shall be evaluated through reviews, testing, exercises, or real-world events. An evaluation of the CEMP will be documented at least every four years.

Revision

The decision to revise the CEMP rests with the Director of the Office of Emergency Management. In determining the need to initiate a revision, the following criteria will be considered:

- The identification of a new hazard that could impact and thereby require a response from North Bend;
- Any changes to planning standards at the State or Federal level, or changes to a specific grant program;
- The identification of existing gaps in current plans; and
- An update or revision required by ordinance, law, or rule.

The method of revision is flexible and allows the adaptation to varying characteristics and situations. Steps in the method of revision may include:

- Project initiation and designation of a lead planner,
- Research and analysis,
- Formation of a planning team,
- Document development,
- Document approval,
- Document distribution.

Steps can be minimized or skipped as appropriate for the known risks, and available planning resources. Once approved by the Director of Emergency Management, revisions will be published and will be considered part of the CEMP for operational purposes

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Earthquake Annex

Introduction

The Earthquake Incident Annex to the North Bend Comprehensive Emergency Management Plan (CEMP) provides guidance and support to facilitate the response to earthquake incidents that impact transportation, schools and/or the provision of services and utilities in North Bend.

Purpose

The Earthquake Incident Annex to the CEMP provides overarching guidance for preparing for, responding to, and recovering from earthquake incidents. The guidance provided is based upon best practices that have been identified by the city as well as Standard Operating Guidelines (SOG's) that translate organizational tasks into specific action-oriented checklists for use in emergency operations.

Scope

This incident annex provides the overarching structure for implementing response actions and operational coordination by the City of North Bend during earthquake emergencies. The annex supplements the CEMP by providing additional specific considerations for a response to a major earthquake in the North Bend area. This plan does not change policies and direction provided in other parts of the CEMP, such as policies for activating and managing the EOC.

Situations

Puget Sound has a high risk of experiencing damaging earthquakes. The most common damaging quake is a deep M6+ event, six of which occurred over the past ~100 years. In comparison, the Seattle Fault has been active three to four times in the past 3000 years and a subduction zone quake occurs approximately every 200-600 years, with a 10-20% chance it will rupture in the next 50 years, according to the Pacific Northwest Seismic Network (PNSN). With many potentially active faults in the area, earthquake impacts can occur anywhere in King County, with earthquake risk focused near faults and in areas with less stable soils. Washington has the second-highest earthquake risk in the United States, after California. According to the USGS, there is a 5% chance of a Seattle Fault and a 10-15% chance of a Cascadia Subduction Zone earthquake striking the region by 2055. This equates to an up to 20% chance of a major earthquake striking King County with potentially catastrophic damages in the next 35 years. (P. 102, KCRHMP 2015)

Hazard Mitigation Plan
Liquefaction Potential

Very Low Low to Very Low Low Moderate to Low Moderate High to Moderate High Very High
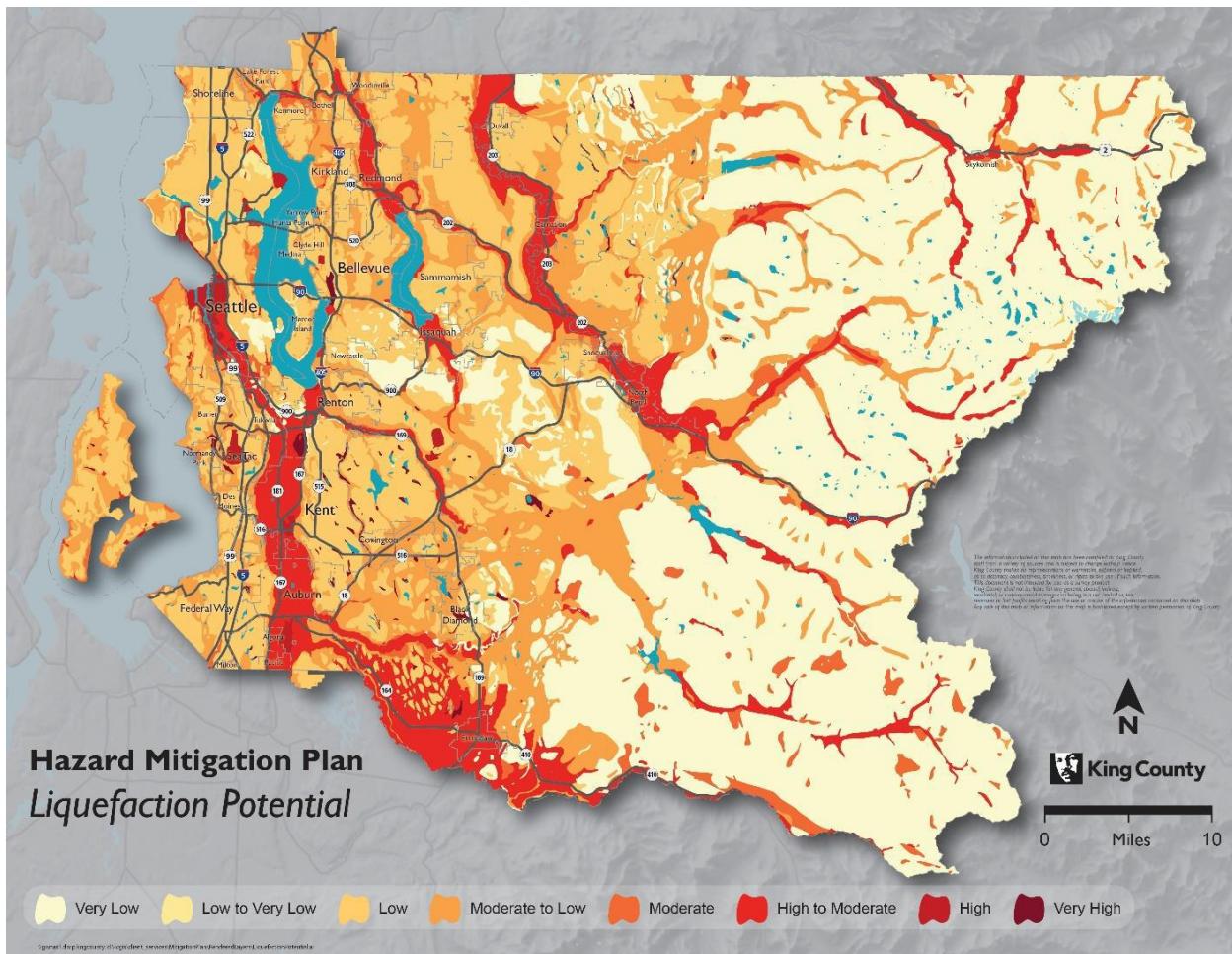
Assumptions

- State of emergency can be declared by Mayor, Council Chair, Governor and President.
- Massive disruption of the area's critical infrastructure (such as energy, transportation, telecommunications, and public health and medical systems) occurs.
- Significant shortage of response and casualty/evacuee reception capabilities, equipment, and medical care occurs.
- Upon receipt of the Presidential declaration or Presidential order to commit Federal resources, the State and Federal governments establish joint operations to provide assistance to local jurisdictions.

Impact Analysis

Many variables govern the specific effects of an earthquake, from the amount of energy it releases and the location of its origin to the specific qualities of the soil and rock where a community is built. Given these variables, the complexity of earthquake effects, and the size and density of the Seattle Area, no plan can possibly identify all considerations for a response. Consequently, this annex is not intended to describe detailed procedures for tactical execution of response tasks. However, the plan provides considerations that can be used to prepare for and guide execution of response operations.

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Resolution 2052, Exhibit A

Severity and Warning Time

Earthquakes are the result of a release of seismic energy, causing a shift in the layers of rock beneath the surface of the Earth, generally resulting in a shaking motion at the surface. These events are largely unpredictable, providing little to no warning, and vary in terms of intensity and duration. The King County Regional Hazard Mitigation Plan (KCRHMP) assigns earthquake the highest natural hazard risk rating.

Secondary Hazards

In addition to the damage caused directly by earthquake-generated ground motion, earthquakes can create many other hazards. In addition to aftershocks, earthquakes can trigger other secondary effects, including fires, hazardous materials releases, landslides, dam failures, and transportation incidents. Additional information regarding seismic risk, ground shaking intensities, fault rupture, soil liquefaction, secondary hazards, and potential effects on buildings can be found in the King County Regional Hazard Mitigation Plan (KCRHMP).

Concept of Operations

The Earthquake Incident Annex is designed to be a phased task guide to assist the city in its preparation for, response to and recovery from Earthquake incidents. The focus of this annex is approximately 4 hours to 72+ hours after the Earthquake. Each has a list of the city ESF's along with guidance for the actions to take by that point in time. Many of the specific action items or lengthy details are captured in existing plans or standard operating procedures. In these instances, the existing documents will be listed as references but not the individual steps contained within.

Roles and Responsibilities

Effective response depends upon all partners executing their specific roles and responsibilities. The standard operating procedures and supporting annexes referenced in this annex outline the roles, responsibilities and capabilities required for that particular response action.

Primary Agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operational functions at fixed and field facilities.
- Notifying and sub tasking support agencies.
- Managing tasks with support agencies, as well as liaison to county through FCO.
- Working with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of annex activities.
- Planning for short- and long-term support to incident management and recovery operations.
- Conducting preparedness activities such as training and exercises to maintain personnel who can provide appropriate support.

Support agencies are responsible for:

- Conducting operations consistent with their own authority and resources, and when requested by the coordinating agency.

- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing standards.

- Furnishing available personnel, equipment, or other resource support as requested by the coordinating agency.

- Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.

Agencies and their Emergency Support Functions

The action items that follow are grouped by Emergency Support Function (ESF) as listed in the ESF Annex to the CEMP. The ESF's are defined by the National Response Framework and the Washington Emergency Operations Plan.

ESF	Primary / Supporting Agencies	
1- Transportation	North Bend Public Works	-Snoqualmie Valley Transportation (SVT) -Snoqualmie Police Department -Eastside Fire & Rescue
2- Communications	Communications	-Eastside Public Safety Communications Agency -Snoqualmie Emergency Communications & Support Team -Washington Emergency Management Division
3- Public Works & Engineering	North Bend Public Works Department	-Eastside Fire & Rescue -Snoqualmie Police Department -Washington Emergency Management Division -Community Development Department -Engineering Department
4- Firefighting	Eastside Fire & Rescue	-Snoqualmie Fire Department -Snoqualmie Police Department -North Bend Public Works -Mutual Aid Fire Departments -King County Fire Service Coordinators -Washington State Emergency Management Division -South Puget Sound Regional Fire Resources Coordinator
5- Information & Planning (Emergency Management)	Emergency Management	North Bend Public Works Department
6- Mass Care, Emergency Assistance, Temporary Housing,	North Bend Public Works Department	-Food Banks -Human Services Organizations -Parks and Trails Department -North Bend Public Works

ESF	Primary / Supporting Agencies	
and Human Services		-Mt. Si Senior Center (NGO)
7- Logistics	North Bend Public Works Department	-Finance Department -Human Resources Department -IT Department
8- Public Health and Medical Services	King County Public Health	-Snoqualmie Police Department -King County Sheriff's Office -Snoqualmie Fire Department -Eastside Fire and Rescue (ESF&R) -Seattle-King County Public Health Department -King County Medical Examiner -Puget Sound Blood Center -Washington State Emergency Management Division
9- Search and Rescue	King County Search and Rescue (KCSAR)	-Eastside Fire & Rescue
10- Oil & Hazardous Materials Response	North Bend Public Works Department	-North Bend Emergency Management Department -Snoqualmie Police Department -North Bend Public Works
11- Agriculture and Natural Resources Annex	North Bend Public Works / King County Agriculture Program	-Snoqualmie Police Department -Parks Department -Community & Economic Development Department -Finance Department -Public Health-Seattle/King County
12- Energy	North Bend Public Works Department	
13- Public Safety & Security	Snoqualmie Police Department	-Eastside Fire & Rescue -King County Sheriff's Department -Snoqualmie Fire Department
14- Cross-Sector Business and Infrastructure	Community & Economic Development (CED)	-Washington Emergency Management Division
15- External Affairs	Communications	-Eastside Fire & Rescue -Snoqualmie Police Department -City of Snoqualmie -School District

Time Phased Actions: Post Impact

The extent and impact of earthquake incidents will vary considerably. The timelines identified in this annex are estimates based upon lessons learned and best practices. All times are subject to change depending on the duration of incident and extent of the impacts experienced by North Bend. The city will provide immediate response via its public safety departments coordinating in the field in accordance with the Incident Command System (ICS). The city's EOC will provide support to field personnel, coordinate the efforts of other city departments, and collaborate with the King County Operational Area and other allied stakeholders utilizing ICS.

If the city is unable to provide sufficient resources, requests will go first to the King County Operational Area, then the state and then, potentially, the federal government. These resources may be delayed by difficulties in transportation or as a result of the high regional demand for them. Arriving resources will be rapidly deployed, integrated into the City's operations, and tracked. The City will provide public information efforts as well as mass care and shelter services to affected residents. Integrated disaster fiscal procedures will ensure any use of public funds is justified and cost-effective. Transitioning from immediate life safety to sustained community response, the City will simultaneously start short-term recovery efforts while developing a long-term recovery plan.

In the first few hours and days after the earthquake (E), the city will conduct a phased response to coordinate these operations:

- **First 4 hours (E+4)**
  - Respond to the community's immediate life safety needs of fire suppression, emergency medical services, search and rescue, hazard materials release, and law enforcement. Start developing initial situational awareness.
- **First 12 hours (E+12)**
  - Assemble resources for a sustained response and for providing basic mass care, shelter, and information services to the community. Develop initial situational awareness and initiate Rapid Needs Assessment (RNA).
- **Through 24 hours (E+24)**
  - Consolidate the system and resources for sustaining emergency response operations. Conduct outreach and public information efforts.
- **Through 48 hours (E+48)**
  - Stabilize support for affected areas, forecast potential resource requirements, and initiate damage assessment.
- **Through 72 hours (E+72)**
  - Begin to transition from immediate emergency response efforts to sustained operations and develop Initial Damage Estimate (IDE).
- **Sustained Operations (E+ 3 to 7 days)**
  - Conduct sustained operations and begin to transition into recovery. Conduct Preliminary Damage Assessment (PDA).

Short-term Recovery

The immediate response to a major earthquake will focus on saving lives, providing resources to sustain city residents, and stabilizing the situation. At some point, however, the city will transition to a phase in which recovery operations take precedence. Given the level of damage to housing, business, and infrastructure; the direct impact on the population; and the effect on the regional economy, full recovery from a major earthquake may take years. Nonetheless, rapid initiation of recovery operations is critical to restoring confidence in the community. Note: aftershocks may require a temporary transition back into the response phase.

This section describes key issues for initiating short-term recovery operations. The issues described below are among those that must be addressed most urgently. The magnitude of, and resources required to address, these issues will require regional approaches with assistance from the state and federal governments.

Utility Restoration

Public and private utility providers, including telecommunications providers such as Century Link, will coordinate with the city EOC Operations Section and the King County Operational Area to

assess damage and restore utility services within the city. Restoration of services will be affected by the following:

- Electrical power will be interrupted immediately and may take 7 to 15 days or much longer to restore. Critical emergency response facilities will require backup power to continue operations on a temporary basis while utility service is being restored.
- Water service will be disrupted within the first several hours and could take 2 to 3 months to be fully restored. Water transmission and distribution pipes can often break days and weeks after the initial earthquake, requiring continual monitoring and repair.
- Repair sites may be inaccessible temporarily as a result of debris, aftershocks, and damage to transportation infrastructure.
- Aftershocks may cause additional damage or require re-inspecting facilities and equipment.

The strategy for restoring utilities includes the following:

- Service providers will begin damage assessments immediately. Additionally, damage information will be provided to the city EOC Planning/Intelligence section from first responders and other sources, which will then work with the Operations Section to provide information to and coordinate operations with service providers.
- Emergency restoration of lifeline utility services will be the top priority for the first 1 to 7 days after the event.
- Service providers may implement interim repairs and establish temporary delivery systems.
- Utility providers will restore services in accordance with their pre-established restoration priorities. The city EOC Utilities Branch will convey incident-specific restoration priorities to utilities services providers, which will fold these priorities into their restoration plans.
- The city EOC Utilities Branch will identify priorities for restoring services to facilities and services necessary for emergency response operations, hospitals and healthcare facilities, and continuity of government. Prioritized facilities and services may include selected private sector facilities and resources as well as restoration of service to the greatest number of people.

The city EOC Utilities Branch will coordinate with city utilities, Department of Public Works (DPW), Snoqualmie Police Department, Puget Sound Energy and Tanner Electric to support access for utility workers to repair sites.

Utility service providers will assist each other through pre-established mutual assistance agreements. The Logistics Section will facilitate provision of resources from within city and through emergency services mutual aid when requested.

Permanent restoration of utility infrastructure will occur after critical services are restored on an interim basis and may continue for months after the earthquake.

Damage to roadways and other challenges with transportation could delay the restoration process.

Debris Removal

Debris must be removed to allow resumption of services and business and make way for rebuilding, this would include:

- Transition to the effort to remove material from damaged buildings and demolish unsafe structures.
- Establish procedures to expedite removal of unsafe structures, in accordance with city and FEMA requirements for reimbursement.

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- Develop a plan for transporting debris to staging sites; separating, reducing, and recycling debris; and trucking to a disposal site.
- Secure contracted or federal resources, such as the U.S. Army Corps of Engineers (USACE), to support long-term debris removal operations.

The city EOC Public Works Branch will coordinate debris clearance and debris management activities in coordination with the Operational Area.

Interim Housing

Emergency shelters are a short-term solution to the problem of displaced residents (no more than 30 days). Residents must quickly be transitioned to interim and, eventually, long-term housing arrangements. These activities include:

- Establish a plan to identify interim and long-term housing needs, based on the needs of the shelter population.
- Utilize city resources, such as building inspectors, to work with shelter residents to determine whether they can move back into their homes.
- Streamline city processes for permitting home repairs to expedite movement back to permanent residences.
- Establish a housing recovery team to act as the lead for coordinating with the King County Operational Area and regional housing planning efforts and immediately begin a working dialogue with FEMA and other federal agencies engaged in the housing issue. The city's Planning and Community Environment Department will serve as lead agency.
- Collaborate with the King County Operational Area and regionally to reach consensus regarding what type of housing is needed and where it should be located.

Disaster Assistance Programs

Disaster assistance is available through a wide array of state and federal programs that can be leveraged in the first 90 days to promote short- and long-term recovery. This is done by:

- Working with the King County Operational Area to determine the appropriate number and location of local assistance centers that can be established to provide residents with information regarding recovery actions and assistance that is available.
- The City Administrator will designate a lead agency to ensure that City residents are fully engaged in state and federal individual assistance programs, including:
  o Resource access via a Local Assistance Center (LAC)
  o Disaster SNAP (food stamps) benefits.
  o Disaster unemployment assistance benefits
  o Assistance to individuals and families, including temporary housing and grants for other uninsured disaster-related necessary expenses and serious needs
  o State Supplemental Grant Program (SSGP), which provides assistance to families and individuals who still have unmet needs after they receive assistance from the federal government
  o Crisis counseling
  o Social Security assistance
  o Small Business Administration (SBA) Disaster Loan Program, which provides low-interest loans for real estate repairs and costs for businesses.
- Integrating private nonprofit assistance programs into recovery activities. Depending on the nature and severity of the event, these programs and organizations could include:
- The American Red Cross, which offers emergency shelter, food, clothing, physical and mental health support, limited grants for household items, work-related and medical equipment, and minor home repairs after natural disasters. The Red Cross also provides

referrals to other local and national agencies that provide home cleanup, repair, and rebuilding assistance.

- Habitat for Humanity, which assists with repairing and replacing housing for low-income disaster victims.
- The Salvation Army, which provides emergency shelter, food, clothing, and household items.
- The Southern Baptist Convention Disaster Relief Program, which provides assistance with food, home cleanup, and repairs.
- Team Rubicon, which may provide volunteer assistance in incident management, damage assessment, mapping, and debris management.
- And others such as Catholic Charities, Tzu Chi, Abilities United, InnVision, and Second Harvest Food Bank.

The Administrative Services Department will serve as lead in coordinating with King County, the Washington Emergency Management Division, and FEMA for application of the Public Assistance Program. Under this program, FEMA provides funding to state and local governments for extraordinary costs associated with debris removal, emergency protective measures, and permanent repair or replacement of disaster-damaged facilities. Extensive coordination with city departments will be necessary to track costs, facilitate inspections of damaged sites, and secure reimbursement.

Public Works will serve as lead in obtaining emergency relief funds from the Federal Highway Administration (FHWA). Under this program, FHWA provides funding through the Washington Department of Transportation for costs to open and repair federal-aid routes.

Other Emergency Actions

Emergency actions may be taken to address specific short-term recovery conditions, such as:

- Suspension of evictions
- Request utilities to provide bill relief
- Waiver of permit fees for damage repairs
- Expedited permitting and inspection processes to support rapid repairs
- Occupancy waivers to support temporary housing and business space
- Change or alter traffic patterns

Logistics Support and Resource Requirements

Execution of this annex requires that the logistics system anticipates the needs of the responders and the community to ensure a continuity of supply. Resources are defined as the supplies, materials, equipment and personnel necessary to support the community before, during and after an event. This includes but is not limited to supplies, facilities, office equipment, fuel, contracting services, personnel, and heavy equipment. Trained personnel must be available at all times to provide logistics support and meet resource requirements when prescribed criteria have been met.

Evaluation

Plans and procedures shall be evaluated through reviews, testing, exercises, or real-world events. An evaluation of the CEMP will be documented at least every four years.

Revision

The decision to revise the CEMP rests with the Director of the Office of Emergency Management. In determining the need to initiate a revision, the following criteria will be considered:

- The identification of a new hazard that could impact and thereby require a response from North Bend;
- Any changes to planning standards at the State or Federal level, or changes to a specific grant program;
- The identification of existing gaps in current plans; and
- An update or revision required by ordinance, law, or rule.

The method of revision is flexible and allows the adaptation to varying characteristics and situations. Steps in the method of revision may include:

- Project initiation and designation of a lead planner,
- Research and analysis,
- Formation of a planning team,
- Document development,
- Document approval,
- Document distribution.

Steps can be minimized or skipped as appropriate for the known risks, and available planning resources. Once approved by the Director of Emergency Management, revisions will be published and will be considered part of the CEMP for operational purposes.

The CEMP will be revised as needed in consideration of the factors listed above.

Distribution

Agencies with assigned responsibilities in the CEMP may access the most current version via a document management system at any time.

Flood Annex

Introduction

The Flood Incident Annex to the North Bend Comprehensive Emergency Management Plan (CEMP) provides guidance and support to facilitate the response to flood incidents that impact transportation, schools and/or the provision of services and utilities in North Bend.

Purpose

The Flood Incident Annex to the CEMP provides overarching guidance for preparing for, responding to, and recovering from flood incidents. The guidance provided is based upon best practices that have been identified by the city as well as Standard Operating Guidelines (SOG's) that translate organizational tasks into specific action-oriented checklists for use in emergency operations.

Scope

This incident annex provides the overarching structure for implementing response actions and operational coordination by the City of North Bend during flood emergencies. The annex supplements the CEMP by providing additional specific considerations for a response to a major flood in the North Bend area. This plan does not change policies and direction provided in other parts of the CEMP, such as policies for activating and managing the EOC.

Situation

There have been 15 damaging floods from the Snoqualmie River in the North Bend vicinity since 1975. The City of North Bend, like many other jurisdictions in King County, was founded close to the banks of the river because it provided opportunities for navigation, commerce, fishing, and logging, amongst others. However, this placed North Bend's downtown core in areas that are vulnerable to flooding. Approximately 42 percent of North Bend's land area is mapped or identified as within the 100-year floodplain. While severe floods in recent years have closed roads, damaged bridges and impacted the levee systems on the Snoqualmie River, North Bend has been spared the worst of the flooding in the upper Snoqualmie Valley. Most of the flood damage has occurred in King County downstream of the North Bend City limits and in the City of Snoqualmie. For the most part, the existing levee system has effectively protected the North Bend downtown core. North Bend has four repetitive loss properties.
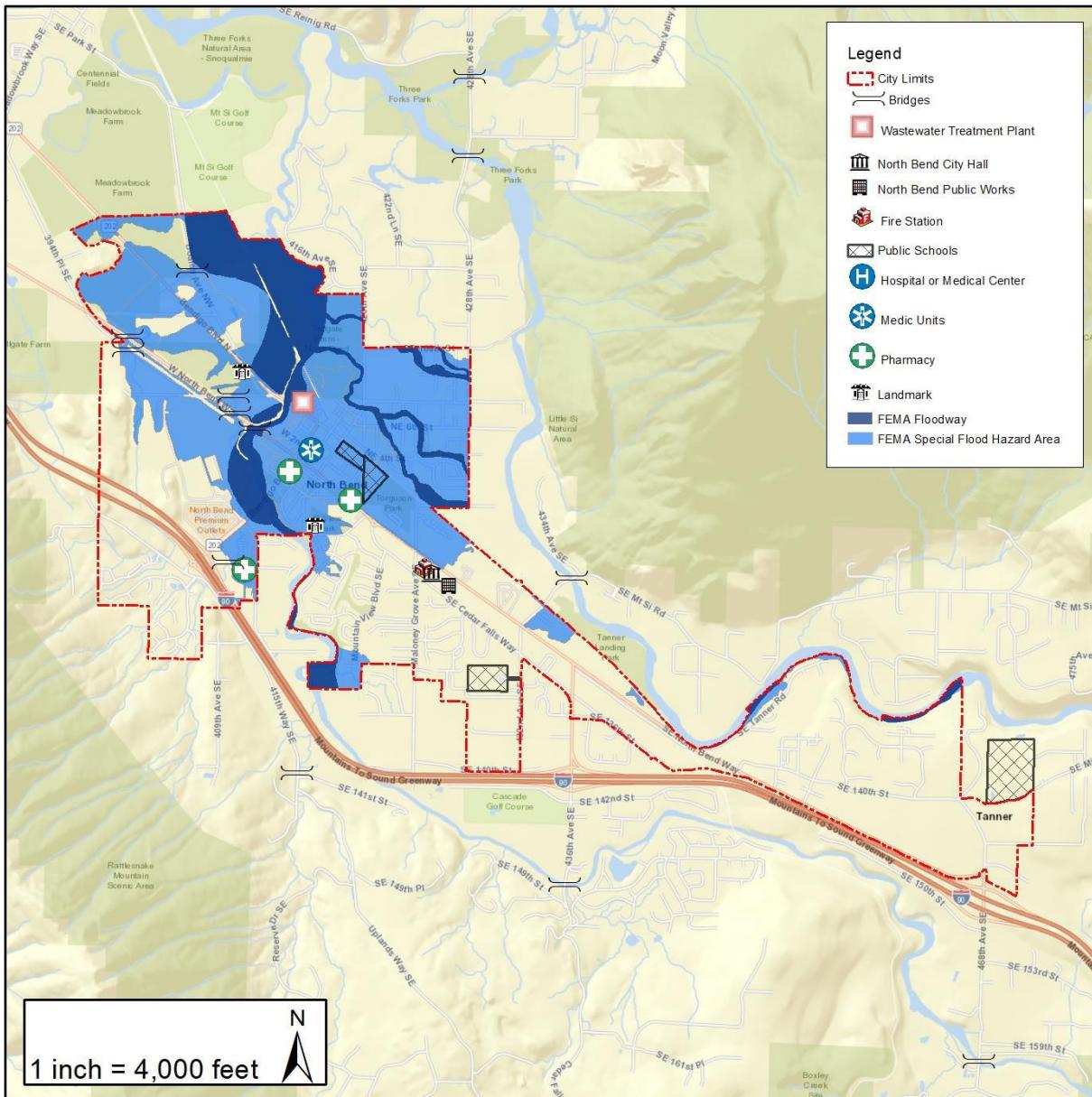
Assumptions

The following conditions are assumed to be true for the implementation of this annex:

- A state of emergency can be declared by the Mayor, Council Chair, Governor and President.
- Massive disruption of the area's critical infrastructure (such as energy, transportation, telecommunications, and public health and medical systems) occurs.
- Significant shortage of response and casualty/evacuee reception capabilities, equipment, and medical care occurs.

- Upon receipt of the Presidential declaration or Presidential order to commit Federal resources, the State and Federal governments establish joint operations to provide assistance to local jurisdictions.

Impact Analysis

Floods are one of the most common natural hazards in the United States. They can develop slowly over a period of days or occur quickly with disastrous consequences that can affect North Bend or the region. A flood is defined as the inundation of normally dry land resulting from rising and overflowing of a body of water. Heavy rains are the most frequent cause of flooding in the City with flood problems occurring primary along streams located on the bayside. Storm water and overland flows can exacerbate flooding and create shallow zones in parts of the City.

The King County Hazard Mitigation Plan identifies various types of floods:

- Storm water runoff – a result of local draining issues and high groundwater levels. Locally, heavy precipitation, especially during high lunar tides, may induce flooding. Urban drainage flooding is increased water runoff due to urban development and drainage systems.
- Riverine – is overbank flooding of river and streams.
- Flash flooding – "a rapid and extreme flow of high water into a normally dry area, or rapid water level rise in a stream or creek above a predetermined flood level beginning within 6 hours of the causative event." NWS 2009

Concept of Operations

The Flood Incident Annex is designed to be a phased task guide to assist the city in its preparation for, response to and recovery from Flood incidents. Each has a list of the city ESF's along with guidance for the actions to take by that point in time. Many of the specific action items or lengthy details are captured in existing plans or standard operating procedures. In these instances, the existing documents will be listed as references but not the individual steps contained within.

Roles and Responsibilities

Effective response depends upon all partners executing their specific roles and responsibilities. The standard operating procedures and supporting annexes referenced in this annex outline the roles, responsibilities and capabilities required for that particular response action.

Coordinating Agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operational functions at fixed and field facilities.
- Notifying and sub tasking support agencies.
- Managing tasks with support agencies, as well as liaison to county through FCO.
- Working with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of annex activities.

- Planning for short- and long-term support to incident management and recovery operations.
- Conducting preparedness activities such as training and exercises to maintain personnel who can provide appropriate support.

Support agencies are responsible for:

- Conducting operations consistent with their own authority and resources, and when requested by the coordinating agency.
- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing standards.
- Furnishing available personnel, equipment, or other resource support as requested by the coordinating agency.
- Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.

Agencies and their Emergency Support Functions

The action items that follow are grouped by Emergency Support Function (ESF) as listed in the ESF Annex to the CEMP. The ESF's are defined by the National Response Framework and the Washington CEMP.

ESF	Primary Agency	Supporting Agencies
1- Transportation	North Bend Public Works	-Snoqualmie Valley Transportation (SVT) -Snoqualmie Police Department -Eastside Fire & Rescue
2- Communications	Communications	-Eastside Public Safety Communications Agency -Snoqualmie Emergency Communications & Support Team -Washington Emergency Management Division
3- Public Works & Engineering	North Bend Public Works Department	-Eastside Fire & Rescue -Snoqualmie Police Department -Washington Emergency Management Division -Community Development Department -Engineering Department
4- Firefighting	Eastside Fire & Rescue	-Snoqualmie Fire Department -Snoqualmie Police Department -North Bend Public Works -Mutual Aid Fire Departments -King County Fire Service Coordinators -Washington Emergency Management Division -South Puget Sound Regional Fire Resources Coordinator
5- Information & Planning (Emergency Management)	Emergency Management	North Bend Public Works
6- Mass Care,	North Bend Public	-Food Banks

ESF	Primary Agency	Supporting Agencies
Emergency Assistance, Temporary Housing, and Human Services	Works Department	-Human Services Organizations -Parks and Trails Department -North Bend Public Works -Mt. Si Senior Center (NGO)
7- Logistics	North Bend Public Works Department	-Finance Department -Human Resources Department -IT Department
8- Public Health and Medical Services	King County Public Health	-Snoqualmie Police Department -King County Sheriff's Office -Snoqualmie Fire Department -Eastside Fire and Rescue (ESF&R) -Seattle-King County Public Health Department -King County Medical Examiner -Puget Sound Blood Center -Washington Emergency Management Division
9- Search and Rescue	King County Search and Rescue (KCSAR)	-Eastside Fire & Rescue
10- Oil & Hazardous Materials Response	North Bend Public Works Department	-North Bend Emergency Management Department -Snoqualmie Police Department -North Bend Public Works
11- Agriculture and Natural Resources Annex	North Bend Public Works / King County Agriculture Program	-Snoqualmie Police Department -Parks Department (?) -Community & Economic Development Department -Finance Department -Public Health-Seattle/King County
12- Energy	North Bend Public Works Department	-Puget Sound Energy
13- Public Safety & Security	Snoqualmie Police Department	-Eastside Fire & Rescue -King County Sheriff's Department -Snoqualmie Fire Department
14- Cross-Sector Business and Infrastructure	Community & Economic Development (CED)	-Washington Emergency Management Division
15- External Affairs	Communications	-Eastside Fire & Rescue -Snoqualmie Police Department -City of Snoqualmie -School District

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BEFORE

</div>

Mitigation

Mitigation efforts, consistent with the current Hazard Mitigation Plan focus on maintaining and managing channels, waterways, creeks, drains, spillways, and storm drains from any debris, erosions, vegetation, or anything that might impede or restrict water flow and runoff.

The North Bend Public Works Department is responsible for managing programs for city owned properties and facilities. Property owners are responsible for waterways which flow through private properties.

Storm management systems, including pump stations, should be regularly maintained and closely monitored during winter storms. Adequate alerting and notification systems should be in place.

Mitigation efforts should include:

- Enacting, updating and enforcing any land use and vegetation management codes
- Building and new and redevelopment use codes to mitigate impacts to waterways
- Regular inspection, maintenance and upgrading of storm drains, spillways, waterways (creeks and channels)
- Regular inspection, maintenance and improvements of retaining walls and breakwaters

Preparation

As the winter season approaches, departments should be aware of current and upcoming weather conditions. Department should stage any appropriate equipment and supplies needed.

Residents should be reminded to clear any debris and vegetation on their property that might be adjacent to a creek, steam or waterway.

Public works should pre-identify hazard prone areas and share that information with fire, police and emergency management. Emergency management will monitor incoming weather information and distribute it to fire, police and public works. North Bend Parks and Recreation should refresh intelligence regarding shelter locations and condition in case of any evacuations.

<div style="border: 3px solid red; text-align: center;">

DURING

</div>

Response

The degree of impact will dictate the degree of response.

Field responders will maintain communication and report on the status of conditions. An Incident Commander or supervisor will determine the need for any escalation using respective policies and procedures.

If the EOC has been activated:

All EOC Sections

- Obtain current overall situational update for affected area

TETRA TECH

Resolution 2052, Exhibit A

- Support current field operations
- Ensure adequate staffing to manage incident
- Plan for additional operational periods

Management

1. Orchestrate support of field operations
2. Manage EOC operations—establish objectives and operational periods
3. Draft and distribute relevant and timely media and public information releases
4. Communicate with respective city council
5. Liaison between EOC and allied agencies

Operations

1. Monitor and support all field operations
2. Ensure departments and responders follow appropriate protocols and procedures (SOPs)
3. Communicate with incident command post (ICP)
4. Support non-incident related operations
5. Keep PIO informed of urgent and important information
6. Support field evacuation operations
7. Support any mass care and shelter operations
8. Keep Logistics Section updated on equipment requests (current and anticipated needs)
9. Request additional resources (internal and/or external) [personnel and/or equipment]
10. Complete appropriate documentation

Planning

1. Facilitate and draft Emergency Action Plan (EAP)
2. Consider and plan for incident impact on city
3. Monitor current and predicted weather conditions
4. Support any field evacuation operations
5. Document necessary and appropriate damage for possible claims/reimbursement
6. Update situation status as warranted with relevant information
7. Initiate planning process for transition from Response phase to Recovery

Logistics

1. Fulfill requested resource request; secure additional request as possible; contact local vendors or KCOEM for mutual aid requests
2. Support any evacuation or sheltering operations

Finance

1. Track expenditures of personnel, equipment, and related purchases
2. Track receipts and financial record
3. Use appropriate form for potential reimbursement

AFTER

Recovery

Recovery process may take some time depending on the extent of damage, water level in effected waterway, and current and upcoming weather conditions. Public works will be the lead for overseeing repairs to waterways and storm related management systems.

In addition to channel maintenance, repair to soil erosion may be necessary. While the cost of such might be covered in flood or storm incidents, the management of repair may occur outside of the immediate incident.

Management

1. Orchestrate support of recovery efforts
2. Ensure needed city operations/services are in place
3. Continue to release relevant public information and media reports
4. Review EOC operations and staffing and adjust appropriately

Operations

1. Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures
2. Oversee restoration of normal city operations
3. Support any re-entry process
4. Support closure of any shelter operations and assist in transition of displaced residents
5. Oversee re-opening of closed roadways and removal of barricades and other traffic notification devices

Planning

1. Continue to document and track recordings of activities
2. Collect documentation for AAR
3. Coordinate and support re-entry process of any evacuated areas

Logistics

1. Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid
2. Support any re-entry process
3. Support any evacuation or sheltering operation and transition to closing facility

Finance

1. Collect expense reports, time costs; prepare summary reports; submit forms for possible claims and/or reimbursement
2. Utilize correct form for reimbursement

After action reports should be generated; these should include any improvement suggestions and plans. Suggestions and plans should have an effect on future planning and preparation efforts.

Logistics Support and Resource Requirements

Execution of this annex requires that the logistics system anticipates the needs of the responders and the community to ensure a continuity of supply. Resources are defined as the supplies, materials, equipment and personnel necessary to support the community before, during and after an event. This includes but is not limited to supplies, facilities, office equipment, fuel, contracting services, personnel, and heavy equipment. Trained personnel must be available at all times to provide logistics support and meet resource requirements when prescribed criteria have been met.

Evaluation

Plans and procedures shall be evaluated through reviews, testing, exercises, or real-world events. An evaluation of the CEMP will be documented at least every four years.

Revision

The decision to revise the CEMP rests with the Director of the Office of Emergency Management. In determining the need to initiate a revision, the following criteria will be considered:

- The identification of a new hazard that could impact and thereby require a response from North Bend;
- Any changes to planning standards at the State or Federal level, or changes to a specific grant program;
- The identification of existing gaps in current plans; and
- An update or revision required by ordinance, law, or rule.

The method of revision is flexible and allows the adaptation to varying characteristics and situations. Steps in the method of revision may include:

- Project initiation and designation of a lead planner,
- Research and analysis,
- Formation of a planning team,
- Document development,
- Document approval,
- Document distribution.

Steps can be minimized or skipped as appropriate for the known risks, and available planning resources. Once approved by the Director of Emergency Management, revisions will be published and will be considered part of the CEMP for operational purposes.

Distribution

Agencies with assigned responsibilities in the CEMP may access the most current version via a document management system at any time.

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Resolution 2052, Exhibit A

APPENDICES

Appendix A: After-Action Report/Improvement Plan

[Exercise Name]

After-Action Report/Improvement Plan

[Date]

The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs.

Exercise Overview

Exercise Name	**[Insert the formal name of exercise, which should match the name in the document header]**
Exercise Dates	[Indicate the start and end dates of the exercise]
Scope	This exercise is a [exercise type], planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters].
Focus Area(s)	[Prevention, Protection, Mitigation, Response, and/or Recovery]
Capabilities	[List the capabilities being exercised]
Objectives	[List exercise objectives]
Threat or Hazard	[List the threat or hazard (e.g. natural/hurricane, technological/radiological release)]
Scenario	[Insert a brief overview of the exercise scenario, including scenario impacts (2-3 sentences)]
Sponsor	[Insert the name of the sponsor organization, as well as any grant programs being utilized, if applicable]
Participating Organizations	[Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.]
Point of Contact	[Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)]

Analysis of Capabilities

Aligning exercise objectives and capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis. Table 1 includes the exercise objectives, aligned capabilities, and performance ratings for each capability as observed during the exercise and determined by the evaluation team.

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Objective	Capability	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
[Objective 1]	[Capability]				
[Objective 2]	[Capability]				
[Objective 3]	[Capability]				
[Objective 4]	[Capability]				

Table 1. Summary of Core Capability Performance

Ratings Definitions:

Performed without Challenges (P): The targets and critical tasks associated with the capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.

Performed with Some Challenges (S): The targets and critical tasks associated with the capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.

Performed with Major Challenges (M): The targets and critical tasks associated with the capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.

Unable to be Performed (U): The targets and critical tasks associated with the capability were not performed in a manner that achieved the objective(s).

The following sections provide an overview of the performance related to each exercise objective and associated capability, highlighting strengths and areas for improvement.

[Objective 1]

The strengths and areas for improvement for each capability aligned to this objective are described in this section.

[Capability 1]

Strengths

The [full or partial] capability level can be attributed to the following strengths:

Strength 1: [Observation statement]
Strength 2: [Observation statement]
Strength 3: [Observation statement]

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Resolution 2052, Exhibit A

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List any relevant plans, policies, procedures, regulations, or laws.]

Analysis: [Provide a root cause analysis or summary of why the full capability level was not achieved.]

Area for Improvement 2: [Observation statement]

Reference: [List any relevant plans, policies, procedures, regulations, or laws.]

Analysis: [Provide a root cause analysis or summary of why the full capability level was not achieved.]

[Capability 2]

Strengths

The [full or partial] capability level can be attributed to the following strengths:

Strength 1: [Observation statement]
Strength 2: [Observation statement]
Strength 3: [Observation statement]

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List any relevant plans, policies, procedures, regulations, or laws.]

Analysis: [Provide a root cause analysis or summary of why the full capability level was not achieved.]

Improvement Plan

Capability	Issue/ Area for Improvement	Corrective Action	Capability Element	Primary Responsible Organization	Organization POC	Start Date	Completion Date
Capability 1: [Capability Name]	1. [Area for Improvement]	[Corrective Action 1]					
Capability 1: [Capability Name]	1. [Area for Improvement]	[Corrective Action 2]					
Capability 1: [Capability Name]	2. [Area for Improvement]	[Corrective Action 1]					
Capability 1: [Capability Name]	2. [Area for Improvement]	[Corrective Action 2]					
Capability 2: [Capability Name]	1. [Area for Improvement]	[Corrective Action 1]					
Capability 2: [Capability Name]	1. [Area for Improvement]	[Corrective Action 2]					
Capability 2: [Capability Name]	2. [Area for Improvement]	[Corrective Action 1]					
Capability 2: [Capability Name]	2. [Area for Improvement]	[Corrective Action 2]					

This IP is developed specifically for [Organization or Jurisdiction] as a result of [Exercise Name] conducted on [date of exercise].

Exercise Participants

Participating Organizations
Federal
[Federal Participant]
[Federal Participant]
[Federal Participant]
State
[State Participant]
[State Participant]
[State Participant]
[Jurisdiction A]
[Jurisdiction A Participant]
[Jurisdiction A Participant]
[Jurisdiction A Participant]
[Jurisdiction B]
[Jurisdiction B Participant]
[Jurisdiction B Participant]
[Jurisdiction B Participant]

APPENDIX B: ICS FORMS

Exhibited below are selected ICS forms; additional ones are referenced here as fillable ones:
https://training.fema.gov/icsresource/icsforms.aspx

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 (for briefings or transfer of command)**:**

6. Prepared by: Name: _____	Position/Title: _____ Signature: _____
ICS 201, Page 1	Date/Time: _____

INCIDENT BRIEFING (ICS 201)

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

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

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

ICS 201, Page 2

Date/Time: _____

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

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

```
                    ┌──────────────────┐      ┌──────────────────┐
                    │Incident           │──────│ Liaison Officer  │
                    │Commander(s)       │      ├──────────────────┤
                    │                   │──────│  Safety Officer  │
                    │                   │      ├──────────────────┤
                    │                   │──────│Public Information│
                    └──────────────────┘      │     Officer      │
                                              └──────────────────┘
```

Planning Section Chief	Operations Section Chief	Finance/Administration Section Chief	Logistics Section Chief

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	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

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

ICS 201, Page 4   Date/Time: _____

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ORGANIZATION ASSIGNMENT LIST (ICS 203)

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

3. Incident Commander(s) and Command Staff:		7. Operations Section:		
IC/UCs		Chief		
		Deputy		
Deputy		Staging Area		
Safety Officer		**Branch**		
Public Info. Officer		Branch Director		
Liaison Officer		Deputy		

4. Agency/Organization Representatives:		Division/Group		
Agency/Organization	Name	Division/Group		
		Division/Group		
		Division/Group		
		Division/Group		
		Branch		
		Branch Director		
		Deputy		

5. Planning Section:		Division/Group		
Chief		Division/Group		
Deputy		Division/Group		
Resources Unit		Division/Group		
Situation Unit		Division/Group		
Documentation Unit		**Branch**		
Demobilization Unit		Branch Director		
Technical Specialists		Deputy		
		Division/Group		
		Division/Group		
		Division/Group		

6. Logistics Section:		Division/Group		
Chief		Division/Group		
Deputy		**Air Operations Branch**		
Support Branch		Air Ops Branch Dir.		
Director				
Supply Unit				
Facilities Unit		**8. Finance/Administration Section:**		
Ground Support Unit		Chief		
Service Branch		Deputy		
Director		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Food Unit		Cost Unit		

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

ICS 203	**IAP Page ____**	Date/Time: _____

Resolution 2052, Exhibit A

ACTIVITY LOG (ICS 214)

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

| 3. Name: | 4. ICS Position: | 5. Home Agency (and Unit): |

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

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

ICS 214, Page 1   Date/Time: _____